Nursing Program

Student Handbook

This handbook is reviewed annually and revised as indicated. The provisions of this handbook **do not** constitute an irrevocable contract between any applicant or student and the Angelina College Nursing Program (ACNP). The ACNP is not responsible for any misrepresentation of its requirements or provisions that might arise as result of errors occurring in the preparation of this handbook. The ACNP does not guarantee admission for the licensure examination.

Angelina College Nursing Program is part of the School Health Careers, which is made up of six programs: Nursing, Radiography, Emergency Medical Services, Respiratory Care, Pharmacy Technology, Diagnostic Medical Sonography, and Surgical Technology. (Revised 5/09)

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

Angelina College Nursing Program is an agency member of:
National/Texas Organization of Associate Degree Nursing (NOADN, TOADN)
Texas Association of Vocational Nurse Educators (TAVNE)

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

Revised 2020

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Preface

As a 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 Nursing Student Handbook.

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

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

Students should be aware that classroom, lab, and/or clinical hours vary according to the individual programs. Scheduled hours may include day, evening, and/or weekend hours. Student may be required to travel to clinical facilities that are out of town in order to ensure adequate exposure and to provide a sound clinical experience.

Section I – Professional Guidelines

Program Mission

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

The mission of the nursing program is accomplished by:
1. Maintaining program approval by BON;
2. Preparing students for licensure and entry level into nursing practice;
3. Implementing a program that permits students to exit at either the vocational or associate degree level by achieving The Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs (DECs);
4. Promoting a caring orientation in a technologically changing environment;
5. Advocating a comprehensive approach to client care through use of the nursing process; and
6. Developing a curriculum that reflects advances in nursing practice, current health trends and changes in individual family and community. (Revised 5/09)

Code of Ethics

Students are expected to demonstrate personal characteristics and qualities based on the Code of Ethics adopted by the National Federation of Licensed Practical Nurses, the International Council of Nurses, the American Nurses Association, and the Texas Board of Nursing.

1. Being responsible and dependable
2. Keeping confidential information*
3. Maintaining harmonious relationships
4. Being loyal
5. Displaying relevant disposition and spirit
6. Maintaining integrity
7. Being sincere
8. Performing with dignity
9. Following lines of authority
10. Knowing yourself, abilities, capabilities and interests
11. Upholding laws

*All students must strictly maintain confidentiality with Health Insurance Portability and Accountability Act (HIPAA). Any violation will be investigated by the appropriate person and agency.

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 LPN/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 PN/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 healthcare 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 healthcare 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.

Angelina College Nursing Program Code of Conduct

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

American Nurses Association (ANA) Code of Ethics for Nurses, Provision 1.5, states:
"Relationships with colleagues and others: Respect for persons extends to all individuals with whom the nurse interacts. Nurses maintain professional, respectful and caring relationships with colleagues and are committed to fair treatment, integrity-preserving compromise, and the resolution of conflicts. Nurses function in many roles and many settings, including direct care provider, care coordinator, administrator, educator, researcher, and consultant. In every role, the nurse creates a moral environment and culture of civility and kindness, treating others, colleagues, employees, co-workers, and students with dignity and respect. This standard of conduct includes an affirmative duty to act to prevent harm. Disregard for the effects of one's actions on others, bullying, harassment, manipulation, threats, or violence are always morally unacceptable behaviors. Nurse value the distinctive contribution of individuals or groups and collaborate to meet the shared goal of providing efficient, effective, and compassionate health services, seeking to achieve quality outcomes in all settings" (American Nurses Association, 2014).

Texas Board of Nursing (BON) Good Professional Character, Rule 213.27a, states:
"Every individual who seeks to practice nursing in Texas must have good professional character. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas." (TBON).

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

Expected student behaviors include, but are not limited to:

1. Keep a copy of the course syllabus; bring syllabus and textbook to class.
2. Accepting responsibility for one's own actions.
3. Adhere to dress code.
4. Arrive to class on time. Classroom doors may be locked when lecture begins.
5. Arrive at clinical rotation site on time.
6. Be prepared for class and clinical rotation.
7. Communicating with peers, faculty, nursing staff, clients and their families in an honest respectful, nonjudgmental manner.
8. Treat the instructor with courtesy, even when there is a disagreement.

9. Do not interrupt instructor when speaking; wait for a pause or a preset time for questions to be asked.
10. Treat students with courtesy, even when there is a disagreement.
11. Work as a team; exhibit a helping behavior for peers that exemplifies an assertive, rather than aggressive approach.
12. Maintain confidentiality.
13. Treat others with respect and promote an environment that respects the rights and values of others, diverse cultures and spiritual beliefs.
14. Use critical thinking skills in determining actions in the clinical setting.
15. Respect others by refraining from cell phone usage and avoiding sidebar conversations.
16. Avoid use of lap-top computers during lecture time, unless use is related to lecture.
17. Take exams as scheduled and completing assignments on time.
18. Avoid use of inappropriate, derogatory or vulgar language, gestures or remarks.
19. Attend class 100% of the time and remain in class until dismissed.
20. Notify instructor if unable to meet commitments, including exams and clinical assignments, in advance or by the morning of the assignment.
21. Arrange to make up missed work, if possible or if permitted.
22. Demonstrate empathy in the care of others.
23. Collaborate in a reasonable manner with faculty and clinical staff to ensure quality care to clients.
24. Recognize and respect professional boundaries.
25. Avoid belittling remarks that disparage others.
26. Avoid dominating class discussions.
27. Avoid posting inappropriate comments on social media about faculty, colleagues, college, and clinical experiences.
28. Take appropriate action to ensure the safety of clients, self and others.
29. Provide care for clients in a timely, compassionate and professional manner.
30. Avoid classroom disruptions. If is it necessary to leave class early, when approved by faculty, exit quietly.
31. When arriving late, wait until the next break to enter.
32. Seek assistance of available tutoring services as needed.
33. Discuss with the instructor problems you are having with the class before asking others for help in resolving the situation.
34. Check on grades often and discuss concerns early. Do not wait until late in the semester.
35. Do not bring children to class.

Academic Dishonesty

Academic dishonesty is a breach of the expected behavior of a healthcare professional and will not be tolerated in the Angelina College Nursing Program. Students must agree not to divulge any examination question(s) or answer(s) to any individual or entity, falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as academic dishonesty. **Gaining access to or purchasing test banks is considered academic dishonesty.** Violation of any rule, policy, or procedure of the Angelina College Nursing Program will result in student referral to the Nursing Standards Committee for disciplinary action. See Code of Student Conduct in the Angelina College Catalog. Refer to Academic Dishonesty and Program Organizational Chart (see appendices).

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 centers.

Angelina College Nursing Program
Conceptual Framework

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

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

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

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

Nursing: Nursing is a decision-making process that occurs in a relationship with individuals or groups. The learner progressively develops decision-making skills by use of the nursing process. Uniqueness is recognized, needs are prioritized, interventions are planned and implemented with evaluation occurring continuously. Through the nursing process, specific patterns of adaptation are identified. The goal of nursing practice focuses on man's adaptation to his ever-changing needs by promoting utilization of healthcare services. Through awareness of trends and changes taking place in healthcare 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 psychosocial and biological sciences. Nursing interventions flow from various components of nursing theories and cognitive, affective and psychomotor skills. The knowledge, values, and skills necessary for the practice of nursing are acquired and implemented in this program through use of classroom, laboratory and clinical experiences.

