

Angelina College Nursing Program
Vocational Nursing Programs
Fall 2014
STUDENT HANDBOOK

All incoming or returning students are required to abide by the policies of the current year's student handbook. This handbook may not be reproduced without the permission of Angelina College.

Revised July 2014

Student's Name: _____

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SECTION I PROFESSIONAL GUIDELINES

PREFACE

As a Vocational Nursing student, you are about to embark on a career that is both challenging and rewarding. The standards that the Nursing profession sets for itself are high. To help you learn about and adjust to these standards, you will familiarize yourself with the policies and guidelines in this Vocational Nursing Student Handbook.

Additional policies are also located in the Angelina College Bulletin, the College Student Handbook, and each course syllabus.

A student failing to comply with these policies may be dismissed from the VN program. The faculty reserves the right to recommend or require withdrawal from the nursing program for serious and/or chronic violations.

Students should be aware that classroom and/or clinical hours vary according to the individual campus. Scheduled hours may include day and/or evening hours. The student may also have to travel to clinical rotations that are out of town in order to assure adequate client census and to provide a well rounded clinical experience.

THE CODE FOR LICENSED PRACTICAL/VOCATIONAL NURSES

The Code adopted by National Federation of Licensed Practical Nurses, Inc. in 1961 and revised in 1979 provided a motivation for establishing and elevating professional standards. Each LP/LVN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Refuse to give endorsement to the sale and promotion of commercial products or services.
5. Uphold the highest standards in personal appearance, language, dress, and demeanor.
6. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
7. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
8. Accept responsibility for membership in National Federation for Licensed Practical/Vocational Nurses and participate in its efforts to maintain the established standards of nursing practice and employment policies conducive to quality patient care.

MISSION

In accordance with the mission of Angelina College, the Nursing Program provides 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.
4. Promoting a comprehensive 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 systems.

RATIONALE FOR THE TEACHING-LEARNING PROCESS

We believe that learning is:

Continuous in that behaviors are modified as a result of experiences which are mental, physical, social, and emotional in nature.

Unitary in that the student responds to the whole situation, as he/she perceives it.

Creative in that new patterns of behavior result from synthesis and application of meanings and interpretations as perceived by the learner, and teacher.

Transferable in that previously learned behaviors can be applied to different situations.

The amount and quality of learning are directly related to the self-activity and selection of appropriate goals on the part of the learner and his/her abilities, experiences, and attitudes.

Learning is enhanced by the presentation of content in a logical sequence and in a meaningful and realistic manner, and by the utilization of a variety of learning experiences.

Because nursing occurs in a variety of settings, learning experiences are planned to occur in hospitals, nursing homes, physician's offices, and community health centers.

CONCEPTUAL FRAMEWORK and PHILOSOPHY

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: 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 which 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 which 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 course work is 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 care giver 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 collaboratively with the health care team based on the probability of predictable, therapeutic outcomes.

Nursing roles and accountabilities are incorporated in this level where emphasis is placed on continuing self-development and professional activities.

OBJECTIVES FOR THE VOCATIONAL NURSE PROGRAM

Vocational Level

Upon completion of the vocational level, 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. Determination of the bio-psycho-social-spiritual needs of clients throughout life cycle.
2. Selection of nursing diagnoses for clients in collaboration with the client and health care team.
3. Preparation of goals and plans of care for clients in collaboration with client and health care team.
4. Implementation of plans of care within legal and ethical parameters in collaboration with clients and members of health care team, utilizing learned theory concepts.
5. Reinforcement of teaching plans for clients with common health problems and well defined learning needs.
6. Provision of direct basic care to assigned multiple clients.
7. Evaluation of the individual client's responses to nursing interventions.
8. Use of a problem-solving approach as the basis for decision making in practice.
9. Coordination of resources for the provision of client care.
10. Identification of client needs for referral to appropriate sources of assistance.
11. Participation in activities that focus on improving the health care of clients.
12. Promotion of the development and practice of vocational nursing.

GENERAL INFORMATION AND PROGRAM OVERVIEW

Angelina College Nursing Program is part of the Health Careers Division which is made up of seven programs: Nursing, Radiography, Sonography, Emergency Medical Services, Respiratory Care, Surgical Technology, and Pharmacology Technology. (The organizational chart is located in the 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 nursing education at five locations.

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 nursing track/vocational nursing option is approved by the Texas Higher Educational Coordinating Board and the Texas Board of Nursing.. These agencies establish rules and regulations governing education, examination, licensure and practice of nursing.

The vocational nursing program prepares the graduate to independently perform basic nursing skills in non-complex situations and to assist the registered nurse or physician in complicate circumstances.

The vocational nursing student will complete a total of 45 semester credit hours through both a pre-requisite course and three semesters of the nursing program. A certificate of completion is awarded upon successful fulfillment of course requirements. The Vocational Nursing Programs are accredited by the Texas Higher Education Coordinating Board and approved by the Texas Board of Nursing (BON). Graduates are eligible to apply for licensure by examination through the BON

VOCATIONAL NURSING CURRICULUM PLAN

	Course Number	Course Name	Lecture	Clinical	Contact Hours	Credit Hours
Prerequisites	RNSG 1208	Dosage Calculations	2		32	2
	VNSG 1226	Gerontology	2		32	2
First Semester	VNSG 1304	Foundations of Nursing	3		48	3
	VNSG 1361	Clinical Nursing I		3	288	3
	VNSG 1405	Health Science	4		64	4
	VNSG 1423	Basic Nursing Skills	4		64	4
	VNSG 1330	Maternal Newborn Nursing	3		48	3
Second Semester	VNSG 1331	Pharmacology	3		48	3
	VNSG 1362	Clinical Nursing II		3	288	3
	VNSG 1429	Medical Surgical Nursing I	4		64	4
	VNSG 1219	Professional Development	2		32	2
Third Semester	VNSG 1238	Mental Illness	2		32	2
	VNSG 1334	Pediatric Nursing	3		48	3
	VNSG 1363	Clinical Nursing III		3	288	3
	VNSG 1432	Medical Surgical Nursing II	4		64	4

Clinical: 864
Classroom: 576
Total Program Contact Hours: 1440
Total Program Credit Hours: 45

COURSE DESCRIPTIONS

Pre-requisite: RNSG 1208 Dosage Calculations for Nursing is the only required pre-requisite course for the vocational nursing program. The student must pass this course with a minimum grade of “C” (70) and make a 90 or better on the course final to be eligible for admission into the VN program.

RNSG 1208 – Dosage Calculations for Nursing. Two (2) hours credit. Read, interpret, and solve dosage calculation problems. 32 classroom hours. Must be TSI complete or have taken MATH 0320.

First Semester: Level One

Level one course’s must all be completed with a minimum grade of “C” (75) before progression to level two can occur.

Co-requisite courses must be taken concurrently. If one or more of the co-requisite courses is not passed with a minimum grade of “C”, then all co-requisite courses must be repeated if the student reapplies and returns the following year. The student may audit courses previously passed, with the exception of clinical courses. The co-requisite courses for level one are VNSG 1361, VNSG 1423, 1405, 1304, and 1226.

The instructor also reserves the right to require that a student repeat any/all level one courses if the instructor deems it necessary. Each student will be evaluated individually.

Criteria to enter Level One: Formal admission to Angelina College VN program at desired campus, current CPR card and current immunization records.

VNSG 1405 – Health Science. Four (4) hours credit. An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. 64 classroom hours.

