Angelina College
Nursing Program

Student Handbook
2015-2016

Angelina College does not discriminate on the basis of race, color, creed, sex, age, national origin, or disability.

This handbook is reviewed annually and revised as indicated. The provisions of this handbook **do not** constitute an irrevocable contract between any applicant or student and the Angelina College Nursing Program. The ACNP is not responsible for any misrepresentation of its requirements or provisions that might arise as result of errors occurring in the preparation of this handbook. The ACNP does not guarantee admission to the licensing examination nor licensure to Registered Nurse.

Revised 05/15

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Section I
Professional Guidelines

Program Mission

In accordance with the mission of Angelina College, the Nursing Program provides a quality nursing education in response to the unique needs and ethnic diversity of East Texas.

The mission of the nursing program is accomplished by:

1) Maintaining program accreditation by BON
2) Preparing students for licensure and entry level into nursing practice
3) Implementing a program that permits students to exit at either the vocational or associate degree level by achieving the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs (DEC)
4) Promoting a caring orientation in a technologically changing environment
5) Advocating a comprehensive approach to client care through use of the nursing process
6) Developing a curriculum that reflects advances in nursing practice, current health trends and changes in individual family and community

(Revised 5/09)

Angelina College Nursing Program
Code of Conduct

The Nursing Student Code of Conduct is based on an understanding to practice nursing as a student is an agreement to uphold the trust society as placed on nursing as a profession. The code provides guidance for nursing students in personal development of an ethical foundation in both academic and clinical setting intended to continue good ethical practices into the nursing profession.

American Nurses Association (ANA) Code of Ethics for Nurses, Provision 1.5, States:
"Relationships with colleagues and others: The principle of respect for others extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict. Nurses function in many roles, including direct care provider, administrator, educator, researcher, and consultant. In each of these roles, the nurse treats colleagues, employees, assistants, and students with respect and compassion. This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others. The nurse values the distinctive contribution of individuals or groups, and collaborates to meet the shared goal of providing quality health services" (American Nurses Association, 2001).

Texas Board of Nursing (BON) Good Professional Character, Rule 213.27a, States:
"Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity" (Texas Board of Nursing, 2013).

CODE OF CONDUCT FOR NURSING STUDENTS

Ethical principles are a necessary guide to professional development for students involved in both clinical and academic settings. Students are expected to follow the Code of Conduct. Failure to comply may result in disciplinary action.

Ground Rules:
Expected student behaviors include, but are not limited to:

1. Keep a copy of the course syllabus; bring syllabus and textbook to class.
2. Accepting responsibility for one's own actions.
3. Adhere to dress code.
4. Arrive to class on time. Classroom doors will be locked when lecture begins.
5. Arrive at clinical rotation site on time.
6. Be prepared for class and clinical rotation.

7. Communicating with peers, faculty, nursing staff, clients and their families in an honest respectful, nonjudgmental manner.
8. Treat the instructor with courtesy, even when there is a disagreement.
9. Do not interrupt instructor when speaking, wait for a pause or a preset time for questions to be asked.
10. Treat students with courtesy, even when there is a disagreement.
11. Work as a team; exhibits a helping behavior for peers that exemplify an assertive, rather than aggressive approach.
12. Maintain confidentiality.
13. Treat others with respect and promote an environment that respects the rights and values of others, diverse cultures and spiritual beliefs.
14. Use critical thinking skills in determining actions in the clinical setting.
15. Respect others by actions such as turning off cell phones, no texting and avoiding sidebar conversations.
16. Avoid use of lap-top computers during lecture time, unless use is related to lecture.
17. Take exams as scheduled and completing assignments on time.
18. Avoid use of inappropriate, derogatory or vulgar language, gestures or remarks.
19. Attend class 100% of the time and remain in class until dismissed.
20. Notify instructor if unable to meet commitments, including exams and clinical assignment, in advance or by the morning of the assignment.
21. Arrange to make up missed work, if possible or if permitted.
22. Demonstrate empathy in the care of others.
23. Collaborate in a reasonable manner with faculty and clinical staff to ensure quality care to clients.
24. Recognize and respect professional boundaries.
25. Avoid belittling remarks and disparage.
26. Avoid dominating class discussions.
27. Avoid posting inappropriate comments on social media about faculty, colleagues or college.
28. Take appropriate action to ensure the safety of clients, self and others.
29. Provide care for clients in a timely, compassionate and professional manner.
30. Avoid classroom disruptions. If is it necessary to leave class early, when approved by faculty, exit in a quiet manner.
31. When arriving late, wait until the next break to enter.
32. Seek assistance of available tutoring services as needed.
33. Discuss with the instructor problems you are having with the class before asking others for help in resolving the situation.
34. Check on grades often and discuss concerns early. Do not wait until late in the semester.
35. Do not bring weapons to class or on campus.
36. Do not bring children to class.

Misconduct:
Student misconduct in the academic and/or clinical setting is in direct conflict with the principles and philosophy of nursing. Misconduct of any type will not be tolerated as it lowers the standards of nursing practice and consequently jeopardizes the safety and well-being of clients and the public.

Removal from Class:
A student may be asked to leave class for any of these behaviors:
1. Tardiness (Must wait until next break time to enter)
2. Disruptive or disrespectful behavior
3. Inattentiveness to classroom work
4. Cheating

Removal from Clinical:
A student may be removed from the clinical setting for any of the following behaviors:
1. Unprepared.
2. Tardiness.
3. HIPAA violation.
4. Falsifying documents.

5. Stealing drugs or supplies.
6. Arriving under the influence of alcohol or drugs.
7. Odor of cigarette smoke, perfume, lotions, cologne, etc.
8. Misrepresentation.
9. Demonstrates unsafe clinical practice putting client or public in jeopardy.
10. Failure to practice in a safe manner, thus putting clients and the public in harm's way.
11. Use of profane language.
12. Use of cell phone.
13. Failure to treat other with respect, honesty and dignity.
14. Inappropriate professional dress and appearance.
15. Failure to comply with clinical site policies and protocols.
16. Purposefully destroying property at the clinical site.
17. Misuse or unauthorized use of computer resources.
18. Inattentiveness to clinical work evidenced by unavailability to clients.
19. Additional behavior deemed unprofessional by faculty i.e. refusing to follow faculty directions.

Consequences of Unprofessional Behavior:

When uncivil behaviors occur, the faculty member involved will:

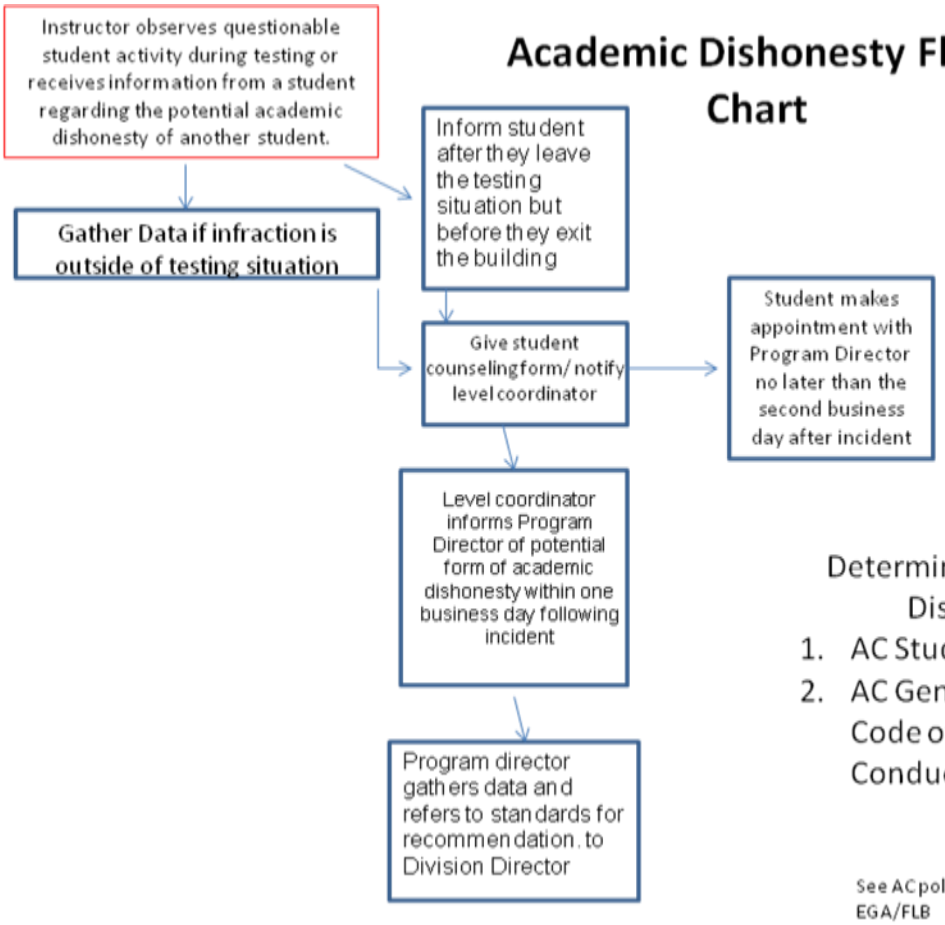
1. Counsel the student identifying the act of unacceptable behavior. Indicate the type of behavioral change expected and timeframe to be completed.
2. Document behavior, expected response and timeframe for correction.

If the act of unprofessional behavior is a major violation, the student will be counseled by the faculty and referred to the program director and/or division director for further counseling and direction.
(Revised 04/15)

Academic Dishonesty

Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Angelina College Nursing Program. Students must agree not to divulge any examination question(s) or answer(s) to any individual or entity falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as academic dishonesty. Violation of any rule, policy, or procedure of the Angelina College Nursing Program, will result in student referral to the Nursing Standards Committee for disciplinary action. See Code of Student Conduct in the Angelina College General Bulletin.

Academic Dishonesty Flow Chart



Determining Academic Dishonesty

1. AC Student Handbook
2. AC General Bulletin: Code of Student Conduct

See AC policy: EGA/FLB

See: Nsg Student Handbook, AC Policy: DGBA/FLD

Angelina College Nursing Program
Conceptual Framework

The major concepts of education, man, health and nursing are interrelated and interwoven throughout this nursing program and interact dynamically to influence the learner's nursing judgments.

Education: Education is viewed as a dynamic process by which the attainment of an individual's goals is facilitated. The adult learner comes to this program with diverse life experiences. Through participation, the adult learner is afforded opportunities to progress and attain sequential levels of success. Throughout the development of the curriculum, content and experiences are presented on a continuum. The continuum encompasses the simple to the complex; basic needs to self-actualization; concrete thinking to the more abstract; and, isolated data to an organized basis for facilitating this sequential development. The learner's responsibility is to progress from a dependent problem-solver to a self-directing decision maker. Within each level, the learner is responsible for achieving unit and course objectives. The faculty is responsible for creating a learning environment in which opportunities to meet the objectives are provided.