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

During Level I, the learner is expected to identify the client's basic needs as stated by Maslow and to discuss general stress-adaptation responses. The nursing process, including communication techniques and basic nursing interventions is presented to aid the learner in assisting the client in meeting basic needs. The learner is expected to recognize isolated significant responses of man to his environment. Legal and ethical issues are introduced in order to enable this direct caregiver to function as a dependent cooperative member of the healthcare 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 healthcare giver's autonomous role. As a collaborative interdependent member of the healthcare team, the learner is provided 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 healthcare situations. Interventions are now evaluated based on the probability of predictable, therapeutic outcomes.

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

Program Objectives

Vocational Level (VN)

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

1. Demonstrate the use of critical thinking and the nursing process as a basis for decision making that promotes the development and practice of vocational nursing.
2. Implement teaching plans for clients concerning promotion, maintenance and restoration of health that promotes the development and practice of vocational nursing.
3. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
4. Assume accountability and responsibility for the quality of nursing care provided to patients and their families.
5. Implement measures to promote quality and a safe environment for patients, self, and others.

Associate Degree Level (ADN)

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

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

(Revised 1/2019)

General Information and Programs 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 Angelina College Nursing Program provides nursing education in the East Texas area at the ADN and VN levels.

Generic Associate Degree Nursing Program

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. This is designed to prepare students for the vocational nurse licensure by examination. These students receive a certificate of completion from Angelina College. Refer to college catalog for degree plan and course descriptions.

Applicants for the main campus nursing program are selected in the summer of each year. Acceptance into the program is limited. **Applicants are not guaranteed acceptance**. Those students admitted to the program begin the nursing curriculum in the fall semester.

Multi Entry/Exit Program

The MEEP option is approved by the Texas Higher Education Coordinating Board and is approved by the Texas Board of Nursing for the State of Texas. This agency establishes rules and regulations governing education, examination, licensure and practice of nursing. Refer to college catalog for degree plan and course descriptions.

LVN to ADN Transition Students

Vocational nurses can apply for entry into the second year of the Associate Degree Program to graduate with their Associates Degree and become eligible to sit for the Registered Nurse licensure exam. Applicants for the nursing transition program are selected in the spring of each year. **Applicants are not guaranteed acceptance**. Applicants must be licensed as an LVN for at least one year if not a graduate of the Angelina College VN program. Those students admitted to the program begin the transition curriculum in Summer. Refer to college catalog for degree plan and course descriptions.

Vocational Nursing Program

The vocational nursing track prepares the graduate to independently perform basic nursing skills in non-complex situations and to assist the registered nurse or physician in complicated circumstances. Refer to college catalog for degree plan and course descriptions.

Nursing Program Competencies

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

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

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

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

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

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

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

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

Clinical Evaluations
Differentiated Essential Competencies of Graduates of Texas Nursing Program

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

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

- BON.state.tx.us
- Under Nursing Education Information
- Go to Reports/Data
- Differentiated Essential Competencies.

Licensure Application Information for Students Completing an Angelina College Nursing Program
Texas Board of Nursing (BON)

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

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

Section II: Program Guidelines

Attendance

Tardy: Defined as not being in the assigned area at the assigned time.

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

Students who are tardy a total of three (3) times will receive an absence. If the student comes in more than 30 minutes late then it will be considered an absence.

Absences: Defined as not in attendance at all or more than 30 minutes late. Leaving the assigned area early can also result in an absence.

> **Classroom:** Three consecutive or four cumulative absences in the classroom may result in withdrawal from the theory course in progress, all co-requisite courses, and the program. Class attendance will be verified daily for each class period.
>
> **Clinical (including Lab & Simulation):** More than two absences per semester in a clinical course will result in withdrawal from the clinical course in progress, all co-requisite courses, and the program. All absences will be made up before taking final exams. The make-up date will be designated at the beginning of each semester and students notified via course calendar.
>
> Students are required to call the clinical instructor prior to clinical to report an absence. Instructors will accept telephone calls from only the student. Students who do not call the morning of the clinical absence must see the Nursing Program Director or designee. A total of two no calls/no shows while in the Nursing Program may result in dismissal from the Nursing Program.

Students may miss up to three (3) days during an educational semester without penalty for: documented death of immediate family or hospitalization of immediate family or of the student. After three days (3), absences will be counted as per the attendance policy. Immediate family is defined as spouse, children, and mother, father, brother, sister, or grandparents (this includes stepfamily). The student must submit proof of death or hospitalization to their Clinical Instructor and/or the Nursing Program Director prior to resuming classes.

Withdrawal/Dismissal

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

1. Academic failure (course grade below C or failing clinical grade)
2. Financial problems
3. Family/personal problems, excluding health
4. Excessive absenteeism due to illness
5. Excessive absenteeism, for reasons other than illness
6. Change of residence
7. Reason unknown
8. Other (specify)

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

Readmission

Re-entry to the nursing program is based on space availability. Each student may re-enter a program once. To be eligible for re-entry, the student must have formally withdrawn from the Angelina College Nursing Program. The student must see the Nursing Program Director and follow the readmission process. The letter for re-entry must have a statement regarding a plan of action for success.

Procedure: The student submits a written request via e-mail for re-entry into the nursing program by formal letter. Include the following in the letter:

1. Address request to the Nursing Program Director
2. Indicate the course desired for re-entry
3. Current address, phone number, and e-mail
4. Enclose an updated college transcript

Written request with transcript must be received by the Nursing Program Director by the following deadlines:

DEADLINE	SEMESTER of RE-ENTRY
June 1st	Fall Start
October 1st	Spring Start
April 1st	Summer Start

1. The student must meet current admission requirements:
   - Eligible for readmission to the College
   - Pre-requisite courses completed with at least a C
   - Dosage calculations test score of at least 90% within the past 24 months.
   - Updated CPR card
   - Updated TB and immunizations
2. A response regarding readmission will be sent to the student via e-mail.
3. Health requirements and other instructions will be included in the response.
4. If readmission is denied because of lack of space in the desired course, the student must reapply.
5. A re-entry student will follow the current **Angelina College Nursing Program Student Handbook** and college catalog in place at the time of readmission.
6. All readmission requests will be reviewed by the Nursing Programs Director.

Transfer Students

Refer to College Catalog and Transfer Student Admission.

Audit Status

If returning students are auditing nursing courses, they will be required to fully participate in all classroom learning experiences including lecture, activities, unit exams, skills, final exam, and HESI exam. Students auditing courses will follow the same attendance policies of the nursing program.

Clinical courses are not auditable. Clinical is a requirement along with the previously failed nursing course. Student will be required to demonstrate required skills and show competency by passing that skill, assessment, and/or assignment in order to pass the clinical course again. If clinical is what the student failed, the student is required to audit the co-requisite courses designated by the Nursing Program Director.

Students are responsible for being placed on audit status with the registrar's office. If this form is not completed, and the student is not placed on audit status in a particular course, then the student will be given the grade earned in the course. An auditing contract will be completed with the Nursing Program Director upon entry.

Progression

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

1. The minimum passing grade is achieved (75 or above).
2. Clinical performance is satisfactory (pass or fail).
3. All Dosage Calculation tests are completed (90 or above).
4. All assignments are successfully completed and submitted.

Classroom Grading

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

The specific grade distribution is:	A = 90-100	C = 74.5 - 79
The grading scale is not negotiable.	B = 80-89	F = 74.4 and below

There will be NO rounding test grades. After averaging, the final grade is the only grade rounded.

Clinical Grading

Course grade is computed on the basis of satisfactory completion of clinical assignments, skills criteria, and clinical evaluation. If the student's effort does not meet all requirements, the assignment, skills or clinical criteria must be corrected. Students must demonstrate clinical competence by satisfactorily meeting all critical elements (clinical behaviors essential to safe practice per the Clinical Evaluation Criteria within each clinical course). Violations of a critical element may be considered unsafe conduct. Refer to the semester evaluation criteria and the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs), issued by the Board of Nursing.