VNSG 1304 – Foundations of Nursing. Three (3) hours credit. Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. 48 classroom hours.

VNSG 1226 – Gerontology. Two (2) hours credit. Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly. 32 classroom hours.

VNSG 1423 – Basic Nursing Skills. Four (4) hours credit. Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. 64 classroom hours.

VNSG 1361 – Clinical Nursing. Three (3) hours credit. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for this course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 288 clinical hours. Prerequisites: A current CPR card and immunization record is required.

Second Semester, Level Two

Level two courses must be completed with a minimum grade of “C” (75) before progression to level three can occur.

Co-requisite courses must be taken concurrently. If one or more of the co-requisites courses is not passed with a minimum grade of “C”, then all co-requisites courses must be repeated if the student reapplies and returns the following year. The student may audit courses previously passed, with the exception of clinical courses. The co-requisite courses for Level Two are VNSG 1362, VNSG 1429, VNSG 1330, and VNSG 1331.

The program coordinator also reserves the right to require the student to repeat any/all level one courses if deemed necessary. Each student will be evaluated and counseled individually.

Criteria to enter Level Two: Completion of all Level One courses within the required time frame and with a minimum grade of “C” (75) or better, current CPR card and current immunization records.

VNSG 1331 : Pharmacology. Three (3) hours credit. Fundamentals of medication and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. 48 classroom hours. Prerequisites: VNSG 1226, VNSG 1304, VNSG 1361, VNSG 1405 and VNSG 1423.

VNSG 1429 : Medical / Surgical Nursing I. Four (4) hours credit. Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. 64 classroom hours. Prerequisites: VNSG 1226, VNSG 1304, VNSG 1361, VNSG 1405 and VNSG 1423.

VNSG 1330: Maternal / Newborn Nursing. Three (3) hours credit. A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. 48 classroom hours. Pre-requisites: VNSG 1226, VNSG 1304, VNSG 1361, VNSG 1405, and VNSG 1423.

VNSG 1362 : Clinical Nursing. Three (3) hours credit. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for this course by the faculty. On-site clinical instructions, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 288 clinical hours. Pre-requisites: VNSG 1226, VNSG 1304, VNSG 1405, VNSG 1423, VNSG 1361, a current CPR card and a current immunization record is required.

Third Semester, Level Three

Criteria to enter Level Three: Completion of all Level Two courses within the required time frame with a minimum grade of “C” (75) or better, current CPR card and a current immunization record. The co-requisite courses must be taken concurrently.

Level three courses must be completed with a minimum grade of “C” (75).

Co-requisite courses must be taken concurrently. If one or more of the co-requisites courses is not passed with a minimum grade of “C”, then all co-requisites courses must be repeated if the student reapplies and returns the following year. The student may audit courses previously passed, with the exception of clinical courses. The co-requisite courses for level three are VNSG 1334, 1432, 1238, 1219, and 1363.

VNSG 1334 – Pediatric Nursing. Three (3) hours credit. Study of the care of the pediatric client and family during health and disease. Emphasis on growth and developmental needs. 48 classroom hours. Pre-requisites: VNSG 1405, VNSG 1304, VNSG 1226, VNSG 1423, VNSG 1361, VNSG 1331, VNSG 1429, VNSG 1330 and VNSG 1362.

VNSG 1432 – Medical/Surgical Nursing II. Four (4) hours credit. Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. 64 classroom hours. Pre-requisites: VNSG 1405, VNSG 1304, VNSG 1226, VNSG 1423, VNSG 1361, VNSG 1331, VNSG 1429, VNSG 1330 and VNSG 1362.

VNSG 1238 – Mental Illness. Two (2) hours credit. Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. 32 classroom hours. Pre-requisites: VNSG 1405, VNSG 1304, VNSG 1226, VNSG 1423, VNSG 1361, VNSG 1331, VNSG 1429, VNSG 1330 and VNSG 1362.

VNSG 1219 – Professional Development. Two (2) hours credit. Study of the importance of professional growth. Topics include the role of licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. 32

classroom hours. Pre-requisites: VNSG 1405, VNSG 1304, VNSG 1226, VNSG 1423, VNSG 1361, VNSG 1331, VNSG 1429, VNSG 1330 and VNSG 1362.

VNSG 1363 – Clinical PN. Three (3) hours credit. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for this course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. 288 clinical hours. Pre-requisites: VNSG 1405, VNSG 1304, VNSG 1226, VNSG 1423, VNSG 1361, VNSG 1331, VNSG 1429, VNSG 1330 and VNSG 1362 and a current CPR card and a current immunization record is required.

SECTION II

GENERAL VOCATIONAL NURSING PROGRAM GUIDELINES

STUDENT FILES

Students are responsible for assuring the accuracy of demographic information in their files. Any changes in name, address or phone number should be submitted in **WRITING** to course instructors and to the Nursing office. The **registrar's office** should also be notified in writing.

Students are responsible for requesting evaluation of transcripts to assure any transferring credit courses are accepted by Angelina College and the Vocational Nursing Program. Students that are transferring credits from another institute of learning should make an appointment with the coordinator of the VN programs for evaluation for credits. Admittance of transfer students into the VN Program will depend on space availability.

PROGRESSION POLICY

In order to progress within the Vocational Nursing Program, students must complete all the courses designated for the semester with a "C" (75) or "Passing".

Progression in the vocational nursing program courses is contingent upon the following:

1. The minimum passing grade is achieved in all courses at each level.
2. Clinical performance is satisfactory.
3. All standardized tests are completed as scheduled.
4. All assignments are successfully completed and submitted to the appropriate instructor.
5. Required theory courses have been taken concurrently with the required co-requisite clinical courses.
6. Dosage calculation quiz at the beginning of the 2nd and 3rd semester requiring a score of 90%. Student will be allowed three attempts to make the required score. If the student fails the retest this constitutes a failure in Clinical and a drop from the program.

ADMISSION POLICY

1. **Education:** High School graduation or successful completion of tenth grade and a General Equivalency Diploma (GED). An official transcript must be received by the application deadline. An official transcript is one that is mailed directly to the Vocational Nursing campus from the high school or GED testing center.

Unofficial transcripts (those not mailed directly) or copies of transcripts are not accepted.

2. **A pre-admission** exam is required. Angelina College Vocational Nursing Program uses the A2 Admission Test from HESI by Elsevier/Evolve. Scores must be current and can be used for two years prior to the admission deadline. The deadline for the application process is posted for each campus for each academic year.

Minimal acceptable percentile scores on the A2 Assessment are:

Reading Comprehension Skills: 75%

Essential Math Skills: 75%

Composite Score will be used to determine placement in class. **No score below 75% will be accepted.**

3. **TSI Status:** All students applying for the program must be TSI complete in reading, writing, and math.

The following procedure will be used to determine which applicants will be considered and accepted to the VN program:

1. Gain admission to the college.
2. Must be Texas Success Initiative (TSI) complete.
3. Attend an information session in Jasper, Crockett, Lufkin, Hudson, or Livingston to obtain an application packet and information on the program.
4. Admission test scores – A minimum score of 75 in reading and math on the admission assessment test will be used for the final determination. Dates for the exam will be announced at the information sessions. The composite score on the admission assessment test will be used as part of the final determination.
5. Submit completed application packet by deadline.
6. Submit a completed physical health form no later than the designated date:
 - a. Receive immunizations mandated by the Texas Department of State Health Services for health care workers. Note: All hepatitis B series be completed by the first clinical day of the first semester. This series requires 6 months to complete.
7. Provide proof of current (2 yr) American Heart Association Healthcare Provider CPR card.
8. Complete all prerequisite courses with a grade of “C” or better by designated date:

RNSG 1208 – Dosage Calculations for Nursing

Must score a 90 or above on Dosage Calculations test (score good for two years).