Man (client system): Man is a bio-psycho-social-spiritual being developing and moving through time. Man's adaptive responses to stressor in this evolving process is based on his inherent potential and influenced by his individual experiences. Throughout the life span, man has certain basic needs. Maslow defines these needs as: physiologic, safety, love and belonging, self-esteem and self-actualization. The learner recognizes this hierarchy that provides both structure and direction for planning care. Individualized planning focuses on the maintenance of dignity and health.

Health: Health is a dynamic state uniquely defined with the individual or group. On the continuum, health is an adaptive response to stressors in man's environment. Towards the promotion of optimum health, the learner assists man by functioning within this continuum. Through the application of the nursing process, the learner facilitates man's adaptation along the health continuum.

Nursing: Nursing is a decision-making process that occurs in a relationship with individuals or groups. The learner progressively develops decision-making skills by use of the nursing process. Uniqueness is recognized, needs are prioritized, interventions are planned and implemented with evaluation occurring continuously. Through the nursing process, specific patterns of adaptation are identified. The goal of nursing practice focuses on man's adaptation to his ever changing needs by promoting utilization of health care services. Through awareness of trends and changes taking place in health care delivery, the nurse acts to provide nursing care and guidance on behalf of man. The foundation upon which nursing judgments are built is the understanding of spiritual concepts and facts and principles from the psycho social and biological sciences. Nursing interventions flow from various components of nursing theories and cognitive, affective and psychomotor skills. The knowledge, values, and skills necessary for the practice of nursing are acquired and implemented in this program through use of classroom, laboratory and clinical experiences.

The major concepts of education, man, health, and nursing are interwoven throughout the course objectives and evaluations. The courses work on the continuum of basic to complex.

During Level I, the learner is expected to identify the client's basic needs as stated by Maslow and to discuss general stress-adaptation responses. The nursing process, including communication techniques and basic nursing interventions is presented to aid the learner in assisting the client in meeting basic needs. The learner is expected to recognize isolated significant responses of man to his environment. Legal and ethical issues are introduced in order to enable this direct caregiver to function as a dependent cooperative member of the health care team. The learner is accountable for seeking guidance and utilizing the lines of communication to meet own and client's needs.

Throughout Level II, therapeutic communication is stressed for interactions with clients and groups including family and significant others. The learner is expected to implement individualized client care by grouping significant data and deciding on appropriate actions for commonly occurring health problems. The nursing process is the major problem-solving tool. This tool, as it is utilized, builds on the knowledge of behavioral and physical sciences. Inherent in the utilization of this process is the understanding of legal and ethical issues, adaptation responses, development through the life span, the health continuum and the progression of the health care giver's autonomous role. As a collaborative interdependent member of the health team, the learner is provided with experiences to expand cognitive, affective and psychomotor abilities.

Within Level III, the learner is expected to expand and increase critical thinking skills in order to use nursing judgment. Opportunities are provided to further develop physical assessment skills, to group multiple data, and to utilize decision-making in varying, complex health care situations. Interventions are now evaluated based on the probability of predictable, therapeutic

outcomes.

Within Level IV, Nursing roles and accountabilities are incorporated and emphasis is placed on continuing self-development and professional activities. (Revised 7-19-06)

Program Objectives

Vocational Level

Upon completion of the vocational option, the graduate nurse as a member of the profession should have the knowledge and skills to provide and coordinate care for clients (individuals) in a variety of settings by assisting in the:

1) Demonstrate the use of critical thinking and the nursing process as a basis for decision-making that promotes the development and practice of vocational nursing.
2) Implement teaching plans for clients concerning promotion, maintenance and restoration of health that promotes the development and practice of vocational nursing.
3) Demonstrate the understanding of primary, secondary, and tertiary levels of prevention that promote the development and practice of vocational nursing.
4) Assume accountability and responsibility for the quality of nursing care provided to clients that promotes the development and practice of vocational nursing.

Program Outcomes - Associate Degree Level

Upon completion of the associate degree level, the graduate nurse as a member of the profession should have the knowledge and skills to provide and coordinate care for clients (individuals and families) in a variety of settings by the:

1) Demonstrate the use of critical thinking and the nursing process as a basis for decision-making.
2) Exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.
3.) Accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families.
4.) Promotes safety in the patient and family environment by: following scope and standards of nursing practice, practicing within the parameters of individual knowledge, skills and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm.
5.) Provides patient centered care by collaborating, coordinating and/or facilitating comprehensive care with an interdisciplinary/multidisciplinary healthcare team to determine and implement best practices for the patients and their families.
(Revised 3/2014)

Angelina College Nursing Program is part of the Health Careers Division which is made up of six programs: nursing, radiography, emergency medical services, respiratory care, pharmacy technology, sonography, and surgical technology. (Revised 5/09)

Angelina College
Health Careers Division
Organizational Chart
(See Appendices)

Program Overview

Angelina College Nursing Program provides high quality nursing education in a culturally, racially, and ethnically diverse community. Positive teaching and learning environments are consistent with professional, educational, and ethical standards of nursing.

The nursing program is designed to permit students to exit at either the vocational or associate degree level. The Angelina College Nursing Program provides basic nursing education at three locations (Lufkin, Jasper, and Crockett.)

The associate degree nursing track at the main campus in Lufkin is a multiple entry/multiple exit program (MEEP). Upon successful completion of two calendar years, students receive the Associate of Applied Science degree and are eligible to apply for registered nurse licensure by examination. Students may choose to complete two optional summer courses after their first year designed to prepare them for vocational nurse licensure by examination. These students receive a certificate of completion from Angelina College.

The associate degree track/vocational nursing option is approved by the Texas Higher Education Coordinating Board and is accredited by the Texas Board of Nursing for the State of Texas. This agency establishes rules and regulations governing education, examination, licensure and practice of nursing.

The Jasper, Crockett, Livingston, and Lufkin locations offer a vocational nursing track that prepares the graduate to independently perform basic nursing skills in non-complex situations and to assist the registered nurse or physician in complicated circumstances.

The vocational nursing programs are approved by the Texas Higher Education Coordinating Board and accredited by the Texas Board of Nursing (BON). Graduates are eligible to apply for licensure by examination through the BON.

Angelina College Nursing Program is an agency member of:

National/Texas Organization of Associate Degree Nursing (NOADN, TOADN)
Texas Association of Vocational Nurse Educators (TAVNE)

ANGELINA COLLEGE ASSOCIATE DEGREE NURSING PROGRAM DEGREE PLAN

TRACK: **A.D.N.** ☐ **LVN - A.D.N. TRANSITION** ☐

Student: SS #

Semester	Course Prefix	Course Title	Hr.	Grade	Institution	Date
	PSYCH 2314	Life Span	3			
Pre-reqs.	PSYC 2301	General Psychology (Mandatory if taking MEEP)	3			
	ENGL 1301	English Composition	3			
	RNSG 1208	Dosage Calculations for Nursing	2			
	STSU 0300	Student Development	0			
	BIOL 2401	Human Anatomy & Physiology I	4			
	BIOL 2402	Human Anatomy & Physiology II	4			
Fall - I	RNSG 1205	Nursing Skills	2			
	RNSG 1215	Health Assessment	2			
	RNSG 1309	Introduction to Nursing	3			
	RNSG 1262	Clinical Nursing	2			
	BIOL 2420	Microbiology	4			
Spring - I	RNSG 1341	Common Concepts	3			
	RNSG 1363	Clinical Nursing	3			
	RNSG 1301	Pharmacology	3			
Summer	VNSG 1570	Vocational Nursing Practice	5			
Session	VNSG 1360	Clinical Nursing - MEEP	3			
	RNSG 1327	Transition: Vocational-Professional Nursing	3			
	RNSG 1260	Clinical Nursing - Transitions	2			
Fall - 2	Elective*		3			
	RNSG 1343	Complex Concepts	3			
	RNSG 1412	Nursing Care of the Childbearing/Child Rearing Family	4			
	RNSG 2360	Clinical Nursing	3			
Spring - 2	RNSG 2331	Advanced Concepts - Adult Health	3			
	RNSG 2130	Professional Nursing Review and Licensure Preparation	1			
	RNSG 2363	Clinical Nursing	3			
	RNSG 2213	Mental Health Nursing	2			
TOTAL HOURS			60			
Approved:		Date:	Date:		Date:	

*Choose one three (3) hours elective from the following: (Fine Arts/Humanity Guided) ARTS 1301 MUSI 1306, 1310 DRAM 1310
** Same as Chem. 1271 Chemical Calculations

Date: Rev:5/15

Student:

NOTE: See addendum regarding the degree plan for the graduating class of 2016 completing the 72 hour curriculum.

Dress Code

Students are required to obtain the official Angelina College Nursing Program uniform, picture name badge, and appropriate footwear prior to the first clinical day (see course calendar for specific date). Students are responsible for laundry and maintenance of uniforms and lab coats throughout the nursing program.

1. The student uniform consists of:

    a. A minimum of two sets of white scrubs. Tops must be v-neck, snap up, or button. No polo or jersey type tops. No decoration on scrubs. (Skirts, or scrub dresses must be mid-knee to mid-calf in length).
    Angelina College, Health Careers Division insignia must be on upper right side of uniform.

    b. White duty shoes or athletic shoes with no colored decor. Shoes and shoelaces must be kept clean and polished.

    c. A watch that indicates time in seconds.

    d. School issued student name badge worn on the upper front torso with name and title showing (title is Nursing Student). Badges must be free of pins, stickers, etc.

2. Additional approved attire:

    a. White scrub jackets with insignia in appropriate position may be worn with scrubs for comfort while in the clinical area.

    b. Scrubs must be laundered and pressed daily.

    c. Undergarments must be worn with uniforms. T-shirts must be concealed under the uniform except at the neck.

    d. White or neutral hose must be worn with dress or skirt uniforms. **(Rev.11/11/2013)**

    e. Socks must be white**.**

    f. For safety and infection control, jewelry should not be worn. Student may wear up to one (1) stud per ear. No other body piercing jewelry or other body ornaments or decorations or necklaces allowed if they are visible to patient. This includes, but is not limited to, eyelids, nose, mouth, tongue, cheeks, neck, arms, legs, ankles, toes, and head areas. **(Revised 4/1/2013)**

    g. Hair must be neat, clean, off the shoulders and in a moderate style that will not compromise safety (for example hair will not fall or obstruct vision or fall forward over work area). Hair clips must match the hair color. No extreme hair ornaments or scarves. No head coverings permitted. Rev. 6/2010

    h. Beards, mustaches and sideburns must be neatly trimmed; otherwise, face should be shaved clean. Extreme styles are not acceptable.

    i. All attire should be of modest fit and neat in appearance.

    j. A black waist-pack is optional.

3. Personal Hygiene:

    a. Students must present a clean, well-groomed appearance at all times when on duty.

b. Use of an antiperspirant/deodorant is recommended.

c. Colognes and aftershaves are not permitted.

d. Good dental hygiene practice.

e. Nails should be clean and well manicured. Extreme length*, covers/or* nail polish is not acceptable.

f. Cosmetics must be neat. Extremes are not acceptable.

g. Any part of the uniform that becomes permanently soiled or in a state of disrepair must be replaced.