Grading Scale:
Pass
Fail

Grade Distribution:
Written clinical assignments
Critical Skills (check-offs)
Clinical evaluation criteria (clinical performance)

Grade Calculation:
All written clinical assignments must be completed per the grading criteria in the clinical course syllabus. The student must show competency in skills and be completed by designated date. Clinical evaluation criteria must be met.

Examinations

Students must be present and on time for all examinations. In order to take a make-up exam, the student must submit a written request to the level leader/course instructor before the next scheduled exam. Make up exams will be administered at designated dates/times. (Refer to course syllabus and calendar). Students must make a formal request to the level leader/course instructor stating the course and exam missed.

Attendance at the scheduled final examination is required and may be rescheduled only with the approval of the Vice President of Academic Affairs.

Electronic devices such as phones, tablets, "smart" watches, wireless earbuds, etc. are not allowed during examinations. Simple ear buds or headphones may be allowed for certain test situations as approved by the instructor.

AC Nursing program provides designated faculty to assist students who are deemed "at risk" for being unsuccessful in the nursing program. (See Remediation and Retention Policy)

Remediation and Retention Policy

In efforts to maintain student enrollment and encourage student success, the following remediation and retention policies and procedures are in place:

The retention process will begin at orientation where individual learning needs and obstacles to student success may be identified and addressed. Remediation of "at risk" students may include, but not limited to, counseling sessions, mentoring opportunities, and help sessions. Students who self-identify as having a learning disability or who require special accommodations will be directed to the appropriate resources on campus in a timely manner. Educational resources such as computer assisted instruction modules, quizzes or exams, and additional instructional materials may be used to facilitate faculty to assess entry level knowledge, enhance faculty instruction, improve mastery of course objectives, and track student success.

Each program and level will assign faculty members who will be responsible for facilitating the remediation and retention process for the student. Faculty will maintain documentation of remediation attempts and appointments.

Based on individualized clinical performance, exam grades, and/or overall course averages, a student may be identified as "at risk" and may be required to attend mandatory remediation. Students will be held accountable for attending mandatory remediation sessions. If a student does not comply with the remediation guidelines/plan, s/he will be counseled, may be placed on probationary status, and/or could be dismissed from the program.

Plan for Remediation and Retention of Nursing Students
Student Counseling Guidelines

Designated faculty shall facilitate remediation counseling for students who have been identified as "at risk", thus requiring remediation services. Students who are identified as requiring remediation by faculty will be required to complete a Pre-remediation form (see Appendices for Pre-Remediation Form). Once completed, the student must submit the form electronically and make an appointment with the designated remediation faculty member. Remediation and counseling shall include, but not be limited to:

1. Utilization of the form entitled Remediation Plan, and completion of student information (See Appendices for Pre-Remediation form and Remediation Plan Form).
2. Student will complete the Pre-remediation Form to assist in self-identification of areas for improvement and self-identify obstacles.
3. During the counseling/remediation session, faculty will attempt to identify obstacles to learning such as concurrent enrollments, special accommodations, personal stresses/issues, etc.
4. Discuss and document steps recommended to the student for improving academic success, such as recommended readings, study strategies, skill or technique practice, and/or other available campus resources.
5. Student and faculty will sign the Remediation Plan, a copy should be given to the student, and a copy retained for the student file.
6. A follow up appointment may be scheduled, as needed.

If a student does not comply with the remediation guidelines/plan and/or fails to attend mandatory remediation sessions as designated by faculty, s/he will be counseled and may be placed on probationary status, and/or could be dismissed from the program.

Grade Appeal Process

Questions regarding a grade must be submitted within seven (7) days of release of the grade. Refer to the college catalog for the grade appeal process.

Dosage Calculation Test

With the exception of the first semester, a medication calculation test will be administered each semester in the clinical course prior to students going into the clinical settings. A grade of 90 or better is required each semester. Students are

allowed three attempts to pass (90 or above) the Dosage Calculation test each semester. Should a student be unsuccessful within those three attempts, the student will be dropped from the nursing program and receive an "F" in the clinical course.

General Guidelines for Dosage Calculation Testing

1. All medication calculation tests will be developed and administered by faculty teaching clinical courses(s).
2. The passing grade for all medication calculation tests is 90%.
3. All medication calculation tests will be given at a time and day established by the faculty. Students will be notified of the testing dates/times at the beginning of each semester. If a scheduled test is missed, the student will not be given a make-up, and the student forfeits that attempt.
4. All students will be tested in the same environment. No tests are to be administered in the clinical area.

Level Based Policies

Level	Competency	Preparation	Process	Remediation	Failures
1st semester	Basic Dosage Calculation Entrance Exam	Students take RNSG 1208 as pre-requisite for Nursing program	On conditional acceptance to the nursing program students must achieve a passing score of 90% on the exam given by the nursing program.		Student is unable to enter the program unless a score of 90% or greater is achieved by third attempt.
2nd semester	Drug dosage calculation, measurement conversions, preparing tube feedings and IV drip rates.	Review and practice, plus bringing forward information from previous semester.	All students must pass test with at least 90% before being permitted to enter clinical facilities.	Mandatory remediation with faculty administering dosage calculation test prior to next attempt.	Student unable to achieve 90% cannot enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.
3rd semester	Same as above plus calculation of dosage/dose per day, drug dosage/weight for pediatric patients.	Skills lab and lecture on dosage calculation for pediatric patients plus bringing forward information from previous semesters.	All students must pass test with at least 90% before being permitted to enter clinical facilities.	Mandatory remediation with faculty administering dosage calculation test prior to next attempt.	Student unable to achieve 90% cannot enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.
4th semester	Same as above plus titrations, microgram dosage calculations and drug dosage/hour.	Skills lab and lecture on dosage calculation for critical patients plus bringing forward information from previous semesters.	All students must pass test with at least 90% before being permitted to enter clinical facilities.	Mandatory remediation with faculty administering dosage calculation test prior to next attempt.	Student unable to achieve 90% cannot enter clinical rotation which can result in failure of the clinical course and withdrawal from the program due to clinical absences.

Due Process/Grievance Procedure

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

Procedure:

1. Student submits written grievance to faculty or staff member involved.
2. Faculty or staff member responds to the student grievance in writing.
3. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to the Team leader.
4. The team leader responds to the student grievance in writing.
5. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to the Nursing Program Director.
6. The Nursing Program Director responds to the student grievance in writing.
7. If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to Vice President of Academic Affairs.
8. The Vice President of Academic Affairs responds to the student grievance in writing.
9. Student may request conference with faculty involved, Nursing Program Director, and Vice President of Academic Affairs.
10. If student is satisfied with response, the grievance is resolved. If dissatisfied with the response, student submits grievance to the College President.
11. The President responds to the student grievance in writing. The President's response and decision is final.

Background Check & Fingerprinting

Certified background check will be done in accordance with the rules of the Texas Board of Nursing
Criminal background checks are performed on all applicants for Licensure in Texas. A criminal background check must be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant, or results that were completed for another facility, even if the previous check was completed through the DPS and the FBI. Refer to the BON website at www.bon.texas.gov for further information on this process.

Contents of Background Check
The certified background check will include the following search and results:

Texas Statewide Criminal (felony and misdemeanors for 7 years)

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

Consent for Release of Information
Students will sign a release form that gives the Vice President of Academic Affairs of Health Careers and Nursing Program Director the right to receive their criminal background information.

Background Check Results
Students must provide documentation of a clear background check in order to attend clinical rotations. Without this documentation, the student may be required to withdraw from the program. Students are also required to report any occurrences that could affect their background check throughout the course of the nursing program. Refer to Licensure and Eligibility on the BON website.