9. Applicants will be ranked and selected based on:
 - a. Composite scores of admission assessment.
 - b. Complete files that include all requirements by assigned deadlines.
 - c. Grade obtained in prerequisite course.
 - d. Completion of Health Career Core Courses
 - e. Completion of General Education Courses for the registered nurse track
 - f. Health care related work experience/training/certificates
 - g. The Hudson High School cohort will have an additional interview requirement.

IMPORTANT PHONE NUMBERS

Financial Aid:	936-633-5291
Admissions:	936-633-5212
Nursing Secretary:	936-633-5265
Business Office:	936-633-5318

ADMISSION FOR TRANSFER STUDENTS

Applicants for transfer into the Vocational Nursing Program are reviewed on an individual basis. **The applicant must follow standard admission criteria and procedures and is not guaranteed admission.** All transfer applicants must be approved by the Vocational Nursing Program Coordinator at the Lufkin campus.

An applicant may be considered for transfer into the Angelina College Vocational Nursing Program (if space is available) by completing the following steps:

1. Obtaining a college catalog/bulletin from the college previously attended that contains course numbers and course descriptions and submitting it to the Vocational Nursing Programs Coordinator. A copy of each course syllabus must also be submitted to the Vocational Nursing Programs Coordinator.
2. Making an appointment with the Vocational Nursing Programs Coordinator to discuss courses and credits.
3. The final decision for acceptance or rejection of previously taken courses will be made by the Vocational Nursing Programs Coordinator. All decisions will then be final.

READMISSION POLICY

If a student fails in the first semester, he/she must apply using the same procedure as a new student.

The following rules apply to all students who desire to be readmitted if they fail in the second or third semester:

1. The readmission packet should be complete and returned to the VN Program Coordinator. Readmission is based on **space availability**.
2. Readmission requests must be submitted **within one year** of the semester that the student was unsuccessful in completing the program. After one year, the student must retake all courses and begin at level one.
3. The BON requires that clinical courses and corresponding theory courses be taken together. Therefore, a readmitting student must take clinical and theory co-requisite courses together, even if they were passed successfully during the prior admission.
4. The student must complete an application from the VN program and also for Angelina College. The student must be readmitted to Angelina College and to the Vocational Nursing Program. If additional college courses were taken, transcripts must be submitted.
5. The student must submit a letter of application stating the desire to return to the program. The letter must outline a specific plan of action by which the student plans to correct the behavior that was problematic in the prior admission (if applicable).
6. The student must purchase any new texts that have been added or updated editions. The student must submit a signed "Acknowledgement Statement" to the Coordinator of the VN program indicating they have read the student handbook. The student is expected to abide by the rules of the new handbook, syllabi, and AC college bulletin. Failure to do so will result in denial of admission and may result in dismissal from the program.
7. Competency in skills will be demonstrated with the skills check off list from semester 1 and successful demonstration of skills during clinical practice.
10. Current CPR card and immunization record.

ADVANCE PLACEMENT

Advanced placement is not offered for the vocational nursing program.

STUDENT REPRESENTATIVES

Two student representatives are chosen by each campus class during the first semester. One alternate student representative may also be elected at this time. An alternate will actively serve only if a student representative is unable to serve in the role as student representative. Student representatives and the alternate must be elected by class peers and by a nomination by class peers. All voting must be held privately and tallied by a pre-selected student. Instructors do not participate in the voting process, but may explain the process to the class.

The role of the student representative includes:

1. Assisting the class in organizing student events such as the pinning ceremony, fund raisers, etc.
2. Representing the class at all advisory board meetings that will be held in the fall and spring.
3. Encouraging other students and being a role model to others in grades, attitudes, and performance.
4. Approaching the faculty with problems experienced by the class in general and representing the class as problem solvers.
5. Being listed as a student representative on the pinning program.
6. Acting as a community liaison when organizing class events.

Duties of the student representative **do not include**:

1. Making decision for class events, etc. without discussion and approval of the class.
2. Remaining as student representative if grades, attitudes, and performance do not meet the standards of the vocational nursing program. Faculty may dismiss the student as representative as needed for poor grades, attitudes, and performance. A student representative must have a grade point average on the mid-semester evaluation and on the end-of-semester evaluation of at least 75% to remain as student representative. If the student representative fails to maintain a grade of 75% or higher, the Coordinator will dismiss the student from the role of student representative and the alternate representative will assume the role. The student representative's behavior and attitude must positively reflect the standards of nursing and the VN program. Failure to do so will result in dismissal from the role by faculty.
3. Act as a liaison for grade appeals or for any academic problems experienced by individual students.

4. Finalizing any class events, etc. without the final permission of their campus instructor.

AUDIT STATUS

A returning student may audit nursing courses to update content by participating in classroom learning experiences. Course examinations must be taken for self-evaluation. The student who is auditing must sign a contract with the Program Coordinator before beginning the course. Auditing of a course does not guarantee a space in the course in which readmission may be requested. See readmission policy in this handbook.

CERTIFICATES OF COMPLETION

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

CHILDREN/GUESTS

Children/guests are not permitted in the classroom. 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 or the skills lab area.

STUDENT HEALTH

Good health is essential to the nurse if he/she is to function in the care of patients. The Vocational Nursing Program has adopted the following guidelines:

1. A satisfactory physical examination with all requested immunizations completed or begun prior to entering class. The student is then responsible to complete all immunization series.
2. Clinical agencies may require additional tests prior to using their facilities.
3. Evidence of having Health/Accident Insurance is recommended.
4. A release from the physician may be required for any condition of the student where caring for clients in the hospital, nursing home, clinics, etc. could possibly compromise the student's condition because of exposure to pathogens, radiation, chemicals, and lifting or for serious reaction to latex proteins.
5. Students are expected to report any condition and/or medications, which would affect their performance in clinical practice or affect patient safety.
6. Clinical facilities may also have policies that require drug testing of nursing students. If so, students must abide by the policies of the clinical facilities.

7. Students, who in the professional opinion of the nursing faculty, are showing symptoms of physical or emotional illness, which may adversely affect performance in clinical areas or may adversely affect the provision of patient care, may be required to have appropriate examinations and have a report submitted to the Nursing Department.
8. Students are responsible for all financial obligations incurred with any illness/accident, including those incurred during patient care at clinical sites.
9. Students who are pregnant may continue their education with written consent of their personal physician. They are expected to fulfill the same class and clinical assignments and objectives as any other student.
10. The VN Program reserves the right to require withdrawal from the VN Program if it is deemed that a student's behavior or health status threatens the physical or psychological integrity of a patient

IMPAIRED NURSING STUDENT

All students accepted into the Angelina College Vocational Nurse Program are required to provide proof of a negative drug screen prior to clinical/practicum participation.

Angelina College and the Vocational Nurse 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 the 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 student's willingness to waive any rights that the student may have and to consent to the initial drug testing, and subsequent random drug testing, if required by a clinical affiliate.