4. Other Rules:

a. No smoking or gum chewing will be allowed while in uniform. *

b. Jeans*,* overalls, and shorts are not allowed apparel while in clinical, unless otherwise specified.

c. Wearing of unapproved apparel and covering it with a lab coat is not acceptable and is a violation of this policy.

d. Failure to comply with guidelines may result in the student being sent home at the discretion of the instructor.

Clinical dress code will conform to assigned clinical agency policy. Name badge will be worn to all clinical areas.

Smoking

No smoking policy is in effect at Angelina College. It is a tobacco free campus. In addition, students may **not** smoke on any clinical facility campus.

Electronic Devices

Any electronic devices such as computers or iPads used in the classroom must be muted. (See page 51 for Cell Phone Usage Policy)

Gifts

Students should not give gifts to instructors.

Unsafe Behavior

Angelina College nursing faculty members will refer a student to the Nursing Standards Committee for any of the following:

1) Unprofessional or dishonorable conduct which, in the opinion of the nursing faculty, is likely to deceive, defraud, or injure patients/client or the public.
2) Academic dishonesty.

Section II
Program Guidelines

Generic ADN Students

Applicants for the main campus nursing program are selected in the summer of each year. Acceptance into the program is limited. **Applicants are not guaranteed acceptance**. Those students admitted to the program begin the nursing curriculum in the fall semester. The grade point average in prerequisite courses and a grade of 90 or higher on the dosage calculations examination is used in the selection process. Dosage calculation exam must have been taken in the last two years.

LVN to ADN Transition Students

Applicants for the nursing transition program are selected in the spring of each year. **Applicants are not guaranteed acceptance**. The grade point average in prerequisite courses and a grade of 90 or higher on the dosage calculations examination is used in the selection process. Applicants must be employed as an LVN for at least one year if not a graduate of an Angelina College VN program. Those students admitted to the program begin the transition curriculum in Summer Session I.

Transfer Students

Applicants for transfer into the nursing program are reviewed on an individual basis. **Applicants are not guaranteed acceptance**. A minimum grade of a C is required for all courses transferred. The grade point average in prerequisite courses is used in the selection process. **It is strongly recommended that prerequisite courses taken more than five (5) years prior to transfer, be audited.** Students must provide transcripts and records that reflect the classroom and clinical hours.

Advanced Placement

See General College Bulletin and Transfer Student Admission.

Graduation, Associate Degree

All nursing courses must be completed with a grade of C and all curriculum requirements must be fulfilled to be eligible for graduation.

Prospective graduates must apply for graduation at the Admissions office during the last semester (Spring) of the nursing program. The cap and gown fee is paid during spring registration. Deadlines are announced during class or posted on the student bulletin board. See the Angelina College Bulletin for specific graduation requirements.

CPR

Current Health Care Provider American Heart Association CPR training must be maintained throughout the entirety of the nursing program. Proof of CPR being current must be documented for each student. Therefore, a copy of this is to be given to the secretary in Health Careers I, room 108.

Attendance

Classroom: Three consecutive or four cumulative absences in the classroom may result in withdrawal from the theory course in progress and any co-requisite courses. Readmission is in accordance with the Angelina College General Bulletin (please see details in bulletin). Class attendance may be verified daily on each class period.

Clinical: Students must call the clinical instructor prior to clinical to report any absence. Instructors will accept telephone calls from

only the student. Students who do not call the morning of the clinical absence must see the Nursing Program Coordinator or her designee. A total of two no calls/no shows for clinical or clinical lab days while in the Nursing Program will result in dismissal from the Nursing Program. More than two absences per course in the clinical area will result in withdrawal from the clinical course in progress and all co-requisite courses according to Angelina College policy. One absence in excess of one will be made up in equal clinical day hours before taking the final exam. The make up date will be scheduled by the Nursing Program Coordinator. (Revised 5/09)

Students may miss up to three (3) days during an educational semester without penalty for documented death of immediate family or hospitalization of immediate family or of the student. After three days (3), absences will be counted as per the attendance policy. Immediate family is defined as spouse, children, mother, father, brother, sister, or grandparents. The student must submit proof of death or hospital admission to the Nursing Program Coordinator prior to resuming classes. **(Revised 4/2013)**

Tardiness

Tardiness is simply defined as not being in the assigned area at the assigned time.

To prevent class disruptions, tardy students will not be allowed to enter the classroom until a break.

Students who are tardy a total of three (3) times in the clinical area will receive a clinical absence. Students who arrive later than 30 minutes past the scheduled designated clinical area time, may/will be sent home (instructor's discretion) AND a clinical absence will be recorded. (Updated 1/12/2015)

Withdrawal/Dismissal

Students may withdraw or be dismissed from the Nursing Program for the following reasons:

1. academic failure (course grade below C or failing clinical grade)
2. financial problems
3. family/personal problems, excluding health
4. excessive absenteeism due to illness
5. excessive absenteeism, for reasons other than illness
6. change of residence
7. reason unknown
8. other (specify)

Any student withdrawing or being dismissed must see the nursing program coordinator before official withdrawal or dismissal can be obtained. Students who wish to withdraw from the nursing program must do so with both the Nursing Program Coordinator and the Office of Admissions. If the student does not officially withdraw in the Office of Admission, an "F" will appear on the transcript for the course in progress at the time. (Revised 5/07)

Inclement Weather

Angelina College officials will notify local television and radio stations by 6:30 a.m. if the college schedule is affected by inclement weather. Students should contact their clinical instructors for guidance regarding clinical assignments that necessitate travel before 6:30 a.m.

Readmission

Re-entry to the nursing program is based on space availability. Each student may re-enter the program once. To be eligible for re-entry the student must have formally withdrawn from AC Nursing Program at initial entry. The student must see the NPC and follow the readmission policy. The request letter for re-entry must have a statement regarding plan of action for success at readmission.

Procedure:

1. The student submits a written request for reentry into the nursing program:

    1. Address request to the Nursing Program Coordinator.
    2. Indicate the course desired for reentry
    3. Include current address and phone number
    1. Enclose an official college transcript

2. Written request with transcript must be received in the Nursing Program office by the following deadlines:

DEADLINE	SEMESTER of REENTRY
June 1st	Fall
October 15th	Spring
March 1st	Summer

3. The student must meet current admission requirements:

    - Eligible for readmission to the College
    - Prerequisite courses completed with at least a C.
    - Dosage calculations test score of at least 90% within the past 24 months.
    - Updated CPR card
    - Updated TB and immunizations.

4. A written response regarding readmission will be sent to the student via the address provided in the initial request for reentry.

5. Health requirements and other instructions will be included in the letter of response.

6. If readmission is denied because of lack of space in the desired course, the student must reapply the following year.

7. A re-entry student will follow the **ACNP Student Handbook** and college bulletin in place at the time of readmission.

8. All readmission requests will be reviewed by a committee of faculty members.

Progression

Progression in the nursing program results in successful completion of the vocational level or associate degree level curriculum, but does **not** guarantee a license to practice nursing. A student must earn a minimum grade of "C" or "P" in all required courses in order to progress within the nursing program. All nursing courses must be taken in the appropriate sequence. Student progress from one nursing course to the next course in the curriculum when: (Revised 5/07)

1. the minimum passing grade is achieved
2. clinical performance is satisfactory
3. all math tests are completed as scheduled (See Appendix for Medication Calculation Math Testing)
4. all assignments are successfully completed and submitted to the appropriate instructor

Classroom Grading

Nursing education consists of both clinical and theory components. Students are required to maintain satisfactory grades in all co-requisite courses. An unsatisfactory grade in **either** clinical or theory results in failure to progress in the program. To reflect progress in the Angelina College Nursing Program (ACNP), a grade of "C" or better must be maintained. The grade of "D" is not included in the grading scale.
The specific grade distribution for the ACNP is:

A = 90-100
B = 80-89
C = 74.5-79
F = 74.4 and Below

The grading scale is not negotiable.
There will be NO rounding test grades. After averaging, the final grade is the only grade rounded.

Clinical Grading

Course grade is computed on the basis of satisfactory completion of written clinical assignments, critical skills criteria, and clinical evaluation criteria. If the initial student effort does not meet all requirements, the assignment, skills or clinical criteria must be corrected. Students must demonstrate clinical competence by satisfactorily meeting all critical elements (clinical behaviors essential to safe practice per the Clinical Evaluation Criteria within each clinical course). Violations of a critical element may be considered unsafe conduct. (Revised 7/19/06).

A medication calculation test will be administered each semester in all of the clinical courses prior to students going into the clinical settings. (See Appendix for Medication Calculation Math Testing Guidelines Revised 5/07)

In the event of unsafe conduct, a student will be dismissed from the course with a grade of "F".
The specific grade distribution for the ACNP clinical courses is:

Grading Scale:	***Grade Distribution:***
Pass	Written clinical assignments
Fail	Critical Skills (check-offs)
	Clinical evaluation criteria (clinical performance)

Grade Calculation:
All written clinical assignments must be completed satisfactorily. All critical skills must be completed correctly. Satisfactory completion of clinical evaluation material must be met. (Revised 07/19/05)

Examinations

Students must be present and on time for all examinations which will be administered on-line and/or in written form. In order to take a make up exam, the student must submit a written request to the Team Leader before the next scheduled exam. Make up exams for all nursing courses will be administered on one designated day in the semester, to be announced by the Nursing Program Coordinator. Students must make a formal request to the Level Coordinator stating the course and exam missed prior to the make up exam date. (Revised 5/09)

If absent, **student must call the nursing office @ 936-633-5265 and leave a message, BEFORE the exam begins** to make arrangements for a make-up exam or no makeup exam will be scheduled. **(Updated 1/12/2015)** Attendance at the scheduled final examination is required and may be rescheduled only with the approval of the Dean of Instruction.

Test scores will be posted within five working days. A student that does not successfully pass an examination is required to make an appointment with the remediation specialist prior to the next exam. (Revised 5/07)

For questions that concern the test administration, (See Appendix for Testing Administration Policy)

AC nursing program provides a remediation/testing specialist to assist students who are at high risk for being unsuccessful in the nursing program. (See the Appendix for Remediation Policy.)

Audit Status

A returning student must audit **nursing** courses to update content by participating in classroom learning experiences. Auditing of a course does not guarantee a space in the course in which readmission may be requested. (See Readmission Policy this handbook)

Due Process/Grievance Procedure

Students have the right to due process as outlined in the Angelina College General Bulletin. The following procedure outlines the steps of progression. If the grievance is not resolved at the first step, the student will proceed through the steps sequentially until resolution has been obtained. According to Angelina College policy as written in the General Bulletin, this process should be no longer than 10 days. The grievance must be filed in the semester in which it occurs.

Procedure:

1. Student submits written grievance to faculty or staff member involved.
2. Faculty or staff member responds to the student grievance in writing.
3. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to the team leader.
4. The team leader responds to the student grievance in writing.
5. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to the program coordinator.
6. The nursing programs coordinator responds to the student grievance in writing.
7. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to division director.
8. The division director responds to the student grievance in writing.
9. Student may request conference with faculty involved, nursing program coordinator, and division director.
10. If student is satisfied with response, the grievance is resolved. If dissatisfied with the response, student submits grievance to the dean of instruction.
11. The dean of instruction responds to the student grievance in writing.
12. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, student submits the written grievance to the college president.
13. The college president responds to the student grievance in writing. This decision is final.