Student's Rights

If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be

the responsibility of the student. Students may appeal if issues related to the background check are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.

Alcohol and Drug Policy

Angelina College and the Nursing Program **strictly prohibits** any student from being in a clinical 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.

All students accepted into the Angelina College Nursing Program are required to be drug tested prior to beginning their clinical rotation. A student's participation in clinical depends upon the outcome of the drug test. If a student is suspected of being under the influence of alcohol or drugs in the clinical setting, the instructor and/or a clinical affiliate reserves the right to require a drug test in accordance with its institutional policy.

Drug Screens

A negative drug screen is required prior to the start of the clinical rotation. Students are to report to the screening facility at the scheduled date and time. Students failing to report for drug screening and/or have a positive screening will be withdrawn from the program. Students are responsible for payment of the drug screen.

Liability Insurance

A fee is included for each student to cover liability insurance each year in order to participate in learning experiences at clinical facilities.

Medical Care Required as a Result of Student Accidents

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

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

Health Requirements: Immunization Record and Test Results

Students are required to upload their personal immunization record and test result information to a specified company database. This information must be maintained and updated throughout the program. Clinical facilities and accreditation standards require this information; therefore, students will be asked to provide their immunization record and test results upon request. Should a student be out of compliance with the required information, they will be dismissed from clinical and will not be allowed to return to clinical until the missing information is obtained and/or updated. This could result in clinical failure. Refer to the Nursing Program Health Requirements and attendance policy. Failure to comply with the health requirements could result in ineligibility for admission, progression, or readmission to the program.

CPR

A current American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) card is required and must be maintained while in the nursing program. Proof of current CPR card must be on file/documented and accessible at all times. Students are required to upload a copy of their CPR card to the specified company database. Should a student let their CPR card expire, they will not be allowed to go to clinical. This could result in clinical failure. Refer to the Angelina College Nursing Program requirements and attendance policy.

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 if both participants agree. The recorded conference must include the date and time of

the conference, name of the participants, a statement of agreement by both parties to record the discussion, the topic for discussion and the actual discussion.

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

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

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

Student Advising/Counseling

Students having difficulty should seek counseling from clinical instructor or team leader. (See Remediation Plan or Documentation Form in Appendix)

Course/Instructor Evaluation

Students are given opportunities to evaluate specific courses, theory and clinical instructors, and the nursing program. Constructive student feedback is important in improving the curriculum and instruction. Evaluations are completed online at a time specified by the college.

Supplies

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

Academic Portfolio

The nursing program portfolio is a collection that represents the work the student has done during the program. Samples of papers completed in each course will be added to the portfolio throughout the curriculum. The portfolio is an excellent resource that showcases the student's work for future employers. The selections chosen to be in the portfolio are designed to give evidence of having achieved the objectives of the program and the outcomes critical thinking, communication, teamwork, social responsibility, and personal responsibility. Requirements for the portfolio are semester-specific and can be found in the corresponding course syllabus. (Revised 5/20)

Dress Code

Students are required to obtain the official Angelina College Nursing Program uniform, picture name badge, and appropriate footwear prior to the first clinical day (see course calendar for specific date). Students are responsible for laundry and maintenance of uniforms and lab coats throughout the nursing program. **All dress code requirements should also comply with the clinical facility the student is assigned to.**

The student uniform consists of:

- A minimum of two sets of designated scrubs. No polo or jersey type tops. No decoration on scrubs. (Scrub skirts must be mid-knee to mid-calf in length).
  Angelina College Nursing insignia must be on upper right side of uniform.
- White shoes that enclose the entire foot (no open backs or toes) with no colored décor are required. Shoes that are waterproof without mesh or canvas are preferred. Shoes and shoelaces must be kept clean. Socks must not be visible through uniform.
- A watch that indicates time in seconds.
- School issued student name badge worn on the upper left front torso with name and title (Angelina College Nursing Student) showing. Badges must be free of pins or stickers, unless specified by the facility or clinical instructor.

Additional approved attire:

- Designated scrub jackets with insignia may be worn with scrubs for comfort while in the clinical area.
- Appropriate undergarments must be worn and should not be visible through the uniform.
- Tattoos should remain as covered as possible. Arm, leg, and neck/head tattoos must be fully covered while the uniform is worn. This can be achieved by wearing a white long sleeve shirt under the uniform top, or white hose if a skirt is worn. Students may be asked to cover hard to conceal tattoos (behind the ears and on the neck or face) with band aids or make-up/concealer. Tattoos on the wrist or hands do not have to be covered unless they contain bad language or offensive symbols/images.
- For safety and infection control, jewelry that is allowed: one ring on the left ring finger, one small stud type earring per ear, in the lobe area only. No other body jewelry, ornaments, or decorations are allowed**.**
- Hair must be neat, clean, off the shoulders and in a style that will not compromise safety (for example hair will not fall or obstruct vision or fall forward over work area). Hair pins/clips must match hair color. No extreme hair color, accessories, or bands are allowed. No head coverings permitted.
- Beards, mustaches and sideburns must be neatly trimmed; otherwise, face should be shaved clean. Extreme styles are not permitted.
- Community uniform consists of designated blue AC Nursing Program shirt with black or khaki pants. Pants should not restrict movement during clinical activities. “Skinny” or tight-fitting styles are not permitted.

Personal Hygiene:

- Students must present a clean, well-groomed appearance at all times while in uniform.
- All attire should be of modest fit and neat in appearance. Scrubs must be clean and wrinkle free.
- Use of an antiperspirant/deodorant is recommended.
- Colognes, aftershaves, and perfumes are not permitted. Practice good dental hygiene.
- Nails should be clean and well-manicured. Extreme length**,** covers or nail polish is not acceptable.
- Cosmetics must be conservative and professional in appearance. Extremes are not acceptable.
- Any part of the uniform that becomes permanently soiled or in a state of disrepair must be replaced.

Other Rules:

- No smoking (including e-cigarettes or vaping) or gum chewing will be allowed while on college campus, facility campus or while in uniform.
- Street clothes are not allowed while in clinical, unless otherwise specified.
- Wearing of unapproved apparel and covering it with a lab coat is not acceptable and is a violation of this policy.
- Failure to comply with guidelines may result in the student being sent home at the discretion of the instructor.

Unsafe Conduct

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

following:

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

If conduct is determined to be unsafe by the Nursing Standards Committee, the student will be dismissed from the course with a grade of "F".

Simulation Experiences

Angelina College Nursing Program utilizes simulation each semester to help supplement or replace clinical hours designated by the Texas Board of Nursing. Students are expected to maintain the same professional behaviors that are expected within the traditional face-to-face clinical settings, and to follow the safety guidelines and rules while participating in simulation and practicing clinical skills in the lab. These rules are as follows:

1. No pens, food, or drink are allowed in the lab at any time. Students should use pencils only, when writing is necessary.
2. Manikins and supplies provided should be treated with care at all times. No disassembly of manikins is permitted, and only approved substances should be used on the manikins. Students should wear gloves when working with the manikins.
3. Students should behave in each simulation as if it were a real clinical experience. This includes maintaining assigned roles within the simulation and carrying out interventions with realism and using safety and infection control guidelines that are taught within the ACNP.
4. Students should avoid disclosing any details of simulation to other students so that the reality of the simulation can be upheld for other students. This also includes avoiding discussion of other students' performance outside of the simulation scenario.
5. Faculty may record the simulation as part of the learning experience. Students should remain professional during the viewing of these recordings. In some instances, still photographs may be taken to be used for marketing materials or other college purposes. In these instances, the ACNP will collect signed agreements from the student(s) photographed.