SUPPLIES

Mandatory purchase of a bag of laboratory supplies is required. Angelina College does not typically provide these to each nursing student. The student will also need to purchase a stethoscope, bandage scissors, hemostat, watch with a second hand sweep, and a calculator. **The student must purchase these items as required and they are mandatory for clinical settings including the laboratory setting.** Additional supplies or equipment may be determined by the individual instructor.

STUDENT FILES

Active student records are stored in a 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. Students are expected to make copies of information that is submitted to their files, such as transcripts, immunization and health records so that they can be submitted to Verified Credentials. **Instructors and secretaries will not copy file materials for the student after it is submitted.**

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.

EMPLOYMENT POLICY

Angelina College neither encourages nor discourages student employment. If a student must be employed, it is suggested that he/she not work immediately prior to a clinical experience. All students whether employed or unemployed are expected to:

1. Be responsible for maintaining their required grade point average, attending scheduled classes and laboratory sessions, and meeting all scheduled deadlines.
2. Accept responsibility for their actions within the employing agency and recognize that Angelina College assumes no liability or responsibility for activities performed on the job.
3. Refrain from wearing the school uniform, insignia, name pin, or any other indicator of Angelina College student status while working as an employee of an agency.
4. Maintain the role of a vocational nursing student if employed by a clinical agency in another capacity.

DISMISSAL FROM VOCATIONAL NURSING PROGRAM FOR UNSAFE BEHAVIOR, UNPROFESSIONAL CONDUCT

Angelina College Nursing Program may dismiss a nursing student or require that a nursing student withdraw for the following reasons:

1. Unprofessional or dishonorable conduct which, in the opinion of the VN Coordinator, is likely to deceive, defraud, or injure patients, the public, or other students, or that violates agency policy, physician orders, or public law.
2. Failing to adequately care for clients or to conform to the minimum standards of acceptable care for professional nursing students that, in the opinion of the VN Coordinator or clinical instructor exposes a patient or other person unnecessarily to risk or harm.
3. Dishonesty in any form. Dishonesty is defined, but not limited to cheating, plagiarism, copying other student's work, lying, stealing, or deceiving patients or instructors.
4. A condition that necessitates enforcement of a second probationary status. The student is allowed only one probationary status during the one-year VN Program. (Please refer to the clinical syllabi for further instructions and information on probationary status.)

Nursing Standards Committee

Faculty members may refer a student who has documented unsafe behavior or unprofessional conduct to the Nursing Standards Committee. The Nursing Standards Committee may take disciplinary action against the nursing student for any of the following:

1. Unprofessional or dishonorable conduct which, in the opinion of the Nursing Standards Committee, is likely to deceive, defraud, or injure patients or the public.
2. Failing to care adequately for clients or to conform to the minimum standards of acceptable professional student nursing practice that, in the opinion of the Nursing Standards Committee, exposes a client or other person unnecessarily to risk or harm.
3. Academic dishonesty or dishonesty in any form.

DISCIPLINARY ACTION CAN RESULT IN DISMISSAL FROM THE VOCATIONAL NURSING PROGRAM.

EXAMS AND ASSIGNMENTS

Classroom Test/Assignments

1. The testing and grading policies for each nursing course, as well as the test dates, are listed in each course syllabus or schedule.
2. Written tests will be administered several times during a course to determine if students are meeting the objectives. Faculty has the option of using both essay and objective type test items. However, most test items will be situation-based multiple-choice items.

3. When Scantrons are used, students should follow rules for use of **Scantrons** carefully.
The student should:
 - A. Use a #2 pencil.
 - B. Avoid using mechanical pencils.
 - C. Erase thoroughly any corrections.
 - D. Make no marks other than the chosen answers on the **Scantron**.
 - E. Follow the directions from the instructor carefully.
4. Exams should be taken on the assigned day as stated in the course syllabus/course calendar. If a student cannot take an exam as scheduled, the exam will be then be taken a day designated by the individual instructor, usually at the end of the semester. Make-up exams may include essay questions and will generally be more difficult than the original exam. If a student fails to take the make-up exam on the assigned day, a grade of zero (0) will be assigned as the grade for the exam. No further make-up exams will be scheduled for the exam.

In order to make-up a final exam, the student must have permission from the Dean of Education. The student will receive an “incomplete” for his/her semester grade. An incomplete grade may result in academic probation which may affect a student’s financial aid.
5. Test remediation for a grade less than 75, per test, must be completed and turned in by the designated time before the student will be allowed to sit for the next exam. Failure to turn in remediation will result in the student not being allowed to sit for the exam and will require that the student take a makeup exam.
6. Challenging an exam question requires adherence to the following rules:
 - A. The student must submit the correct form challenging the answer.
 - B. Provide a written rationale for the challenge using the required textbooks for Angelina College Nursing Program. Submit the rationale within seven (7) days of the exam.
 - C. Faculty will make a decision whether or not to accept the rationale.
 - D.. A final decision on the item in question may be made by the Vocational Nursing Coordinator, if needed.
7. Assignments should be submitted at the beginning of the appropriate class on the due date. Late assignments penalties will be per course syllabi. Assignments are defined as projects other than course exams.
8. Instructors may administer “pop quizzes” which are defined as unexpected quizzes on assignments that require advance reading or preparation by the student. If any instructor administers pop quizzes, each quiz will count as a unit exam grade and will be averaged in with the student’s unit exam grades.

Clinical Assignments:

1. Late work is not acceptable in the clinical setting and will result in the student being sent home and a clinical absence being assigned to the student. This clinical absence will be counted as part of the days allotted for absences per the attendance policy in the VN handbook.
2. Care for patients must be planned in advance of caring for the patient. Failure to plan in advance for the patient may result in dismissal from the program for unsafe care or may result in referral to the Nursing Standards Committee.

STANDARIZED TESTS

The purpose of the testing is:

1. To compare the achievement of Angelina College Vocational Nursing students with those from other schools of nursing.
2. All books, papers, notebooks, drinks, food, caps, and personal belongings will be placed in a designated area before testing.
3. Any **verbal** or **nonverbal** communication between students during a testing situation will be grounds for termination of the testing.
4. Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
5. Infractions of the honesty policy may be cause for dismissal from the programs or for referral to the Nursing Standards Committee for determination of disciplinary action.
6. Students must agree not to divulge any examination question(s) or answer(s) to any individual or entity, neither falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as misconduct. 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.

GRADING POLICY

Classroom

Grades in classroom work are based on numerical averages and assigned percentile weights and corresponding letter grades are assigned, providing all required assignments have been satisfactorily completed. The procedure for computing grades is outlined in the syllabus, which is available at the beginning of each course. Students must at least a "C" (75) in each course in order to progress within the program. Instructors will give each student a copy of their official recorded course grades at least

once during a semester. No extra credit exams, assignments, or points may be earned by students. Grades are earned entirely through criteria as stated in course syllabi or as given in writing by instructors. Syllabi changes may be made by instructors, if necessary, and any changes will be distributed by the instructor in writing to all students.

The point system used within the Vocational Nursing Program is listed below:

90 – 100	A
80 – 89	B
*75 – 79	C
74 and below	F

A grade of “C” or above is required for each course to be accepted for credit and for the student to be eligible to progress in the Vocational Nursing Program.

Clinical

Criteria for grading clinical classes are contained within the clinical course objectives. Clinical courses are graded on a pass/fail basis. The student may refer to individual course syllabi for grading information.