(Revised 4/1/05)

Disabilities

A student with a physical or learning disability may ask for special accommodation during each course or testing period. A special needs committee determines, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made. (See Angelina College General Bulletin).

Procedure:

1. Four (4) weeks prior to the beginning of the initial semester of enrollment, the student:
   a. Obtains an **Application for Special Services** from the Student Services office.
   b. Completes an interview with a support services counselor.
   c. Provides current medical and/or psychological documentation that verifies the disability.

2. The student is responsible for notifying each instructor of any accommodations needed at the beginning of each semester.

Children/Guests

Children/guests are not permitted in the classroom without the permission of the nursing instructor. Young children should not be left unattended or unsupervised on the campus. The parent or guardian remains responsible for the well-being of the child at all times. Children/guests are not allowed in the clinical area.

Health Requirements

Each student enrolled in a clinical nursing course must have a completed **Physical Examination Report Form** on file. The requirements on the health form are designed to meet the health standards of the clinical agencies. The form is considered confidential information and is maintained in a secured area with limited access.

Each enrolled student must provide proof of current TB (tuberculosis) screening by PPD skin testing **annually** or chest x-ray as required by the health department. Failure to comply with the health requirements could result in ineligibility for admission, progression, or readmission to the program.

Alcohol and Drug Policy

All students accepted into the Angelina College Nursing Program are required to provide proof of a negative drug screen within a thirty (30) day time period prior to clinical/practicum participation.

Angelina College and the Nursing Program **strictly prohibit** any student from being in a clinical/practicum education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Students should be familiar with the institutional alcohol and drug policy as provided in the Angelina College Student Handbook . If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the assigned clinical affiliate reserves the right to require a random drug test in accordance with its institutional policy. A student's participation in the clinical/practicum program is conditioned upon the initial drug testing, and subsequent random drug testing, if required by a clinical affiliate.

Conduction of Certified Background Check

Starting with the ADN class of fall 2013, the certified background check will be done in accordance with the rules of the Texas Board of Nursing.

All applicants selected for a Health Careers Program at Angelina College will be required to have a successful certified background check prior to full admission to a health careers program. Certified background checks will be done for all re-entry students in each program. Angelina College will designate the agency selected to do the certified background screening. The results of the background check will be sent directly to the Health Careers Division Director. All certified background information will be kept in confidential electronic files and archived as indicated by each program's accrediting agency requirements.

Successful completion of a certified background check is required for admission and continuation in all Health Careers Programs. Upon conditional acceptance into one of the health career programs, a letter will provide the student with the procedure to follow. The student will also sign a form indicating knowledge of this policy. The student will pay the cost of the background check directly to the designated agency.

Background checks will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in the enrollment of the program. A break in enrollment is defined as nonattendance of one full semester or more. As stated above, upon re-entry into a program, a certified background check will be required. (Revised 5/07)

Contents of Certified Background Check

The certified background check will include but is not limited to the following search and results: (Revised 5/07)

- Texas Statewide Criminal
- Nationwide Sexual Offender Registry
- Social Security Verification
- Residence History
- Nationwide Healthcare Fraud and Abuse Scan
- U.S. Patriot Act

Consent for Release of Information

Students will sign a release form that gives the Director of the Health Careers Division the right to receive their criminal background information from the agency. (Revised 5/07)

Unsatisfactory Results

A student with a significance unsatisfactory certified background screen will not be allowed to register or will be required to withdraw from the health careers program. A significant unsatisfactory certified background screen means a conviction for any matter listed in the Texas Occupations Code, Section 301.452, Subsection (b). A student may be considered for readmission to the program when they petition the appropriate health careers program's credentialing agency and they receive notification that they are eligible for licensure/certification/registry. (Revised 5/07)

Students Right

If the student believes his or her background information is incorrect, he will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background check are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures. (Revised 5/07)

Liability Insurance

Students are required to purchase liability insurance each year in order to participate in learning experiences in any clinical setting.

Medical Care Required As A Result of Student Accidents

As a student enrolled at Angelina College, you will encounter certain risks while you are enrolled in a classroom or laboratory experience, or in a clinical or practicum setting.
In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your responsibility and not the responsibility of Angelina College or the clinical/practicum site.

It is recommended that you purchase a student/personal health insurance plan (medical/hospitalization) if you are not covered by a group health insurance plan. (7/06)

Student Files

Active student records are stored in a fireproof locked cabinet, are up to date, and accessible to all faculty and board representatives. Graduate records and records of students who withdrew from the program are completed prior to permanent storage. Health forms are stored in a separate location from the student file and have limited access.

Students are encouraged to make personal copies of all information submitted to the nursing program for their files. All documents submitted become the property of Angelina College Nursing Program and will not be copied for the students.

Student Conferences

All conferences between a faculty member and a student are documented and placed in the student's file. The conference may be recorded on tape if both participants agree. The tape-recorded conference must include the date and time of the conference, name of the participants, a statement of agreement by both parties to record the discussion, the topic for discussion and the actual discussion.

A witness may be present during a conference if both parties are notified in advance. The witness cannot participate in the discussion and must be identified in the written or recorded documentation.

Documentation is maintained for a period of two (2) years at which time only those items required by the accreditation boards are maintained in a permanent file. (See Health Careers Division Student Counseling Form in Appendix)

All student conferences are documented and become part of the student file.

Supplies

Students are required to purchase a nursing pack that contains supplies for clinical laboratory skills practice. Students will be notified where to purchase these packs in the acceptance or readmission letter from the program coordinator.

Angelina College Nursing Program
Academic Portfolio

The nursing program portfolio is a collection that represents the work the student has done during the program. Samples of papers completed in each course will be added to the portfolio throughout the curriculum. The portfolio is an excellent resource that showcases the student's work for future employees. The selections chosen to be in the portfolio are designed to give evidence to having achieved the objectives of the program and the outcomes critical thinking, communication, empirical and quantitative, teamwork, personal responsibility, and social responsibility. (See Program Academic Portfolio in Appendices; Revised 5/15)

Section III - General Information

Student Advising/Counseling

Students having difficulty should seek counseling from team leader or clinical instructor. (See *Remediation Plan or Student Counseling Form in Appendix) ***The Nursing Programs Coordinator will assist division director in advising students and maintaining degree*** **plans. Degree plans are reviewed three times and as needed from entrance to graduation from the program.**

Early Warning System

The academic success of students at Angelina College is of paramount importance and one of the institution's foundational goals. An Early Alert system is used to notify students and various college services when an instructor feels a student's class performance needs attention. These notifications are sent to college assigned email accounts and students are encouraged to visit with their instructor should they receive this notification. The Business Office will use this information to hold any financial aid checks for anyone not attending and participating in an effort to reduce the unearned financial aid paid to students. (Revised 05/14)

Certificates of Completion

Nurse Aide Level: Students who successfully complete first year fall semester may apply for state certification through Community Services.

Vocational Level: Students who successfully complete the vocational level objectives may apply for a **Certificate of Completion** from the Registrar's office.

Committee Membership (Main Campus Only)

Student representatives are elected by their peers to serve on the following nursing program committees:

Curriculum (See Appendix)
Nursing Standards (See Appendix)

Course/Instructor Evaluation

Students are given opportunities to evaluate specific courses, theory and clinical instructors, and the nursing program. Constructive student feedback is important in improving the curriculum and instruction. Evaluations are completed online at a time specified by the instructor. (Revised 7/19/06)

Employment

Employment arrangements are between the student and their employer. Full-time employment is discouraged due to the strenuous nursing curriculum and requirements.

Financial Aid

Financial aid information is available from the Director of Financial Aid in Student Services. A number of scholarships are available; see the Angelina College General Bulletin. Students should be aware that additional scholarship information received during the academic year will be posted on designated bulletin board.

Student Organization

The Angelina College Nursing Students' Association (ACNSA) introduces students to the professional organization and involves them in health-related community issues. Membership is $1.00/year. The ACNSA meets as needed. Meeting dates and times are posted on the student council bulletin boards. See Appendix, Angelina College Nursing Students Association Bylaws.

Students may also join the National Student Nurses Association for a cost of $30.00 for the first year and $40.00/year thereafter.

Angelina College Nursing Students Association Bylaws

(*See Appendices*)

Computer Requirements

All nursing courses are web enhanced. Students are required to have Internet access and access to Word Processing. This is available to all students through local resources, including; Health Careers Computer Lab, AC Library, etc. (See Appendix for Netiquette of Newbies) (Revised 4/05)

Computer Policy

Rules Regarding Angelina College and Health Careers Division
Listed below are the most important and most misunderstood rules about Angelina College computer systems. These rules apply to anyone using such resources: student, faculty, and staff. Learn these rules so that you don't get into trouble. Violations of these rules might result in losing your opportunity for free access to the World Wide Web, being expelled from the college, or criminal charges.

Note: If you have a question about whether a specific use of computing or networking resources is legal or appropriate, ask before you begin to use it.

Please read these rules carefully. Some of them are also covered in Computer Crime Law.

1. Students may download information from the Internet with Instructors approval.

2. Never try to circumvent login procedures on any computer system or otherwise gain access where you are not allowed. Exit to the desktop. If you encounter an error in the program, please notify the computer lab assistant or your instructor. Do not attempt to manipulate any software located on the computer.

3. You will also be held responsible for destructive or illegal activity done by someone to whom you provided access or instruction. (This rule applies even if the activity does not require a password).

4. Never use any college-provided computing resources to do something illegal, threatening, or deliberately destructive; even as a joke. All complaints will be investigated. Violations can result in disciplinary action, criminal charges, or both.

5. You may not be paid or otherwise profit, from use of any college-provided computing resources or from any output from using it. You may not post advertisements for products that you sell nor promote any organization in which you may profit in any way.

6. Be civil and courteous of others wishing to use the computing resources. Do not send email, unless instructed by an Instructor. (In this instance, ask for assistance from a staff member.) Do not access chat room, MOO's, MUSH's, or other intercommunication with anyone on the Internet.

7. Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people's text or graphics can get you into trouble, even if the work did not contain a written copyright notice.

NURSING PROGRAM COMPETENCIES

The Angelina College Nursing Track curriculum incorporates skills and competencies (SCANS and Differentiated Entry Level Competencies-See Attachment I) mandated by state agencies - The Texas Board of Nursing for the State of Texas (BON), and the Texas Higher Education Coordinating Board. The two sets of competencies are described below:

SCANS - In 1990, the secretary of the United States Department of Labor directed a commission to advise the secretary on the level of skills required for entry-level employment for American workers.

The Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, public employers, union leaders, supervisors, and laborers in a wide variety of work settings. In 1991, the Commission report *What Work Requires of Schools* and noted that "good jobs will increasingly depend on people who can put knowledge to work." Additionally, they estimated that less than half of the students currently exiting high school possess the ability to find and keep a good job.