Invasive Procedures

By definition an invasive procedure is a procedure which penetrates or breaks the skin or body cavity such as a perforation, incision, or catherization. Students are allowed laboratory opportunities to learn and practice such procedures on manikins, simulators, and in virtual simulations under the direction of faculty. Students should also learn those procedures which fit within their scope of practice.

Once students have been checked off in skills lab using manikins, simulators and/or virtual simulations, students may then perform needed invasive procedures on consenting individuals in clinical settings with the following: A physician's order, supervision by faculty or with clinical preceptors as directed by the overseeing faculty of the program. Angelina College Health Careers Division does not allow students to perform invasive procedures on other students, faculty or clinical site personnel as part of the learning experience.

Student Files

Students are responsible for assuring the accuracy of information in their file. Any changes in name, address, or phone number(s) should be submitted by the student through the Angelina College Portal.

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

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

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

Committee Membership

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

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

Functions: Plan and develop a curriculum framework and schematic design.
a. Review content to be taught in the nursing courses and make recommendations to
b. nursing faculty and Nursing Program Director.
c. Review and recommend textbooks used in nursing courses.
d. Recommend revision of content and learning experiences:
1) Devise a method of obtaining information from recent graduates and employers as a means of evaluating the effectiveness of the curriculum.
2) Seek information from nursing service regarding curriculum.
3) Review results of tests and their relations to curriculum contents.
Keep nursing service agencies informed of curriculum.
Recommend class schedule for nursing courses
Appoint members to subcommittees.
Follow Total Program Evaluation in areas pertinent to curriculum matters.

Nursing Standards Committee

Purpose: To investigate situations involving unprofessional student conduct or academic dishonesty, and to decide appropriate disciplinary action.

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

Composition and Terms of Membership:

1-2	Nursing Program Director (NPD) and/or Vice President of Academic Affairs (VPAA)
1	Chairperson, appointed by Nursing Program Director or Vice President
2-4	Nursing Faculty (at least one first year instructor and one second year instructor)
1-2	Unbiased nursing student representatives from the ADN or VN program.
1-2	Facility representatives (if applicable)

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

Procedure:

1. The faculty identifying unprofessional student conduct conferences with the student involved.
2. The faculty member submits the conference sheet to the NPD who calls the Committee into session**.**
3. The committee investigates the situation by reviewing written records, interviewing students and faculty, and gathering additional data as required.
4. The committee decisions regarding disciplinary action, if any, are made in executive session by a simple majority of the membership.
5. The chairperson notifies the student involved of the committee's decision in writing and places a copy

of the notice in the student's file.

6. Copies of the decision letter, committee minutes, and any pertinent documentation are forwarded to the NPD with the student file.
7. The student may appeal the committee decision by initiating the grievance process.
8. All discussion within the committee is considered confidential.

(Revised 5/20)

CRITERION-REFERENCED STANDARDS OF CLINICAL PERFORMANCE

(Krichbaum, 1999)

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

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

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

Student Organization

The Angelina College Nursing Students' Association (ACNSA) introduces students to the professional organization and involves them in health-related community issues. Membership is $1.00/year. The ACNSA meets as needed. (See Appendix, Angelina College Nursing Students Association Bylaws.)

Students are encouraged to join the National Student Nurses Association for a fee. Refer to www.nsna.org

Angelina College Nursing Students Association Bylaws

ARTICLE I: NAME

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

ARTICLE II: PURPOSE AND FUNCTION

Section I: Purpose

ACNSA shall:

A. Assume the responsibility for contributing to nursing education in order to provide the highest quality of healthcare.
B. Provide programs representative of fundamental and current professional interest and concerns
C. Aid in the development of the whole person, his/her responsibility for the healthcare of people in all walks of life, and his/her professional role.

Section II: Function

ACNSA shall:

A. Have direct input into standards of nursing education and influence in the educational process.
B. Influence healthcare, nursing education, and practice through legislation activities as appropriate.
C. Promote and encourage participation in community affairs and activities as appropriate.
D. Represent nursing students to the consumer, institutions and other organizations.
E. Promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of race, color, creed, sex, national origin, economic status, age or lifestyle.
F. Promote and encourage student participation in interdisciplinary activities.
G. Promote and encourage membership in a professional nursing organization such as the American Nurses Association, National Organization for Associate Degree Nursing International council of Nurses, as well as other nursing and related healthcare organization.
H. Provide a pre-professional organization on the local level and encourage participation in meeting and activities.
I. To aid in the growth and development of the individual student by developing leadership qualities.

ARTICLE III: MEMBERS

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

Section II: There will be three classifications of membership:

A. Active - Student enrolled in the nursing program leading to licensure as a Registered Nurse.
B. Associate - Pre-nursing students, enrolled at Angelina College as preparation for entrance into Nursing Program, leading to an associate degree in nursing. Associate members shall have all privileges of active members except the right to hold office
C. Subscriber - Membership open to any individual interested in furthering the development and growth of ACNSA. This category is not open to those eligible for active membership. Subscriber members shall receive literature about the local organization as deemed pertinent by the Board of Directors.

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

ARTICLE IV: DUES

Section I: Dues

A. The annual dues shall be $1.00 per member, payable for the appropriate dues year. The dues year shall be a period of 12 consecutive months. Dues are placed in the ACNSA account.

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

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

ARTICLE V: REPRESENTATION

Section I. Representation

A. Recognition

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

B. Requirements

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

ARTICLE VI: OFFICERS

Section I. The elected officers of the organization shall be:
One President for each level
One Vice-President for each level
One Secretary for each level
One Treasurer for each level
One Historian for each level
One Student Representative for each level and each campus

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

A. Must have scholastic average of C or above

B. Must be willing to function as an officer.

C. All officers must be active members of ACNSA.

Section III. Duties of the officers

A. The President shall:

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

B. The Vice-President shall:

1. Assume the duties of the President in the absence of that officer
2. Act as chairman of the Bylaws Committee.

C. The Secretary shall:

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

D. The Treasurer shall:

1. Submit a request to the board for funds to be withdrawn for expenditures.
2. Keep a record of all dues paid, together with a list of all members in good standing.

3. Submit a financial report at the regular meetings
4. Submit a financial report to the Executive Board when requested to do so by any member of the Board.

E. The Historian shall:
1. Gather and maintain documents, pictures, and memorabilia for the class.
2. Assist other officers with fundraising, activities, and class projects.
3. Assist ACNSA sponsor with pinning/graduation ceremony.

F. The Student Representative shall:
1. Assisting the class officers in organizing student events such as the pinning ceremony, fund raisers, etc.
2. Representing the class at advisory board meetings.
3. Encouraging other students and being a role model to others in grades, attitudes, and performance.
4. Acting as a liaison when organizing class events.

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

ARTICLE VII: ELECTIONS

Article VII: Elections

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

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

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

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

ARTICLE VIII: MEETINGS

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

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

Section III. All members are expected to be present.

ARTICLE IX: STANDING COMMITTEES

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

Section II. There shall be the following Standing Committee.
A. Committee on Bylaws
B. Committee on Public Relations
C. Committee on Projects

Section III. Duties of Standing Committee
A. Committee on Bylaws shall:
1. Be composed of the Vice-President as Chairman and 2 members appointed

by the Vice- President

2. Review the Bylaws and propose amendments to the Board of action, annually, at a time to be designated by the Vice-President.