Clinical Grading Scale: Pass/Fail

“Pass” is defined as achievement of all of the following:

- Completion of 100% of course requirements.
- Adherence to all policies.
- Timely submittal of all paperwork.
- Completion of patient-care assignments in a safe and timely manner.

“Fail” is defined as failure to achieve any or all of the following:

- Less than 100% completion of course requirements.
- Non-adherence to policies.
- Untimely submittal of paperwork.
- Inability to complete patient assignments in a safe manner.

GRADE INFORMATION POLICY

In compliance with the Buckley Amendment, the following procedure will be implemented by all Vocational Nursing Faculty and Staff.

1. No grades will be posted by student name or social security number without a signed release form.
2. Students may receive individual grades via e-mail with a signed release from.

3. No grades will be given verbally over the telephone to a student or any other person under any circumstances.

ATTENDANCE AND TARDY POLICY

Students must call the clinical instructor prior to the start of the clinical day to report an absence. Instructors will only accept telephone calls or messages from the student. Students who are absent more than one day must call each day.

Tardiness and absences in the vocational nursing program are defined as and will be enforced by the following policy:

“Classroom” tardies and absences refer to time missed from any of the theory courses in each semester of the vocational nursing program.

“Clinical” tardies and absences refer to time missed from any designated laboratory and/or required clinical rotations, i.e. nursing homes, hospitals, community assignments, or any other designated facilities. Clinical days assigned by the instructor on clinical days for review or other assignments also count as clinical tardies or absences. Time spent in the classroom on clinical days is considered clinical time.

Tardiness is defined as time away from classroom teaching and/or clinical/lab teaching for up to 15 minutes. This includes arriving late to the classroom or clinical areas in the morning, returning late from provided breaks and lunch periods, and leaving early. In order to prevent class disruptions, the instructor may prohibit tardy students from entering the classroom until a break occurs. **Under no circumstances will a student be allowed to enter the classroom if an exam has begun. Three tardies are equal to an absence.**

Absence is defined as time away from class or clinical for over 15 minutes of any scheduled classroom and clinical teaching. The following rules apply for all absences:

1. The student must notify the instructor on the day of the absence. Family members should not call for the student. A message may be left on the answering machine if the absence is on a clinical day. The instructor must also be beeped or contacted at the clinical facility by the student for absence on a clinical day.
2. The student will be allotted **maximum of two (2) days of absence for each course**. If a student has to be absent for **third time in one course**, the student must withdraw from that course and from any co-requisite courses. The student may continue with courses that are not co-requisite courses. Withdrawal from any course means that the student may not progress to the next level of the VN Program. **If a student accumulates absences in all semester courses that exceed the allotted five (5) days of absence, the student will then withdraw from all co-requisite courses in the VN Program.** Exception to this policy are listed below in #3.

3. If a student misses more than 25% of a course that is taught using “**blocked teaching**” methodology, the student will be required to withdraw from the course and from any co-requisite courses. Students may remain in courses that are not co-requisite courses. Blocked teaching is defined as teaching that is concentrated and that spans a shorter period of time. Courses are selected for blocked teaching by the individual instructor and generally run from two days to eight days in length. For a 1 credit hour course, the student may not miss more than 3.5 hours of the course. For 2 credit hour courses, the student may not miss more than 7.5 hours. For 3 credit hour courses, the student may not miss more than 12 hours, and for a 4 credit hour course, the student may not miss more than 16 hours of the course. **This applies only to courses that are taught as “blocked teaching courses”.**
4. Students are required to withdraw from courses in the nursing program for violation of the attendance policies as stated above. **A student cannot progress in the VN Program if the student withdraws from a class or classes.**
5. There are no “excused” or “unexcused” absences or tardies. Exceptions are not usually given for “extenuating” circumstances. (See No. 8)
8. Students may miss up to three (3) days during their educational year without penalty for: documented death of immediate family or hospitalization of immediate family or of the student. After three (3) days, absences will be counted as per the attendance policy. Immediate family is defined as spouse, child, mother, father, brother, sister or grandparents. The Coordinator of the VN Program must be contacted and documentation must be submitted prior to return to classes. All required work and exams must be done when the student returns. Penalties on all exams remain the same. Each situation will be handled on an individual basis and prior decisions made on other students will have no bearing on decisions made by the Coordinator of the program. A student may request excused absent for summons to court. This is considered on an individual basis.

PINNING

The pinning ceremony is a ceremony honoring students completing the Vocational Nursing Program. Fees are collected in the first week of the last semester to cover the expense of the pinning. The pinning ceremony is held after completion of all course work in the last semester. The costs for the pinning ceremony and the pins are paid for by the student body. Pins can be ordered at the Angelina College Book Store or by a private agency designated by the Health Careers Division.

NCLEX-PN MODIFICATIONS FOR DISABLED CANDIDATES

DISABLED – any person who has a physical or mental impairment, which substantially limits one or more major life activities and has a record of such impairment.

Types of Modifications Available

1. Modifications of examination materials – should be requested at least six (6) months prior to the examination.
 - A. Braille
 - B. Large print
 - C. Audio tapes
2. Modifications of examination procedure – should be requested at least 130 days prior to the exam.
 - A. Separate room
 - B. Extra time
 - C. Provision of reader
 - D. Provision of recorder (person to mark answers)
3. Use of special materials or accommodations – should be requested at the beginning of the program. Examples of special materials or accommodations includes, but is not limited to:
 - A. Magnifying glass
 - B. Rulers
 - C. “Seeing eye” dogs
 - D. “Hearing ear” dogs
 - E. Change in testing time allowance.

Documentation to be Submitted With Request

1. Written request from candidate requesting specific modifications, including a description of disability and when it was diagnosed.
2. Letter from candidate’s nursing program coordinator describing modifications made by the school to accommodate candidate during program of study.
3. A written evaluation of the disability from an appropriate professional confirming the diagnosis and suggesting what test modifications are warranted by candidate’s condition.
4. All policies stated in the Angelina College Bulletin on disabilities will be applicable.

LICENSURE OF PERSONS WITH CRIMINAL BACKGROUNDS

A graduate nursing student who is applying for licensure as a LVN in the state of Texas may be denied permission to write the NCLEX exam and to receive a license in Texas because of the following criminal convictions:

Rule 239.12

- (a) a person who has been convicted of a felony that relates to the duties and responsibilities of a licensed vocational nurse may be disqualified from obtaining licensure as a licensed vocational nurse.

Rule 239.11

(29 A) Those crimes that relates to the practice of nursing [include]:

- (i) offenses against the person;
- (ii) offenses against property;
- (iii) offenses involving fraud;
- (iv) offenses related to drugs/alcohol;
- (v) offenses which include attempting or conspiring to commit any of the offenses in the subsection

(29B) In determining whether a crime not listed above relates to vocational nursing, the Board will consider:

- (i) the nature and seriousness of the crime;
- (ii) the relationship of the crime to the purposes for the purposes for requiring a license to practice vocational nursing;
- (iii) the extent to which a license might offer opportunities to engage in further criminal activity of the same type as that in which the person was previous engaged; and
- (iv) the relationship of the crime to the ability, capacity, or fitness required to perform the duties and to discharge the responsibilities of a vocational nurse.

(Information taken from Rules and Regulations Relating to **Vocational Nursing Education, Licensure and Practice in the State of Texas.**)

Accepted students who are concerned with prior convictions of felonies or misdemeanors should contact the Texas Board of Nursing prior to the first day of class. The number is: 512-305-7400. All accepted students must receive clearance from the BON before entering into clinical facilities. If the student does not provide the program coordinator proof of this clearance before the first clinical day, the student will be withdrawn from all courses.