From its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies. The Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. The Workplace Competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.

Differentiated Essential Competencies - In Texas, nursing practice flows along a continuum from the aide to the doctorally prepared nurse. Licensed Vocational Nurses and Registered Nurses currently form the core of providers of care, coordinators of care and members of the nursing profession. Preparation for the licensed Vocational Nurse (LVN) examination is at the vocational level. Programs are provided either through community colleges, hospitals or proprietary schools and are accredited by the BON.

Basic educational preparation for the Registered Nurse licensure (RN) examination may be obtained through diploma, associate degree and baccalaureate degree programs of education. Each program provides the necessary preparation for practice as a registered professional nurse and is accredited by the Texas Board of Nursing for the State of Texas (BON).

Since the intent and focus of each of the different types of programs differ, the competencies of the graduates should also differ. However, the differences in competencies have not always been clear. As health care has changed and the demand for nursing has exceeded the supply, the roles and expected competencies have become blurred and overlapped. Curricula of nursing education programs were modified and yet communication among nursing education programs has been lacking. Thus graduates of VN, diploma, A D N programs have encountered obstacles in continuing their journey along the nursing practice continuum.

In response to concerns regarding barriers to educational mobility, the BON for the State of Texas approved a joint committee to advise the Boards in several matters related to the needs of nursing and nursing education in August/September 1990. The major focus of Differentiated Entry Level Competencies related to the need to identify nursing competencies to be required of graduated from each type of basic nursing program.

Verification - The Angelina College Nursing Program utilizes a matrix model to document that the Essential Competencies (Differentiated Entry Level Competencies and SCANS) skills are integrated into the curriculum. In addition, the Essential Competencies (Differentiated Entry Level Competencies) and (SCANS) skills are reflected in all Nursing course syllabi.

Appendices

Nursing Standards Committee

Purpose:

To investigate situations involving unprofessional student conduct or academic dishonesty, and to decide appropriate disciplinary action to the Nursing Standards Committee. The Nursing Programs Coordinator (NPC) is also a part of the grievance process.

Goals:

To ensure the academic and ethical standards of the Nursing Program.
To provide objective review of all cases.

Composition and Terms of Membership:

Chairperson, 2 years, appointed by Nursing Program Coordinator
4 Nursing Faculty
2 nursing student representatives
(Each may serve two consecutive terms.)

Quorum:

A simple majority will constitute a quorum for the transaction of business.

Procedure:

1. The faculty identifying unprofessional student conduct or academic dishonesty conferences with the student involved.
2. The faculty member submits the conference sheet to the NPC who calls the Standard Committee into session**.**
3. The committee investigates the situation by reviewing written records, interviewing students and faculty, and gathering additional data as required.
4. The committee decisions regarding disciplinary action, if any, are made in executive session by a simple majority of the membership.
5. The chairperson notifies the student involved of the committee's decision in writing and places a copy to the notice in the student files.
6. Copies of the decision letter, committee minutes, and any pertinent documentation are forwarded to the NPC with the student file.
7. The student may appeal the committee decision by initiating the grievance process.
8. All discussion within the committee is considered confidential.

(Revised 4/1/05)

Nursing Curriculum Committee

Purpose: To study, plan and recommended to the faculty organization matters pertaining to identification, description, implementation, and evaluation of all learning experience and content for curriculum of the Nursing Program.

Members:

a. Members of this committee will be appointed by the Faculty Organization Committee.
b. Student membership shall be elected by the end of the first month of the Fall semester by each class with one representative from each level for a term of office of one year.

Functions:

Plan and develop a curriculum framework and schematic design.

a. Review content to be taught in the nursing courses and make recommendations to nursing faculty and Nursing Program Coordinator**.**
b. Review and recommend textbooks used in nursing courses.
c. Recommend revision of content and learning experiences:
d. 1) Devise a method of obtaining information form recent graduates and employers as a means of evaluating the effectiveness of the curriculum.
   2) Seek information from nursing service regarding curriculum.
   3) Review results of tests and their relations to curriculum contents.

   Keep nursing service agencies informed of curriculum.

   Recommend class schedule for nursing courses

   Appoint members to subcommittees.

   Follow "Total Program Evaluation" in areas pertinent to curriculum matters.

Angelina College Nursing Students Association Bylaws

ARTICLE I: NAME

The name of this organization shall be the Angelina College Nursing Students' Association hereafter referred to as ACNSA.

ARTICLE II: PURPOSE AND FUNCTION

Section I: Purpose

ACNSA shall:

A. Assume the responsibility for contributing to nursing education in order to provide the highest quality of health care.

B. Provide programs representative of fundamental and current professional interest and concerns

C. Aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life, and his/her professional role.

Section II: Function

ACNSA shall:

A. Have direct input into standards of nursing education and influence in the educational process.

B. Influence health care, nursing education, and practice through legislation activities as appropriate.

C. Promote and encourage participation in community affairs and activities as appropriate.

D. Represent nursing students to the consumer, institutions and other organizations.

E. Promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of race, color, creed, sex, national origin, economic status, age or lifestyle.

F. Promote and encourage student participation in interdisciplinary activities.

G. Promote and encourage membership in a professional nursing organization such as the American Nurses Association, National Organization for Associate Degree Nursing International council of Nurses, as well as other nursing and related health care organization.

H. Provide a pre-professional organization on the local level and encourage participation in meeting and activities.

I. To aid in the growth and development of the individual student by developing leadership qualities.

ARTICLE III: MEMBERS

Section I: Association membership shall consist of at least one faculty sponsor from each level of Angelina College nursing program.

Section II: There will be three classifications of membership:

A. Active - Student enrolled in the nursing program leading to licensure as a Registered Nurse.

B. Associate - Pre-nursing students, enrolled at Angelina College as preparation for entrance into Nursing Division, leading to an associate degree in nursing. Associate members shall have all privileges of active members except the right to hold office

C. Subscriber - Membership open to any individual interested in furthering the development and growth of ACNSA.. This category is not open to those eligible for active membership. Subscriber members shall receive literature about the local organization as deemed pertinent by the Board of Directors.

Section III: All paid members of ACNSA will have voting privileges

ARTICLE IV: DUES

Section I: Dues

A. The annual dues shall be $1.00 per member, payable for the appropriate dues year. The dues year shall be a period of 12 consecutive months.

B. Active, Associate and subscriber membership dues shall be renewable annually.

C. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V: REPRESENTATION

Section I. Representation

A. Recognition

1. Where membership is composed of active or associate members, and bylaws have been other approved and remain current and upon meeting other such policy regulations as the Board of Directors have determined, shall be recognized as a constituent member.

B. Requirements

1. For initial recognition, this chapter shall be composed of at least eight (8) paid members which includes two presidents, two vice-presidents, two secretaries, two treasurers plus a faculty sponsor.

ARTICLE VI: OFFICERS

Section I. The elected officers of the organization shall be:
Two President, one for level I and one for level II
Two Vice-President, one for level I and one for level II
Two Secretaries, one for level I and one for level II
Two Treasurers, one for level I and one for level II

Section II. The following qualifications shall be required of all candidates for office in ACNSA.

A. Must have scholastic average of C or above
B. Must be willing to function as an officer.
C. All officers must be active members of ACNSA.

Section III. Duties of the officers

A. The President shall:
1. Preside at all business meetings of the association and the Executive Board.
2. Serve as an ex-office member of all committees.
3. Have authority to call special meetings
4. Approve expenditures as presented by the Treasurer and authorized by the Board.
5. Be the official representative of ACNSA.

B. The Vice-President shall:
1. Assume the duties of the President in the absence of that officer
2. Act as chairman of the Bylaws Committee.

C. The Secretary shall:
1. Provide records of all organizational correspondence.
2. Record the business and planning of the organization.
3. Provide a register of all membership for roll call and business purposes.

D. The Treasurer shall:
1. Submit a request to the board for funds to be withdrawn for expenditures.
2. Keep a record of all dues paid, together with a list of all members in good standing.
3. Submit a financial report at the regular meetings
4. Submit a financial report to the Executive Board when requested to do so by any member of the Board.

E. All officers shall deliver to their successors all records, papers or other property belonging to ACNSA within two weeks after their retirements from office.

ARTICLE VII: ELECTIONS

Article VII: Elections

Section I: Elections shall be held yearly to elect officers and the members of the nomination committee. All officers will be filled by election within the first two (2) weeks of each semester. All officers shall serve from the fall semester through the spring semester (Upper Level Graduating officers) or through the summer semester (Lower Level Officers). Vacancies left by officers who leave their office prior to expiration of term will be filled by a special called election during the semester.

Section II: Elections shall be held by secret ballot and supervised by one faculty sponsor.

Section III: All nursing students will be eligible to vote for officers. In case of a tie, a re-vote will be taken to break the tie.

Section IV: The time and place for election will be specified by the faculty sponsor.

ARTICLE VIII: MEETINGS

Section I. The ACNSA shall hold one regular monthly meeting. The schedule for regular monthly meetings will be adopted by the Board each semester based on class and clinical schedules.

Section II. The meetings shall be open to the Angelina College Nursing Students, Faculty Advisors, pre-nursing and special quests of the ACNSA unless otherwise specified.

Section III. All members are excepted to be present.

ARTICLE IX: STANDING COMMITTEES

Sections I. The committee shall be composed of members of the ACNSA and shall assume such assigned by the President and specified in these bylaws.

Section II. There shall be the following Standing Committee.

A. Committee on Bylaws
B. Committee on Public Relations
C. Committee on Projects

Section III. Duties of Standing Committee

A. Committee on Bylaws shall:
    1. Be composed of the Vice-President as Chairman and 2 members appointed by the Vice-President
    2. Review the Bylaws and propose amendments to the Board of action, annually, at a time to be designated by the Vice-President.

B. Committee on Public Relations shall:
    1. Be composed of a Chairman, appointed by the Chairman.
    2. Send items of interest concerning the ACNSA activities to the school and local newspaper and other news media.
    3. Review all material to be published with the faculty advisor for approval.

C. Committee on Projects shall:
    1. Be composed of a Chairman, appointed by the President and two members appointed by the Chairman.
    2. Organize money making projects and present such plans to the Board and the membership body.
    3. Organize one community project per year.

ARTICLE X: EXECUTIVE BOARD

Section I. The Executive Board of the ACNSA shall consist of the officers of this association.

Section II. This Board shall meet at the time decided by the Presidents

Section III. The Board shall:

A. Transact business of the ACNSA between meeting of the association and report such transactions at the next meeting of the ACNSA.
B. Have power to fill vacancies in any office except vacancies occurring in the office of the President.
C. Approve the budget, authorize all money disbursement, provide annual audits of accounts for close of the fiscal year.
D. Perform all other duties as may be specified in these bylaws

ARTICLE XI: QUORUM

Section I. A quorum at the regular business meeting of ACNSA shall be ten percent of active members one ACNSA officer each level meeting.

Section II. A quorum at meeting of the board shall consist of four members.