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

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

ARTICLE X: EXECUTIVE BOARD

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

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

Section III. The Board shall:

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

ARTICLE XI: QUORUM

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

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

ARTICLE XII: AMENDMENTS

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

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

NCLEX
National Council Licensure Examination – LPN/LVN (For Practical Nurse/Vocational Nurse)
National Council Licensure Examination – RN (For Registered Nurse)

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

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

Remembering: Recalling information: recognizing, listing, describing, retrieving, naming, finding

Understanding: Explaining ideas or concepts: interpreting, summarizing, paraphrasing, classifying, explaining

Applying: Using information in another familiar situation: implementing, carrying out, using, executing

Analyzing: Breaking information into parts to explore understandings and relationships: comparing, organizing, deconstructing, interrogating, finding

Evaluating: Justifying a decision or course of action: checking, hypothesizing, critiquing, experimenting, judging

Creating: Generating new ideas, products, or ways of viewing things: designing, constructing, planning, producing, inventing

The phases of the Nursing Process include:

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

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

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

IV. Implementation: Initiating and completing actions necessary to accomplish the defined goals.
1. Organize and manage client's care.
2. Counsel and teach client, significant others, and/or healthcare team members.
3. Provide care to achieve established goals of care.
4. Supervise and coordinate the delivery of client=s care provided by nursing personnel.
5. Communicate nursing interventions.

V. Evaluation: Determining the extent to which goals have been achieved and interventions have been successful.
1. Compare actual outcomes with expected outcomes of care.
2. Evaluate the client's ability to implement self-care.

3. Evaluate healthcare team member's abilities to implement client care.
4. Communicate evaluation findings.

Categories of Client Needs are Described as Follows:

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

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

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

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

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

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

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

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

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

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

To meet client needs of health promotion and maintenance, the nurse should possess the knowledge, skills and abilities that include but are not limited to the following areas:

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

Section III - General Information

Students with Disabilities

If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal (students tab > access & inclusion > educational accommodations application). An Access & Inclusion team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Access and Inclusion in Roadrunner Central or email access@angelina.edu. To report any complaints related to accommodations, you should contact Annie Allen, Director of Access & Inclusion, in Roadrunner Central. You may also contact Ms. Allen by calling (936) 633-4509 or by emailing aallen@angelina.edu. To report discrimination of any type, contact Tifini Whiddon, Director of Human Resources, at (936) 633-4555 or twhiddon@angelina.edu.

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

Financial Aid

Financial aid information is available from the Financial Aid in Student Services. Several scholarships are available; refer to the Angelina College Catalog.

Early Warning System

The academic success of students at Angelina College is of paramount importance and one of the institution's foundational goals. An Early Alert system is used to notify students and various college services when an instructor feels a student's class performance needs attention. These notifications are sent to college assigned email accounts and students are encouraged to visit with their instructor should they receive this notification

Certificates of Completion

Nurse Aide Level: Students who successfully complete the first semester of a nursing program may apply for state certification.

Vocational Level: Students who successfully complete the traditional vocational program or MEEP option may apply for a **Certificate of Completion** from the Registrar's office.

Graduation

Prospective graduates must apply for graduation through their student AC Portal account during the last semester of the nursing program. A cap and gown may be purchased from the AC bookstore during the Spring semester each year. Deadlines are announced and/or posted on the academic calendar on the website. Refer to the Angelina College Catalog for specific graduation requirements.

Employment

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

Computer Requirements

All nursing courses are web enhanced. Students are required to have internet access. This service is available to all students through local resources, including; Health Careers Computer Lab, AC Library, and Public Libraries.

Computer Policy
Rules Regarding Angelina College and School of Health Careers

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

Note: If you have a question about whether a specific use of computing or networking resources is legal or appropriate, ask before you begin to use it. (Instruction Technology: 633-5208 or ithelpdesk@angelina.edu)

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

1. Students may not download software to computers located in any School of Health Careers building.

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

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

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

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

6. Be civil and courteous of others wishing to use the computer lab. Do not send email, unless instructed by an instructor. (In this instance, ask for assistance from a staff member.) Do not access personal email, social media, etc. while using college computers.

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

Electronic Devices

Any electronic devices such as computers or iPads used in the classroom must be muted. As a courtesy, students with these devices should sit at the back of the classroom. Use of devices may not always be permitted. For the use of cell phones, refer to the Nursing Program Cell Phone Policy. Use of electronic devices for use of other than e-books or e-learning is not permitted. Use of electronics for personal business, surfing social media, or the web is not permitted.

Gifts

Students should not give gifts to instructors. Instructors should not give gifts to students.

Children/Guests

Children/guests are not permitted in the classroom without the permission. 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.

Inclement Weather

Angelina College officials will notify local television and radio stations if the college schedule is affected by inclement

weather. Additionally, Angelina College utilizes a notification system called RAVE to notify students of campus closures and emergencies/disasters. Students who are admitted into the nursing program should not “opt out” of receiving these notifications. Students should contact their clinical instructors for guidance regarding clinical assignments and travel before scheduled clinical rotations. Refer to the college Inclement Weather policy.

Smoking/Tobacco

A NO SMOKING policy is in effect at Angelina College. Angelina College is a smoke free and tobacco free campus

Concealed Carry of Handguns Policy

Refer to Angelina College’s Policy and Procedure Manual under CHF (Site Management - Weapons) and CHFA (Concealed Carry of Handguns) found on the college website. (April/May 2017)