STUDENT GRIEVANCES

Grievances, ideally, should be settled between the parties directly involved in the grievance. However, if an agreement acceptable to the two parties is non-existent, then the grievance should follow the appeal process in effect for Angelina College. The student should refer to the Angelina College General Bulletin for grievance process.

Academic Assistance information

To report any complaints of discrimination related to disability, you should contact Dr. Patricia McKenzie, Administration Building, Room 105 or 936-633-5201.

SECTION III CLINICAL GUIDELINE/POLICIES

AGENCY AGREEMENT

Angelina College has an agreement with various health care agencies to provide learning opportunities for the student nurse. In order for the College to use the clinical facilities, agreements have been made by Angelina College that both students and faculty will abide by the policies and procedures of the clinical agency. Although the agreement may vary slightly with the agency, in general, they include the following:

1. The **COLLEGE** will be responsible for teaching and supervising the clinical laboratory practice and will provide direction to qualified **AGENCY** personnel who might be assisting with the teaching and/or supervision of students.
2. Faculty and students of the College will abide by the policies and procedure of the **AGENCY** while using its facilities.
3. The **AGENCY** will retain responsibility for patient care.
4. The **AGENCY** may refuse permission to any student the **AGENCY** so chooses to practice in the **AGENCY**.
5. The **AGENCY** will provide equipment and supplies needed for patient care at the **AGENCY**.

In Summary

Students and Faculty are guests of the AGENCY and behaviors should be geared so that the staff and the patients will welcome us.

STANDARD PRECAUTIONS POLICY

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body-fluid precautions will be consistently used by ALL patients, regardless of diagnosis.

Students and faculty deserve to be protected from all foreseeable hazards in the care of clients. Efforts have been made to insure that the best information concerning the growing threat of infectious disease is provided to students.

Procedure

Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood and other body fluids of any patient is anticipated.

1. Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
2. Hands and other skin surfaces will also be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands will be washed immediately and thoroughly after gloves are removed. Gloves will be changed after contact with each person.
3. Masks and protective eyewear will be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
4. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
5. Soiled linen should be handled as little as possible with minimum agitation and bagged, tied and labeled. Specimens of blood and body fluids should be placed in a leak-proof container. Care should be taken to prevent contamination of the outside of the containers and should be packaged in such a manner as not to expose others.
6. Nursing students will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. After they are used, disposable syringes and needles, scalpel blades and other sharp items will be placed in puncture resistant containers for disposal.
7. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, and resuscitation bags, or other ventilation devices will be available for use in areas in which the need for resuscitation is predictable.

Responsible Person

Action

Faculty	<ol style="list-style-type: none">1. All skills involving contact with blood and/or body fluids will be taught using gloves.2. Critical criteria for psychomotor skills involving contact with blood and/or body fluids will incorporate the use of gloves.3. Hospital policies for blood and body fluid precautions will be presented to students prior to beginning patient care in that facility.
Student.	<ol style="list-style-type: none">1. If accidental exposure occurs, notify clinical instructor immediately.
Student and Faculty	<ol style="list-style-type: none">1. Notify the supervisor within the health care facility immediately.2. Notify the VN Program Coordinator as soon as possible.3. Complete an incident report form at the health care facility.4. Follow the policies and procedures of the hospital in which the accidental exposure occurred.

CLINICAL ACCIDENT AND/OR INJURY POLICY

1. A student who is injured in the clinical should immediately notify his/her instructor.
2. An incident report will be written if required by the agency and a copy of the report will be put in student's file. If agency does not require incident report, a description of the occurrence will be written and put in student's file.
3. A student is responsible for **ALL EXPENSES** charged by the clinical facility in rendering medical care.
4. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical setting.
5. It is highly recommended that students in the Vocational Nursing Program carry a personal health/accident insurance policy.

6. Students that have sustained an injury or have been hospitalized must bring a written release to return to clinical from a licensed medical officer.

LATEX ALLERGIES

All students that enter the Angelina College Vocational Nursing Program will experience exposure to latex. Gloves and multiple other hospital equipment and patient items contain the milky sap, latex, which is obtained from the rubber tree.

Reactions to latex can vary from mild itching and skin rashes to serious respiratory distress requiring mechanical ventilation. Provision is made by Angelina College and by the clinical facilities to provide unpowdered gloves or hypoallergenic gloves for students, if needed. However, if serious reactions are experienced by a student, the student must understand that withdrawal from the program may be necessary in order to preserve the student's health. In these instances, it is not recommended that a student pursue a health-related career.

All allergic reactions to gloves or other latex products must be reported to the instructor. A reaction form must be completed and a follow-up report must also be submitted to document if the proposed solutions are helping the student. An instructor may request a physician exam and opinion, at the student's cost, if the instructor feels the student's health is jeopardized by the exposure to latex. If a student has a latex reaction that may jeopardize a student's health, and instructor may request a signed release form from a physician stating that the student may remain in the classroom and clinical areas.

CPR TRAINING / IMMUNIZATIONS

All immunizations and CPR training must be current at all times while attending the vocational nursing program. Failure to do so may result in dismissal from the program. Under no circumstances will the student be allowed to attend clinical rotations if immunizations and/or CPR training are not current and documented in the student's file.

TRANSPORTATION TO AGENCIES

Students are expected to arrange their own transportation to clinical agencies. Students are encouraged to arrange their schedules so that they can utilize car pools, thus reducing transportation costs and parking problems. Instructors do not transport students.

PROFESSIONAL LIABILITY INSURANCE

Students are required to purchase group liability insurance at the beginning of the first semester. The individual contribution is charged as a fee with the courses.

DRESS CODE

Students are required to obtain the official Angelina College Nursing Program uniform, lab coat, picture name badge, and white duty shoes 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 scrubs in the color “royal blue”. (Skirts or dresses must be mid-knee to mid-calf in length.) Students are not allowed to wear scrub pants that are cuffed at the bottom or have elastic at the bottom of the pants. Patches are required for scrub tops and jackets.
 - B. Royal blue scrub jackets in royal blue are optional and can be worn with scrubs at any time. Short white jackets or printed scrub jackets are not allowed.
 - C. White duty shoes. Athletic white shoes with minimum colored décor may be worn. No clogs or open toed shoes are allowed. Please have your shoes approved by your instructor prior to wearing. Shoes must be kept clean and polished. Students will be sent home if shoes are not kept clean and the day will be counted as a clinical absence.
 - D. A wrist watch that indicates seconds.
 - E. School issued student name badges worn on the upper front torso with name and title showing. Badges must be free of pins, stickers, etc. Students will not be allowed in the clinical setting to care for clients or to gather information on clients without name badge. If a name tag is lost, a new one should be repurchased from student services and there will be a charge for the new name badge. Permission must be obtained from the instructor in writing before a new badge can be reissued. No other pins, tags, etc. are allowed to be worn.
 - F. Body rings, studs, or other body ornaments or decorations are not allowed if they are visible to the patient. This includes, but is not limited to, eyelids, nose, mouth, tongue, cheeks, neck, arms, legs, ankles, toes, and head areas.
2. Other dress code policies include the following
 - A. Scrub jackets may be worn with scrubs only.
 - B. Scrubs must be laundered and pressed daily.
 - C. Neutral or white undergarments must be worn with uniforms.
 - D. T-shirts must be concealed under the uniform.
 - E. Hose must be worn with dress or skirt uniforms.
 - F. Socks must be white or same color as scrub pants.