ARTICLE XII: AMENDMENTS

Sections I. These Bylaws may be amended annually by a two-thirds vote of the members present and voting. All proposed amendments shall be prepared by the Bylaws Committee and be submitted to the examination and discussion of the association one meeting prior to voting.

Section II. Proposed amendments may be submitted to the Bylaws Committee by any members.

Remediation Guidelines for Standardized Tests and Exit Exams
Angelina College Nursing Program

Specialty Tests and Exit Exam Policy (HESI/ Evolve)

Specialty Test Policy

- The conversion score on the initial exam (first attempt) or second attempt, whichever is higher, for each specialty test will be 10% of the grade dissemination for the related theory course.
- Students with scores at or above the national average (Currently 850) will be deemed successful on any Specialty Tests or Exit exam and will continue on in the natural progression of the nursing program.
- A score below the national average (850) constitutes an unsuccessful exam score thus requiring remediation. The remediation plan must be followed in order to retake the exam. The remediation plan for the Specialty Tests is outlined below:

1.) Remediation will be specific to the area of weakness as defined by the Specialty Tests.
2.) After review of the remediation material, the practice test (Evolve) related to the current subject will be taken. The student is responsible for bringing proof of successful completion of remediation to the faculty member administering the second test immediately prior to taking the exam.
3.) If the student is successful on the second attempt, the student will follow the natural progression of the nursing program, and the higher score will be recorded in the related theory class.
1.) If the student is unsuccessful on the second attempt, the remediation as defined by the 2nd Specialty Exam must be completed and submitted to the Nursing Program Coordinator. The higher score will still be recorded in the related theory class.

Exit Exam Policy

- Students scoring below the national average (currently 850) on the initial (first attempt) of the Exit exam must complete the targeted remediation as provided by Evolve (HESI).
- If the student is unsuccessful on the second attempt (850), the student will:

1.) Enroll in and successfully complete the designated course, RNSG 1193 NCLEX Remediation.
2.) The student will not receive a permit to practice as a GN (the affidavit will not be submitted to the BON) until RNSG 1193, NCLEX Remediation Course has been successfully completed.

Student Signature _____ Date _____

Rev. 5/15

Angelina College

Netiquette for Newbies

Netiquette refers to “Network Etiquette” meaning it is the way one should behave when sending email, posting of bulletin boards (also known as a Discussion Forum) and chatting on-line. The following are guidelines to refer to in Blackboard. A newbie is a person that is new to a subject online (ie. Blackboard newbie, netiquette newbie, Word newbie).

- Never “say” anything that you would not want posted on the wall or a face to face classroom, because it could be!
- Behave as you would in a face to face classroom.
- Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
- Think about what you have written before you submit it.
- Watch your “tone” – it’s written. It can be very easy to misinterpret someone’s meaning on-line.
- Use emoticons (see below) to help convey your “tone”.

Appropriate Emoticons

Over the Internet we can’t read body language (smiles, nods of the head or looks of disapproval, and we can’t hear the tone of another person’s tone). Sarcasm, in particular, comes across poorly in Internet communication. Emoticons can be helpful to clarify a comment where the tone could be misunderstood. Tone is as important in a message posting as it is when you are speaking in person. Reread your message before posting to see if your tone is civil and respectful.

Emoticons are also knows as smileys. A few examples:

:-)Your basic smile, ha ha

:-)Winking smiley (I’m kidding or sarcasm)

:-(Frowning smiley (I’m sad, it made me sad or I didn’t like it)

:-P Sticking out tongue (as in joking)

Use them occasionally where necessary overuse is annoying.

Check your spelling. On-line does not equal poor English (contrary to what most people seem to believe)

Try to be logical and methodical in your response. Avoid incomplete thoughts and imprecise language and terminology.

Keep to the assigned topic or course theme. Don’t waste other people’s time with irrelevant discussions.

When replying to specific content in previous messages, hit the “quote” button to reply so you can quote directly from that previous message. If you are addressing a specific person, use that person’s name as you would in a face-to-face encounter.

It is not acceptable for the work or ideas of another author to be presented in a message as your own work or ideas. Direct quotations longer than a paragraph are usually unnecessary and are discouraged. Try starting your own understanding of the person's work instead, giving them credit for the original idea (cite name and source of idea). If the information is on the web, simply provide the URL to that webpage. Incidents of suspected plagiarism will result in the denial of access to Blackboard as well as disciplinary action.

Don't start a new thread if the topic you are addressing is already covered under an existing thread (a thread is a 'subject' covered on the board), this helps to keep the discussion organized. Go to the existing thread and add your comments or questions there.

After you write your comments, use the "preview" feature to see how it read and looks. this is important! This is the only chance you will have to edit your message. Once submitted you cannot change what you have written.

Blackboard is an integral part of this course and is available only to students enrolled in the course but is not a requirement for taking or passing the course.

Ranting at someone, being hostile or "flaming" is unacceptable. You will be denied access to Blackboard for flaming (a flame is a series of angry responses to someone's comments).

Writing in all capital letters is equivalent to yelling and is unacceptable. ALL CAPS IMPLIES THAT YOU ARE SHOUTING – Do not do it.

Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face to face classroom). Any derogatory, offensive, or otherwise inappropriate comments are unacceptable and unprofessional. They will result in referral to the Nursing Standards Committee by Nursing Faculty or Nursing Programs Coordinator.

Check in frequently, things may develop rapidly on a bulletin board. It is very easy to fall behind and feel overwhelmed by the number of posts you have to catch-up on!

Additional information related to netiquette can be found at Online Netiquette.com
http://www.onlinenetiquette.com/netiquette_guide.html

ANGELINA COLLEGE NURSING PROGRAM
CLINICAL EVALUATION
DIFFERENTIATED ESSENTIAL COMPETENCIES OF
GRADUATES OF TEXAS NURSING PROGRAM

In 1993 the Board of Nurse Examiners developed competencies to describe the expected outcomes for students at the time of graduation from the nursing programs. The criteria are the basis of the clinical evaluation tool for all clinical courses. The student must meet the criteria in order to progress to the next level in the nursing program.

To read these competencies as outlined by the state of Texas, visit:

1. BON.state.tx.us
2. Under Nursing Education Information
3. Go to Reports/Data
4. Differentiated Essential Competencies.

Licensure Application Information for Students Completing the Associate Degree Nursing Program or the MEEP Option VN Program
Texas Board of Nursing (formerly called The BON)

All students successfully completing the requirements for Angelina College RN or VN MEEP program are eligible to sit for the National Council Licensure Examination (NCLEX-PN or NCLEX-RN) The student may go on online to www.ncsbn.org or www.BON.state.tx.us to find out the information regarding licensure, testing services, declaratory orders, or other questions regarding nursing students, nursing programs, or practice questions. Some general information regarding licensure is:

- All students attending an information session for the Angelina College Nursing Program are required to sign a form indicating they have read and understand § 301.252& 253; §301.452-301.454 and § 304.001 of the Nurse Practice Act ; Rules: 213.27-213.30 of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice; Rules 217.11 and 217.12 of the Rules and Regulations relating to professional nurse Education , licensure and practice; and Declaratory Order Request Form.
- The student must have applied for a declaratory order for any eligibility issue. These issues include but are not limited to legal, psychiatric, drug or alcohol abuse.
- Licensure fees must be paid before the graduate can sit for the NCLEX. The fees change from year to year but include a licensure fee paid to the Texas Board of Nursing, a testing fee paid to the testing service (currently Pearson VUE) and fees for FBI background check as well as fingerprinting process.

NCLEX

National Council Licensure Examination - PN
(For Practical Nurse)
National Council Licensure Examination - RN
(For Registered Nurse)

Entry into practice of nursing in the United States and its territories is regulated by the licensing authorities within each jurisdiction. To ensure public protection, each jurisdiction requires a candidate for licensure to pass an examination that measures the competencies needed to perform safely and effectively. The National Council of State Boards of Nursing, Inc. develops the exam and uses three components: Cognitive ability based on Bloom=s Taxonomy; Nursing Process; Client Needs.

The multiple choice questions are based on the cognitive levels as described by Engelhart Bloom in 1956. The revised levels are:

Remembering	Recalling information: recognizing, listing, describing, retrieving, naming, finding
Understanding	Explaining ideas or concepts: interpreting, summarizing, paraphrasing, classifying, explaining
Applying	Using information in another familiar situation: implementing, carrying out, using, executing
Analyzing	Breaking information into parts to explore understandings and relationships: comparing, organizing, deconstructing, interrogating, finding
Evaluating	Justifying a decision or course of action: checking, hypothesizing, critiquing, experimenting, judging
Creating	Generating new ideas, products, or ways of viewing things: designing, constructing, planning, producing, inventing

The phases of the Nursing Process include:

I. Assessment: Establishing a database.
   1. Gather objective and subjective information relative to the client.
   2. Confirm data.
   3. Communicate information gained in assessment.

II. Analysis: Identifying actual or potential health care needs and/or problems based on assessment.
   1. Interpret data.
   2. Formulate clients nursing diagnosis.
   3. Communicate results of analysis.

III. Planning: Setting goals for meeting client needs and designing strategies to achieve these goals.
   1. Prioritize nursing diagnoses.
   2. Determine goals of care.
   3. Formulate outcomes criteria for goals of care.
   4. Develop plan of care and modify as necessary.
   5. Collaborate with other health care team members when planning delivery of client=s care.
   6. Communicate plan of care.

IV. Implementation: Initiating and completing actions necessary to accomplish the defined goals.
   1. Organize and manage client's care.
   2. Counsel and teach client, significant others, and/or health care team members.

3. Provide care to achieve established goals of care.
4. Supervise and coordinate the delivery of client=s care provided by nursing personnel.
5. Communicate nursing interventions.

V. Evaluation: Determining the extent to which goals have been achieved and interventions have been successful.
1. Compare actual outcomes with expected outcomes of care.
2. Evaluate the client's ability to implement self-care.
3. Evaluate health care team member's abilities to implement client care.
4. Communicate evaluation findings.

Categories of Client Needs Are Described As Follows:

I. Safe, effective care environment - This category includes the client needs listed below:
1. Coordinated care
2. Environmental safety
3. Safe and effective treatments and procedures

To meet client needs for a safe, effective care environment, the nurse should possess knowledge, skills and abilities that include but are not limited to the following areas:

Advance directives, basic principles of management, client rights, confidentiality, continuity of care, environmental and personal safety, expected outcomes of various treatment modalities, general and specific protective measures, informed consent, interpersonal communications, knowledge and use of special equipment, principles of teaching and learning, principles of quality improvement, principles of group dynamics, spread and control of infectious agents, staff education.

II. Physiological integrity - This category includes the client needs listed below:
1. Physiological adaptation
2. Reduction of risk potential
3. Provision of basic care

To meet client needs for physiological integrity, the nurse should possess knowledge, skills and abilities that include but are not limited to the following areas:

Activities of daily living, body mechanics, comfort interventions, drug administration, effects of immobility, expected and unexpected responses to therapies, intrusive procedures, managing emergencies, normal body structure and function, nutritional therapies, pathophysiology, pharmacological actions, skin and wound care, use of special equipment.