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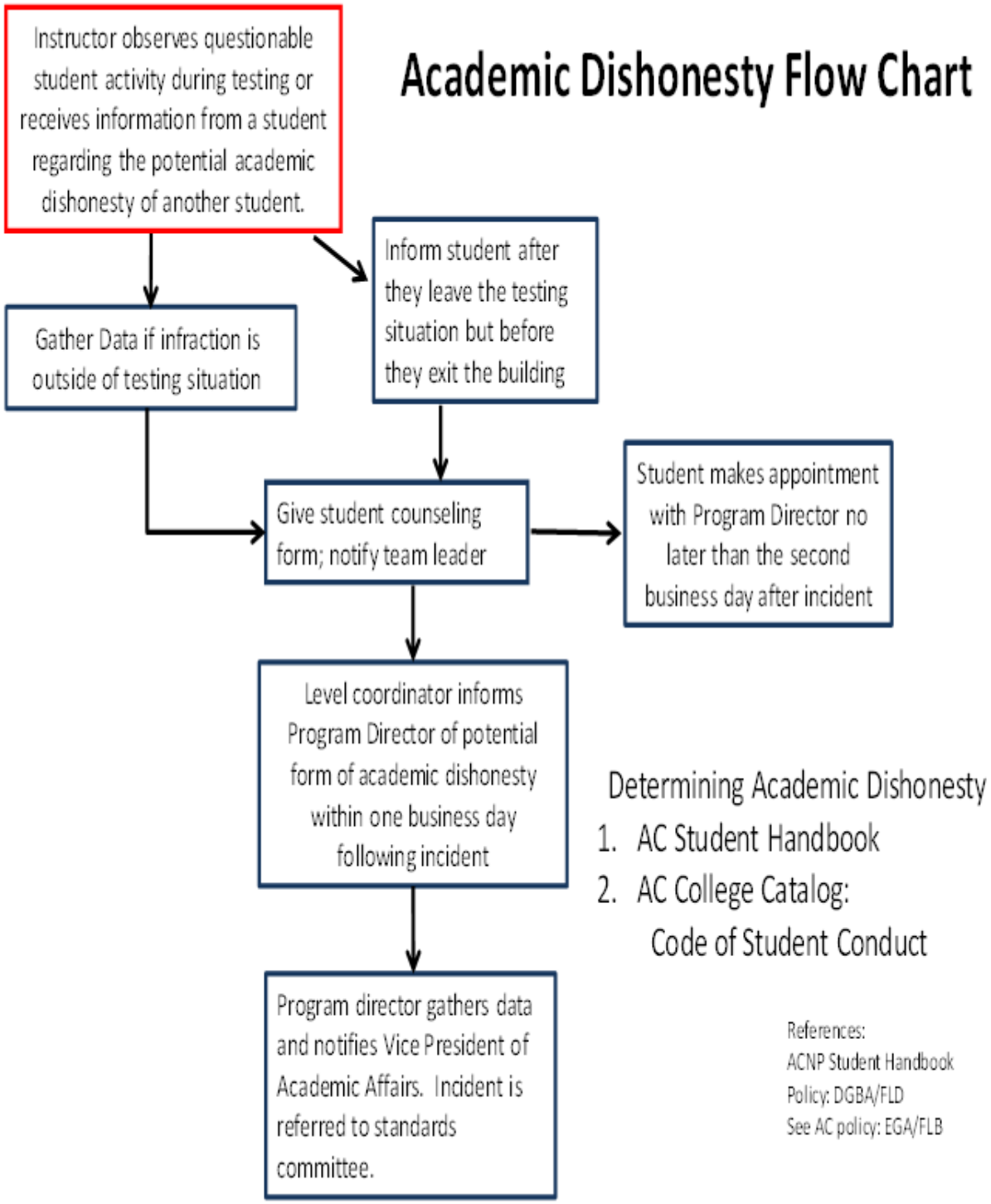
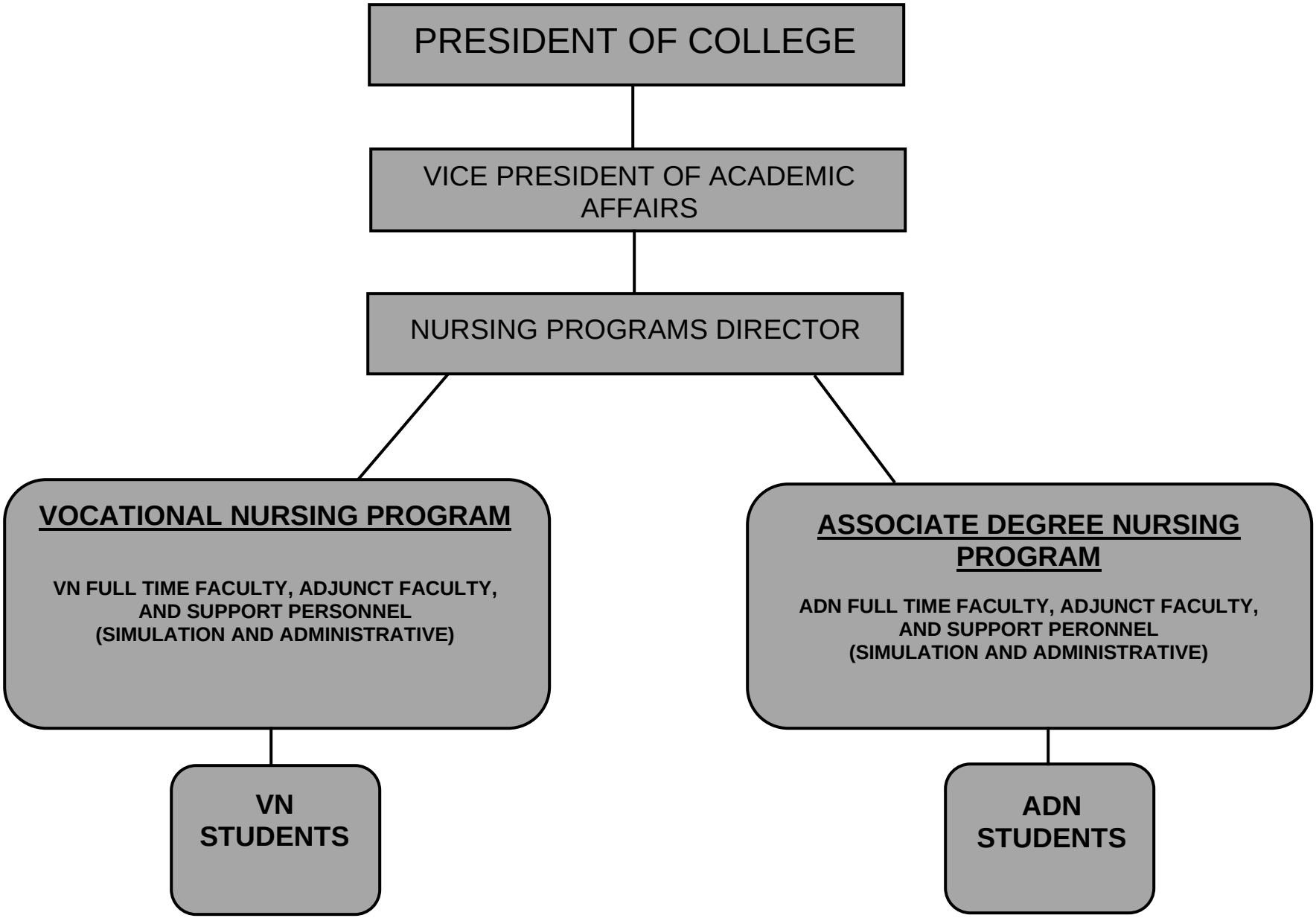
APPENDICES


Academic Dishonesty Flow Chart
Instructor observes questionable student activity during testing or receives information from a student regarding the potential academic dishonesty of another student.
Gather Data if infraction is outside of testing situation
Inform student after they leave the testing situation but before they exit the building
Give student counseling form; notify team leader
Student makes appointment with Program Director no later than the second business day after incident
Level coordinator informs Program Director of potential form of academic dishonesty within one business day following incident
Program director gathers data and notifies Vice President of Academic Affairs. Incident is referred to standards committee.
Determining Academic Dishonesty
1. AC Student Handbook
2. AC College Catalog:
Code of Student Conduct
References:
ACNP Student Handbook
Policy: DGBA/FLD
See AC policy: EGA/FLB

ANGELINA COLLEGE NURSING PROGRAMS



School of Health Careers
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

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

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

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

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

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*
- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*
- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

PROCEDURE: Clinical Setting

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

I fully understand this policy and procedure and will comply.

_____ _____
Student Printed Name Date

_____ _____
Student Signature Date

Angelina College Nursing Program
HESI Testing Policy

Research indicates that standardized exams can improve and predict student success on the National Council Licensure Examination (NCLEX), as well as assist in identifying gaps in student knowledge as a basis for remediation. Angelina College's Nursing Programs (ADN and VN) utilize the HESI as their standardized exams.

Students with scores at, or above, the national average (currently 850), will have demonstrated mastery of content and will be deemed successful on any HESI Specialty Exam or HESI Exit Exam. Students who score below the national average (850) will be deemed unsuccessful on the exam. In efforts to improve mastery of content, students scoring below 850 will be required to complete remediation as described in Remediation Guidelines for Standardized Tests and Exit Exams and may be allowed to retest as described below.

HESI Specialty Exams:

Students who score at, or above, the national average (850) will be deemed successful on the Specialty Exam and are not required to retest. Those students who score below 850 on the first attempt will be deemed unsuccessful and must complete required remediation as set forth by faculty before a second (final) attempt.

The conversion score on any Specialty Exam may be used as a grade in a corresponding academic course, as defined by that course syllabus. If a test has been attempted more than once, the higher conversion score should be used as the grade. Note: Additional expenses for HESI retakes are the responsibility of the student.

Students who score below 850 on the second attempt of any Specialty Exam should recognize that they are "at risk" in the program. Additional required remediation actions may be set forth by faculty in order to improve student success and mastery of content.

HESI Exit Exams:

Students who score at, or above, the national average (850) will be deemed successful on the Exit Exam and are not required to retest. Students who score below 850 will be deemed unsuccessful and are required to complete remediation and retest as defined below. The conversion score on the Exit Exam may be used as a grade in a corresponding course, as defined by that course syllabus. If a test is attempted more than once, the higher conversion score should be used as a grade. Note: Additional expenses for HESI retakes are the responsibility of the student.