- G. Jewelry must compliment the style of uniform and be modest and in good taste. Earrings should be studs only and one set (one in each ear) is allowed. No dangling earrings are allowed. No necklaces are allowed. Single (one ear only) earrings are not allowed.
- H. Hair must be neat, clean, off the shoulders or pulled back, and should not fall forward when caring for clients. Bangs and the side of the hair should not be falling in the student's eyes or toward the client that the student is caring for. The hair should be natural in color, with no extreme colors permitted.
- I. Beards, mustaches and sideburns must be neatly trimmed to the face; otherwise, the face should be clean shaven. Extreme styles are not acceptable.
- J. All attire should be of modest fit and neat in appearance.
- K. All uniforms and scrub jackets must be ironed, if wrinkled. Students will be sent home for sloppy appearance.
- L. Uniforms and school patches will be purchased through the AC uniform vendor.

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, as well as the use of small breath mints.
- C. Colognes and aftershaves are not permitted.
- D. Teeth should be kept in good repair and good dental hygiene practiced.
- E. Nails should be clean and well manicured. Extreme length and nail polish are not acceptable.
- F. Make up may be worn, but should not be heavily applied. The use of false eyelashes is prohibited.
- G. Any part of the uniform which becomes permanently soiled or in a state of disrepair must be replaced.

4. Other:
 - A. Failure to comply with guidelines may result in the student being sent home at the discretion of the instructor. The student will then accrue a clinical absence.
 - B. Jeans and/or shorts are not appropriate apparel while in the clinical setting, unless otherwise specified. This includes the times when the student goes to the clinical setting for assignments. The student must be in scrub suits with a student name tag when in the clinical settings.
 - C. Wearing of unapproved apparel and covering it with a scrub jacket is not acceptable and is a violation of this policy.
 - D. Students that are rotating through a local hospital may be asked to review charts on the previous day on an assigned client. The student must be dressed in blue scrubs and follow the dress code when visiting the hospital for care plan information.
 - E. Clinical dress code will conform to assigned clinical agency policy when required.

GENERAL CLINICAL RULES

1. Students are to be in clinical agencies only on the days and hours specified by clinical instructor.
2. Cigarette smoking, e-cigarettes, or the use of smokeless tobacco, while in uniform is discouraged since health care workers are viewed as role models for healthy behaviors. In addition, many patients/coworkers find the lingering odors offensive and most clinical agencies have a "No Smoking" policy, which must be followed.
3. Breaks are limited to one 15 minute break per shift. Instructors or designate supervisors will assign lunchtime. Report to the person specified by instructor when leaving and upon returning to the unit.
4. Students are not to make personal telephone calls while in the clinical area. In case of an emergency, use the pay telephone and notify the instructor that you are leaving the clinical area to make an emergency call. Cell phones are not allowed.
5. The student should notify his/her family that in case of an emergency, an instructor should be paged. Each student should give his/her family a copy of his/her clinical and class schedule and the appropriate agency phone numbers and instructor's pager number. Include course and room numbers for class and designated areas of your clinical rotations.
6. No gum chewing is allowed during clinical.
7. A student is not to go to units other than the one assigned unless it involves transfer of patients, obtaining supplies or equipment, or as requested by agency staff.

8. It is the student's responsibility to follow hospital policy and procedure. A policy and procedure manual is available on every unit.
9. The student may do only those procedures, in which he/she has had classroom or clinical instruction, practiced and has been checked off in skills lab or is approved by the instructor.
10. The student is not permitted to take a doctor's verbal order. Instruct the doctor he/she is not permitted to do so and locate a qualified person to take the order. The student is not permitted to give information over the phone concerning a patient's condition. Please answer the phone professionally, stating your name and title.
11. Upon completion of patient care assignments, maximize the time available by working on nursing care plans or looking up drugs; spend extra time sitting and talking with (or listening to) your patients; assist others on the unit who need help with their patients; do research about the assigned patient or topic for the clinical objectives of the day. In other words, keep busy.
12. A student who is not completing assignments or giving patient care safely or in a timely manner will be sent home and the absence will be counted toward the absence policies. Students may be placed on probation for such behaviors. Instructors expect students to be doing assignments and keeping busy. Continued laziness, lack of motivation or continued "disappearing from the assigned unit may result in dismissal or referral to the Nursing Standards Committee.

DISABILITES

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 which verifies the disability.
2. The student is responsible for notifying each instructor of any accommodations needed at the beginning of each course.

The student requests special accommodations for testing of the BNE/BNE at the time of application for licensure (approximately 60 days prior to graduation).

DOCUMENTATION OF STUDENT CLINICAL PERFORMANCE

Evaluation and Progress Records

Evaluation will be done weekly per the Clinical Grading Tool and are a reflection of clinical preparation and performance.

The purposes of evaluation sheet are:

1. To serve as a reference during conferences with the individual student following a student's clinical experiences.
2. To identify an individual student's strengths, abilities, problems, deficiencies, or behavior patterns.

Evaluation records are data that the instructor collects regarding the student's clinical experience. Incidents both satisfactory and unsatisfactory that occurred during the clinical experiences, as well as clinical preparation, are recorded.

PROBATIONARY STATUS

A student will be placed on probationary clinical status for a period of time as designated by the instructor and as stated in a written contract with the individual student. A student may be placed on probationary status only once during the entire vocational nursing program. If the identified behavior is not corrected by the deadline set by the instructor, or if the instructor determines that the student needs to be on probation for the second time, the student will be considered unsafe and dismissed from the VN program. The following are examples of, but are not limited to, reasons why a student may be placed on probationary status:

1. Unpreparedness for laboratory check-offs.
2. Failure to complete each laboratory check-offs within three attempts.
3. Unpreparedness for clinical rotations in the clinical facilities. This includes completing required paperwork and research on medications, lab tests, chart review, and other pertinent data necessary for safe client care.
4. Failure to complete paperwork and/or assignments on time.
5. Failure to follow policies of the clinical course syllabi or of the Angelina College VN Policy Handbook.
6. Unsafe care, which includes but is not limited to, failure to:
 - A. Assess
 - B. Plan care
 - C. Implement care

- D. Evaluate care
- E. Report client's condition.
- F. Administer medications safely following the Five Rights of Safe Medication Administration.
- G. Administer safe physiological or psychological care.
- H. Communicate appropriately with the interdisciplinary team.
- I. Maintain a positive attitude.
- J. Critically think when caring for clients.
- K. Correctly perform learned laboratory skills in the clinical setting.
- L. Remain on the assigned clinical unit.
- M. Remain on assigned clinical unit. The instructor may be paged when leaving the assigned unit.

The student should refer to the clinical syllabi for further instruction and procedure on probationary status.

CLINICAL EVALUATIONS

The clinical instructor conducts formal written student evaluations at least one time during the semester, usually at mid-semester. Evaluations are based on attendance, preparation for clinical, appearance, patient care, and professional conduct and student performance in relation to clinical objectives.