III. Psychosocial integrity - This category includes the client needs listed below:
1. Psychosocial adaptation
2. Coping and/or adaptation

To meet client needs for psychosocial integrity, the nurse should possess knowledge, skills and abilities that include but are not limited to the following areas:

Accountability; behavior norms; chemical dependency; communication skills; community resources; cultural, religious, and spiritual influences on health; family systems; mental health concepts; principles of teaching and learning; psychodynamics of behavior; psychopathology; treatment modalities.

IV. Health Promotion and Maintenance - This category includes the client needs listed below:
1. Continued growth and development through the life span
2. Self-care and support systems
3. Prevention and early treatment of disease

To meet client needs of health promotion and maintenance, the nurse should possess the knowledge, skills and abilities that

include but are not limited to the following areas:

Adaptation to altered health states, birthing and parenting, communication skills, community resources, concepts of wellness, death and dying, disease prevention, family systems, family planning, growth and development including aging, health care screening, lifestyle choices, principles of immunity, principles of teaching and learning, reproduction and human sexuality.

REMEDIATION AND RETENTION POLICY

In order to maintain student enrollment the following policy is instituted. The retention process will begin at orientation. Learning needs and obstacles to student success will be identified and addressed. Remediation of at risk students will include counseling, mentoring opportunities and help sessions. Educational resources such as computer assisted instruction modules, enhancers and exams, and additional instructional materials will be used to enable faculty to assess entry level knowledge, enhance faculty instruction, improve mastery of course objectives, and track student performance.

The Retention Specialist and/or a faculty member will be responsible for working with students on an individual basis. **(Rev. 11/11/2013)** Students' needs will be identified by nursing faculty/Remediation Specialist/students.

It is **strongly recommended** that any student who does not successfully pass an examination, attend scheduled remediation sessions. **(Rev. 11/11/2013)**

The Retention Specialist will maintain documentation of remediation appointments. **(Rev. 12/17/2013**

Students will be assessed using the Plan for Retention and Remediation of Nursing Students.

PLAN FOR RETENTION AND REMEDIATION OF NURSING STUDENTS
STUDENT COUNSELING GUIDELINES

Please read and follow the information below when counseling with students who have failed one or more nursing exams or have been identified as being at risk for failure of a nursing course.

1. Use the form entitled Remediation Plan.
2. Complete all student information including course name, number and exam number and exam grade received by the student
3. During counseling session with the student please, include under "summary of student study habits/circumstances" if the student meets any of the following risk factors: **(Rev. 11/11/2013)**
    a. Concurrent enrollment in a science course
    b. Works full time or part time
    c. Has previously been identified to have a learning disability or special accommodation needs
    d. English as a second language
    e. Other concerns of student/faculty e.g. cultural barriers to learning
4. Check all steps recommended to the student for increasing academic performance and for recommended readings, audio or videos a title list will be given to the student.
5. Have student complete comment section reflecting their understanding and agreement to the plan confirmed by their signature.
6. Make a follow-up counseling appointment prior to the next exam, if needed. **(Rev. 11/11/2013)**
7. Faculty please sign the form and provide a copy to the student and for the student's file. (See Attachment II Remediation Plan Form)

ATTACHMENT II

REMEDIATION PLAN

Student Name_____
Course_____
Date_____

Student has been counseled regarding the following exam grade(s) in RNSG_____.
Exam I Grade_____ Date_____ Exam II Grade_____ Date_____
Exam III Grade_____ Date_____ Exam IV Grade_____ Date_____
Summary of student study habits/circumstances contributing to low exam scores:

_____
_____
_____

The following steps have been recommended to increase academic performance and chance for success in the nursing program:

Date___ ____Make appointment in Student Counseling Services
633-5290; Room 211 in Student Services Building
Date___ ____Join a study group
Date___ ____Make appointment with _____, Student Tutor
Date___ ____Complete all required reading PRIOR to lecture/class
Date___ ____Make note cards
Date___ ____Audiotape lectures with instructor permission
Date___ ____Reduce work hours/schedule
Date___ ____Review recommended article/book on test taking/study techniques
Date___ ____Review time management; schedule_____hrs uninterrupted study time per day
Date___ ____Other:

Follow-up Counseling Date/Plan:_____
_____
_____
_____

Student Comments:_____
_____
_____

Faculty Comments:_____
_____
_____

Student Signature _____ **Date**_____

Faculty Signature_____ **Date**_____

General Guidelines for Medication Calculation Math Testing

1. All medication calculation tests will be developed and administered by faculty teaching clinical courses(s).
2. The passing grade for all medication calculation tests is 90%.
3. All medication calculation tests will be given at a time and day established by the faculty. Students will be notified of the testing dates/times at the beginning of each semester.
4. All students will be tested in the same or similar environment. No tests are to be administered in the clinical area.

Level Based Policies

Level	Competency	Preparation	Process	Remediation	Failures
1st semester	Basic Dosage Calculation Entrance Exam	Students take RNSG 1208 as pre-requisite for Nursing program	Students must achieve a passing score of 90% or retake the exam. Calculators may be used.		Student is unable to enter the program until successful on the Exam.
2nd semester	Drug dosage calculation, measurement conversions, preparing tube feedings and IV drip rate calculation	Lecture from RNSG 1309 and 1205 in previous semester.	All students who take math competency tests must pass at the 90% level prior to entering clinical facility. Calculators may be used. *	Recommend Nurse Pro-calc module in Software for Nurses in CAI lab.	Student unable to achieve 90% can not enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.
3rd semester	Same as above plus calculation of dosage/dose per day, drug dosage/weight	RNSG 2460 skills lab & lecture on dosage calculation for pediatric patients plus previous sections.	All students who take math competency test must pass at the 90% level prior to entering clinical facility. Calculators may be used. *	Recommend online remediation at site listed below. Individual tutorials with instructors.	Student unable to achieve 90% can not enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.
4th semester	Same as above plus titrations, microgram dosage calculations and drug dosage/hour	RNSG 2331 lecture; web based tutorials	All students who take math competency test must pass at the 90% level prior to entering clinical facility. Calculators & formulas may be used.	Recommend online remediation at site listed below. Individual tutorials with instructors.	Student unable to achieve 90% can not enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.

A 90% on a dosage calculation test is required in all clinical courses. Students will have the opportunity to take this test three (3) times as scheduled. There are no make-up dates for the scheduled test times. If unable to achieve a 90% by the third time, the student will fail the course. (Revised 5/07)

TESTING ADMINISTRATION POLICY

1. Test should be equitable for all students.

2. Time for each question: (Recommended, not mandatory)
   1 to 1½ minute per question **(Rev. 11/11/2013)**
   Increase time to five (5) minutes for calculations questions.

3. Pencil and paper will be provided in the testing area for all exams. If calculations are included in the test items, simple calculators may be used. All other items are not allowed in the testing area. **(Revised 11/11/2013)**

4. Grades will be posted within five (5) working days. It is **strongly recommended** that any student who does not successfully pass an exam, attend a scheduled remediation session. (See Remediation & Retention Policy) **(Rev. 11/11/2013)**

5. There will be a designated make up exam day each semester. Students will be notified of the date by the Nursing Program Coordinator or Level Coordinator. Students must make a formal request to the Level Coordinator stating the course and exam missed prior to the make-up exam date.

6. Time Frame and Procedure for Appealing:
   1. Students who have questions about their exams and/or have concerns regarding testing procedures **must submit their appeals in writing.** This must be done within seven (7) days of test grades being posted. **(Rev. 12/17/2013)**

Angelina College HEALTH CAREERS DIVISION
Student Counseling Form

Student Information			
Student Name:		Date:	
Instructor:		Semester:	
Course:		Facility:	

Type of Warning					
☐	First Warning	☐	Second Warning	☐	Final Warning
☐	N/A				

Reason for Counseling Session					
☐	Tardiness/Leaving Early	☐	Absenteeism	☐	Violation of College or Program Policies
☐	Substandard Work	☐	Violation of Any Safety Rules	☐	Rudeness to Clients/ Coworkers/ Technologists/Instructors
☐	Academic Counseling:	☐	Unprofessional Conduct		

Details	
Description of Situation:	
Plan for Improvement:	
Consequences:	

Acknowledgement of Receipt of Warning	
By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your instructor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.	
Student Signature:	*Date:*
Instructor Signature:	*Date:*
Witness Signature: (if student understands warning but refuses to sign)	*Date:*

ANGELINA COLLEGE NURSING PROGRAM RELEASE FORMS

Posting of Grades

In keeping with the **Family Education Rights and Privacy Act of 1974**, I authorize the faculty of the Nursing Program to post all course grades by the last four digits of my social security number for the duration of this program.
(Student initial _____)

Review of Records

I authorize the administrators of the Nursing Program to permit access to my records by official survey or research teams for accreditation or research purposes.
(Student initial_____)

Release of Information

I authorize the Nursing Program to furnish all academic, disciplinary, attendance, credit, address, and all other pertinent information regarding my enrollment in the Nursing Program to prospective employers when requested. This release is effective until written notice is received by Angelina College to invalidate it.
(Student initial_____)

Release from Liability

I acknowledge and understand that I may encounter certain risks while a student in the Nursing Program. I agree that I will in no way hold Angelina College or its faculty liable in the event of an accident or injury while I am on the grounds of clinical affiliates. I have read and understand the policy of Liability
(Student initial_____)

Academic Dishonesty

I understand that academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Angelina College Nursing Program. I agree that I will not divulge any examination question(s) or answer(s) to any individual or entity, falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as misconduct. I understand that if I violate any rule, policy or procedure of the Angelina College Nursing Program, I will be referred to the Nursing Standards Committee for disciplinary action.
(Student initial_____)

Chemical Dependency Policy for Angelina College Nursing Program

I acknowledge that I have received a written copy of the "Alcohol and Drug" policy. I have read this policy and I understand that I am accountable for this information. (Student initial_____)

I authorize the release of information concerning the results of any drug test to Angelina College Health Careers Division, Nursing Program. My signature shall be deemed to be my consent to the release of information under the Family Education Rights and Privacy Act under HIPAA and any other federal or state act requiring consent for the release of all information concerning the results of such tests to Angelina College, and its representatives, agents, and employees.
(Student initial _____)

I have been provided the ***Angelina College Nursing Program Handbook 2014-2015*** I did ( ) did not ( ) participate in the nursing orientation. I have read and understand all the information contained in this handbook.

I agree to use the principles of good Netiquette as outlined in the Netiquette for Newbies document.
(Student initial_____)

Student Signature_____

Date_____

The Nursing Program Portfolio is a collection that represents the work done in the Nursing Program. The portfolio is an excellent resource to consider as a showcase of work for future employers. The selections chosen to be included in the portfolio are designed to give evidence of having achieved the objectives of the program and the outcomes critical thinking, communication, empirical and quantitative skills, teamwork, social responsibility, and personal responsibility. There is a separate section for Jurisprudence, seven sections total.

RNSG	**CRITICAL THINKING**	**COMMUNICATION**	**EMPIRICAL & QUANTITATIVE SKILLS**	**TEAMWORK**	**SOCIAL RESPONSIBILITY**	**PERSONAL RESPONSIBILITY**
1st Year **1st semester**	HESI Exam Fundamentals	Best Care Plan with grading criteria				NCLEX Log
2nd semester	HESI Exam Pharmacology	Case Study Presentation with grading criteria	Dosage calculations		Community Service	NCLEX Log
2nd Year **3rd semester**	HESI Pedi/OB Exam	OB Project with grading criteria	Dosage calculations	Growth & Development Project with grading criteria		Developmental Screening Tool with grading criteria Patient Care Log
4th semester	EHR w/Rubric HESI Critical Thinking Exam Results	Psych Clinical Communication Activity		Psych Scenario w/grading criteria	EDGT Mgmt.: Delegation Test scores AC Health Fair w/grading rubric	Patient Care Log CAI Log(s) Management Case Study (Resume with cover letter)

Rubric for Grading ADN Academic Portfolio

In Progress

Revised 5/15

CRITERION-REFERENCED STANDARDS OF CLINICAL PERFORMANCE
(Krichbaum, 1999)

Criteria	1 Unsatisfactory	2 Provisional	3 Assisted	4 Supervised	5 Independent
Effectiveness (accuracy, purposefulness of nursing actions)	Unable to complete task despite continuous cues. Unable to identify or to apply principles	Not always accurate; requires *continuous cues*. Identifies fragments of principles or applies them inappropriately	Performs behaviors accurately with *frequent* supportive or directive cues. Identifies principles but needs help applying them.	Performs behaviors accurately with occasional supportive or directive cues. Applies theoretical knowledge with occasional cues.	Performs behaviors purposefully and accurately, reflecting a sound theoretical base each time behavior is observed.
Affect (student's ability to relate to patients during interactions)	Focuses *entirely* on own behavior. Appears *frozen*; unable to move.	Focuses *entirely* on task or own behavior, not on patient. Appears anxious, flustered.	Focuses *primarily* on task or on own behavior. Appears anxious, fidgety.	Focuses on patient *initially*; *as complexity increases, tends to focus on task*. Appears generally relaxed and confident; occasional anxiety may be observable.	*Focuses on the patient while giving care*. Appears relaxed and confident.
Safety (potential for action of student to harm the patient)	Performs in an *unsafe* manner or unable to demonstrate behavior	Performs *safely under supervision* only.	Performs behaviors *safely each time* observed.	Performs behaviors *safely each time* observed.	Performs behaviors *safely each time* observed.
Initiative (number of supportive or directive cues needed)	Requires *continuous directive and supportive cues*. Instructor may need to complete activity or task.	Requires *frequent directive and continuous supportive cues* to complete activity.	Requires *frequent* supportive cues and occasional directive cues to accomplish task	Requires *occasional* supportive or directive cues to accomplish task.	Requires *no directive cues* from the instructor.
Efficiency (dexterity; time expenditure; energy expenditure)	Performs in an unskilled manner; disorganized. Unable to complete activity.	Demonstrates *lack of skill; uncoordinated* in majority of behavior. *Wastes energy* due to incompetence. Activities are disrupted or omitted; performed with considerable delays.	Demonstrated partial lack of skill and/or dexterity in part of activity; awkward movements. *Wastes energy* due to poor planning, repeated behaviors.	Demonstrates dexterity, but uses some unnecessary energy to complete activity. Spends *reasonable time on task.*	Demonstrates dexterity; spends *minimal time on task.*

Developed by K. Krichbaum, University of Minnesota School of Nursing, from K. Bondy (1983), Criterion-referenced definitions for rating scales in clinical evaluation, *Journal of Nursing Education,* 22(9), 376-82. (Revised 1999)

Krichbaum, K., Rowan, M. Duckett, L., Ryden, M., & Savik, K. (1994). The Clinical Evaluation Tool: A measure of the quality of clinical performance of baccalaureate nursing students. *Journal of Nursing Education*, 33(9), 395-404. Used with permission.

HEALTH CAREERS DIVISION
POLICY AND PROCEDURE
CELL PHONE USAGE

Objective: To create an uninterrupted learning environment for all students.

Purpose: Prohibit the use of cell phones during all classes, campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

POLICY

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

Students are prohibited from carrying and/or using cell phones during clinical hours.
During clinical hours, cell phones are to be left in vehicle and not to be found on student.

During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones.

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*

- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*

- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

PROCEDURE: Clinical Setting

- Student will be dismissed from clinical with an absence for each incident. *Absences will be documented and cumulative.*

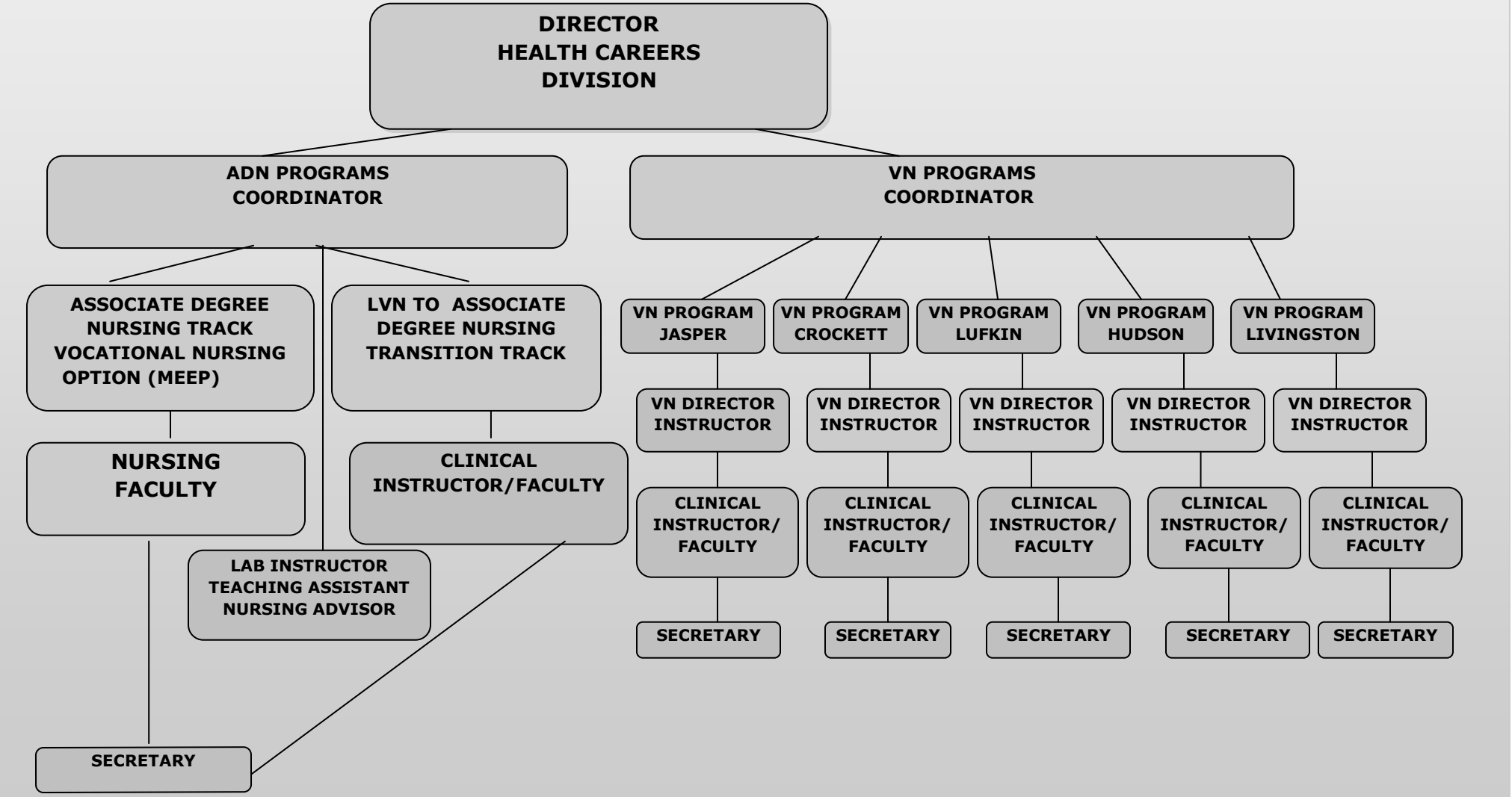
I fully understand this policy and procedure and will comply.

Student Printed Name:_____Date:_____

Student Signature: _____

Originated August 2010

ANGELINA COLLEGE
HEALTH CAREERS DIVISION
NURSING PROGRAM ORGANIZATIONAL CHART



ADDENDUM

ANGELINA COLLEGE ASSOCIATE DEGREE NURSING PROGRAM DEGREE PLAN

TRACK: **A.D.N.** ☐ **LVN - A.D.N. TRANSITION** ☐

Student: SS #

Semester	Course Prefix	Course Title	Hr.	Grade	Institution	Date
Pre-reqs.	PSYC 2301	General Psychology	3			
	ENGL 1301	English Composition	3			
	RNSG 1208	Dosage Calculations for Nursing	2			
	STSU 0300	Student Development	0			
	BIOL 2401	Human Anatomy & Physiology I	4			
	BIOL 2402	Human Anatomy & Physiology II	4			
Fall - I	RNSG 1205	Nursing Skills	2			
	RNSG 1215	Health Assessment	2			
	RNSG 1309	Introduction to Nursing	3			
	RNSG 1462	Clinical Nursing	4			
	BIOL 2420	Microbiology	4			
Spring - I	PSYC 2314	Life Span	3			
	RNSG 1441	Common Concepts	4			
	RNSG 1363	Clinical Nursing	3			
	RNSG 1301	Pharmacology	3			
Summer	VNSG 1570	Vocational Nursing Practice	5			
Session	VNSG 1360	Clinical Nursing - MEEP	3			
	RNSG 1327	Transition: Vocational-Professional Nursing	3			
	RNSG 1260	Clinical Nursing - Transitions	2			
Fall - 2	Elective*		3			
	RNSG 1343	Complex Concepts	3			
	RNSG 1412	Nursing Care of the Childbearing/Child Rearing Family	4			
	RNSG 2460	Clinical Nursing	4			
Spring - 2	RNSG 2121	Management of Client Care	1			
	RNSG 2331	Advanced Concepts - Adult Health	3			
	RNSG 2130	Professional Nursing Review and Licensure Preparation	1			
	RNSG 2363	Clinical Nursing	3			
	RNSG 2313	Mental Health Nursing	3			
	SPCH 1318	Interpersonal Communication	3			
TOTAL HOURS			72			
Approved:		Date:	Date:		Date:	

***Choose one three (3) hours elective from the following: (Fine Arts/Humanity Guided) ARTS 1301 MUSI 1306, 1310 DRAM 1310**
**** Same as Chem. 1271 Chemical Calculations**

Date: Rev:5/15

Student:

NOTE: See page 12 regarding the degree plan for the graduating class of 2016 completing the 60-hour curriculum.