STUDENT CLINICAL RESPONSIBILITIES

Reporting On/Off Duty

1. The student should report to the instructor and staff nurse assigned to client when arriving on and prior to leaving the patient area. Reporting off should include data on what was done for the patient(s), patient's reaction, other observations about the patient, all medications given, any ordered medications not given and the reason for not giving the medications. This report is essential to insure adequate care for the patient after the student has left the unit.
2. The student should **NEVER** leave the assigned clinical area without reporting to the instructor or to the person **SPECIFIED BY THE INSTRUCTOR.**

Patient Care

1. The student is expected to safely perform procedures, for which he/she has been taught in the Vocational Nursing Program. See clinical course syllabi and code of ethics.
2. The student is expected to assume responsibility for care of assigned patients and keep staff and instructor informed of status of patient's condition at all times. Charting is expected to be current and done in a timely manner.

Technical Skills Checklist

1. Each student is expected to record the date beside each skill or procedure done on Skills Checklist and obtain instructor initials as they are done.

SECTION IV

VOCATIONAL NURSING PROGRAM COMPETENCIES

VOCATIONAL NURSING PROGRAM COMPETENCIES

The Angelina College Vocational Nursing Program curriculum incorporates skills and competencies (SCANS and Differentiated Entry Level Competencies) mandated by two state agencies: The Board of Vocational Nurse Examiners for the State of Texas and the Texas Education Coordinating Board. The two sets of competencies are described below.

I. 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.

II. Differentiated Essential Competencies (DECs)

In Texas, nursing practice flows along 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 Texas Board of Nursing (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 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, and programs have encountered obstacles in continuing their journey along the nursing practice continuum.

In response to concerns regarding barriers to educational mobility, the National Council of State Board of Nurses and 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 committee title the Differentiated Entry Level Competencies was developed in cooperation with the Texas Higher Education Coordinating Board. The major focus of Differentiated Entry Level Competencies related to the need to identify nursing competencies to be required of graduates from each type of basic nursing program.

Verification

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

APPENDICES

APPENDIX A ACKNOWLEDGEMENT STATEMENT

Instructions: The student will sign the acknowledgement statement. By doing so, the student acknowledges that she/he will abide by all of the policies and statements in the handbook and to all course syllabi. The student also acknowledges that she/he has read the BON rules in regard to licensure of persons with criminal backgrounds.

Note: This acknowledgment will be placed in the student’s file.

Student: _____

Date: _____

I have purchased and received a copy of the Angelina College Nursing Program Handbook for the Vocational Nursing Program. I have reviewed the contents of the handbook and agree to abide by the policies and statement of the handbook. I also agree to abide by the policies stated in each course syllabus during my nursing education. _____(Initial)

In addition, I have reviewed and understand the information on licensure of persons with criminal backgrounds. This information was provided to me prior to the first day of class. I also understand that it is my responsibility to contact the BON with questions concerning licensure and the phone number of the BON has been provided to me. (Initial)_____

Chemical Dependency Policy for Angelina College Vocational Nursing Program: I acknowledge that I have received a written copy of the “impaired student” policy. I have read this policy and I understand that I am accountable for this information. (Initial)_____

I authorize the release of information concerning the result of any drug test to Angelina College Health Careers Division, Vocational 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 HIPPA and any other federal or state act requiring consent for the release of all information concerning the results of such tests to Angelina College, its representatives, agents, and employees. (Initial)_____

This acknowledgment will remain in force during my entire vocational nursing education.

Student Signature: _____

Date: _____

**APPENDIX B INCLEMENT WEATHER POLICY,
ACKNOWLEDGMENT STATEMENT
ON PARKING AND SMOKING**

Inclement Weather Policy

The following rules will be applied if ice and/or snow conditions exist in your residential area:

1. A student should listen to the local weather for their residential area. If the public is being advised to remain indoors and not to drive because of ice and/or snow, then the student should not attempt to come to class or clinical. However, if the weather improves later, the student should attempt to come to class or clinical.
2. The student should notify the Coordinator of the campus by beeping the instructor if conditions are severe in order to be formally excused because of weather (ice or snow). If the student fails to call, the student will be counted as absent.
3. If conditions are hazardous in the early a.m., the Coordinator may elect to start a class or clinical rotation later in the day. The student will be notified by phone of this decision.
4. Unless otherwise directed, students will not be required to drive to clinical rotations if roads are iced in the early a.m.
5. Students are expected to attend class and clinical rotations if it is raining. Students should manage their time to ensure safe driving during heavy rain.
6. Students may leave a message on the office answering machine when placing calls to the office about weather.
7. Honesty will be expected of each student. If it is discovered that conditions did not warrant an absence day, the student will be counted absent with all of the consequences of absences as stated in the course syllabi.
8. Conditions may be clear in your area, and hazardous in the school area. Please contact the nursing office or other students from the school area to inquire about concerns in that area. Normally, you will be called if there are dangerous conditions in your school area.
9. The general rule is: If it is unsafe for you, do not travel.

Parking Policy

Students are expected to park in the designated parking spaces on each campus. Please park between the lines.

Smoking Policy

Students will be advised during orientation about smoking policies. The student should then abide by the policies. **Students are not allowed to smoke while wearing the Angelina College Uniform at any time.** Students may smoke on provided breaks during classroom teaching. Students are expected to discard cigarettes in provided receptacles and to smoke only in the designated areas. I have read the above policies and agree to abide by them. Failure to follow the policies may result in disciplinary action that may include dismissal from the Angelina College Nursing Program.

I have received a copy of the policies for my records.

Student: _____

Date: _____

APPENDIX C

**NURSING STANDARDS COMMITTEE,
NURSING CURRICULUM COMMITTEE**

NURSING STANDARDS COMMITTEE

Purpose

To investigate situations involving an impaired student, unprofessional student conduct and/or academic dishonesty and to decide appropriate disciplinary action to be recommended to the Nursing Program Coordinator.

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 level)	(2 from vocational level and 2 from associate degree level)
1 vocational level student	(may serve two consecutive terms)
1 RN 1 st semester and 1 RN 2 nd semester	
Nursing Program Coordinator,	Ex Office member

Quorum

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

Procedure

1. The faculty member identifies an impaired student, unprofessional student conduct or academic dishonesty or other dishonesty conferences with the student involved.
2. The faculty member submits the conference sheet to the NPC who calls the Standards Committee to 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 recommendation in writing and places a copy of the recommendation change to the student file.
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 recommendation by initiating the grievance process.
8. All discussion within the committee is considered confidential.

NURSING CURRICULUM COMMITTEE

Purpose

To study, plan and recommend to the faculty organization matters pertaining to identification, description, implementation, and evaluation of all learning experiences and content for curriculum of the Nursing program.

Members

1. Members of this committee include all full time nursing faculty.
2. Student membership shall be elected by the end of the first month of the Fall semester. Each first and second year class will elect one representative for a term of office of one year.
3. Student representatives from the vocational nursing programs may be asked to participate.

Functions

1. Plan and develop a curriculum framework and schematic design.
2. Review content to be taught in the nursing courses and make recommendations to nursing faculty and the Nursing Program Coordinator.
3. Review and recommend textbooks used in nursing courses.
4. Recommend revision of content and learning experiences:
 - A. Devise a method of obtaining information from recent graduates and employers as a means of evaluating the effectiveness of the curriculum.
 - B. Seek information from nursing service regarding curriculum.
 - C. Review results of tests and their relation to curriculum content.
5. Keep nursing service agencies informed of curriculum.
6. Recommend class schedule for nursing courses.
7. Appoint members to subcommittees.
8. Follow "Total Program Evaluation" in areas pertinent to curriculum matters.

APPENDIX D CELL PHONE POLICY

**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

Student Signature

Date