> ***First Attempt****:* Students scoring at, or above, 850 will be deemed successful and will have their Affidavit of Graduation (AOG) signed upon graduation from the program. Students who score below 850 are required to complete remediation as assigned by faculty before a required second attempt.
>
> ***Second Attempt****:* Students scoring at, or above, 850 will be deemed successful and will have their AOG signed upon graduation from the program. Students who score below 850 on the second attempt will receive an "Incomplete" for the corresponding academic course, enter into a student agreement contract with faculty and/or the Director of Nursing Programs, and be required to complete assigned remediation before a required third (final) attempt.
>
> ***Third Attempt****:* Students scoring at, or above, 850 and who have completed all other program requirements, will have their AOG signed. Students scoring below 850, or failure to complete the student contract and remediation as assigned, will have the "Incomplete" changed to an "F" for the corresponding course having not met course requirements. Subsequently, the student will not have met program requirements to graduate. Students may be eligible to enroll in a Special Topics course for further comprehensive remediation.

Student Signature: _____ Date: _____

Program Representative Signature: _____ Date: _____

Angelina College Nursing Program
Testing Administration Policy

Unit Exams

1. Time for each question: 1 to 1½ minute per question, increased to five (5) minutes for calculations questions.
2. An E-Writer tablet will be provided in the testing area for all exams. If calculations are included in the test items, simple (4 function) calculators may be used. No other calculators are allowed.
3. "Smart" watches, hats, jackets with hoods up over the head, and other personal belongings are not permitted in the testing area.
4. Grades will be posted within five (5) working days. Any student who does not successfully pass an exam must follow the Remediation & Retention Policy.
5. There will be a designated make up exam day each semester. Students will be notified of the date. Students must make a formal request to the Team Leader stating the course and exam missed prior to the make-up exam date.
6. Students who have questions about their exams and/or have concerns regarding testing procedures must submit their appeals in writing. This must be done within seven days of test grades being posted.

Specialty and Exit Exams

1. Students shall take the Specialty and Exit Exams as scheduled. Missing a scheduled Specialty or Exit exam may result in forfeiture of that attempt.
2. E-writers will be provided in the testing area for all exams. Simple ear buds or headphones may be allowed in the testing area as approved by instructors.
3. See Remediation Guidelines for Standardized Tests and Exit Exams and HESI Progression Policies for current procedures on course and program progression, as well as required remediation of Specialty and Exit Exams.

Student Signature_____ Date_____

Faculty Signature_____ Date_____

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

Standardized Specialty Exam

See Angelina College Nursing Program HESI Testing Policy for definition of successful and unsuccessful exams, as well as for information regarding testing attempts available and remediation responsibilities.

Remediation for Standardized Specialty Exams is as follows:

If the student is unsuccessful on a Specialty Exam as defined by the HESI Testing Policy, remediation of content is required:

1. Remediation must be completed in entirety before second attempt of a specialty exam.
2. Remediation will be specific to the areas of weakness identified in the student's Evolve HESI report from first attempt. Faculty may assign additional remediation materials including but not limited to, case studies, care planning, concept mapping, focused readings, and practice exams. Faculty may also assign students to document time in "Remediation Logs" that correlate to their HESI score.
3. Students are responsible for financial costs related to any additional attempts on HESI exams.
4. Students are responsible for accurately and completely documenting remediation requirements as set forth by faculty. Upon satisfactory completion of requirements, a second attempt at the specialty exam may be scheduled per faculty.

Students who are unsuccessful on the second attempt of any Specialty Exam should recognize that they are "at risk" in the program. Additional required remediation actions may be set forth by faculty in order to improve student success and mastery of content.

Standardized Exit Exams

See Angelina College Nursing Program HESI Testing Policy for definition of successful and unsuccessful exams, as well as for information regarding testing attempts available and remediation responsibilities.

If the student is unsuccessful on an Exit Exam as defined by the HESI Testing Policy, remediation of content is required:

1. Remediation must be completed in entirety before subsequent attempts of an Exit Exam.
2. Remediation will be specific to the areas of weakness identified in the student's Evolve HESI report from first attempt. Faculty may assign additional remediation materials including but not limited to case studies, care planning, concept mapping, focused readings, and practice exams. Faculty may also assign students to document time in "Remediation Logs" that correlate to their HESI score. Students may be required to attend/work through an NCLEX Prep Course at the student's expense.
3. Students are responsible for financial costs related to any additional attempts on HESI exams.
4. Students are responsible for accurately and completely documenting remediation requirements as set forth by faculty. Upon satisfactory completion of requirements, a subsequent attempt at the Exit Exam may be scheduled per faculty as allowed by the HESI Testing Policy.

If the student is unsuccessful on the further testing attempts, remediation requirements shall continue as described above before each subsequent Exit Exam retake, as may permitted by the HESI Testing Policy.

Reference HESI Testing Policy for definition of testing success and AOG release, as well as requirements for students whom are deemed unsuccessful on HESI exams. (Rev. 5/20)

Student's Printed Name:_____ Signature:_____

Faculty Signature: _____ Date:_____

Angelina College Nursing Program
Pre-Remediation Form

Please answer the following questions then return to your designated remediation member. Once this is received, a remediation appointment can be scheduled. The more completely you answer, the better prepared your remediation member can assist you during your appointment.

PREPARING FOR THE EXAM

1. List **everything** you used to study for this exam (books, flash cards, practice tests, online resources, study groups, etc.)

2. When were you able to start studying for this exam? How much time did you study?

3. What type of support did you get from your family or immediate support system in studying for this exam?

4. Were there any extenuating circumstances that prevented you from studying/preparing for this test?

5. Anything else you would like to mention?

ACTUAL TEST DAY EXPERIENCE

1. About how long did it take you to complete the exam?

2. Were there certain topics that were particularly troublesome for you? If so, what were they?

3. If you were unsure about the correct answer, how did you determine what you felt was the correct response?

4. Do you feel that you need improvement with content or test taking?

Angelina College Nursing Program
Remediation Plan

Student Name: _____ Student ID#_____

Student has been counseled regarding the following exam grade(s) in course RNSG _____

Exam I Grade_____ Date_____ Exam III Grade_____ Date_____

Exam II Grade_____ Date_____ Exam IV Grade_____ Date_____

Summary of student's study habits/circumstances contributing to low exam scores:

Services/Strategies recommended and discussed with student.
___Contact student support services (Please elaborate in faculty comment.)
___Discussed need for both active (Vocabulary, Key words, Key points) and focused reading (Text)
___Went over resources available to student and using for application of information.
___Adaptive Quizzing
___Evolve Resources
___Hesi
___Other:_____
___Idea of joining/quitting a study group
___Completed a time management schedule
___Recommend reduction in work hours/schedule. _____

Testing recommendations discussed with student.
___Anxiety lowering techniques
___Bring earplugs and wear headphone for noise distraction
___Test review
Course: _____ Test #_____
___Based on student response feel student could use extra help with application and test taking strategy.
___Based on student response feel student is having most difficulty with knowledge of information being tested over.

Student Comments:

Faculty Comments:

Student Signature: _____ Date_____

Faculty Signature _____ Date_____

Angelina College Nursing Program
Probation Policy

A student will be placed on probationary 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 program. If the identified behavior is not corrected by the deadline set by the instructor, or if the instructor and /or facility's charge nurse, educator, preceptor(s), or director determines that the student did not improve enough to continue in the program, the student will be dismissed from the program. The following are examples of, but are not limited to, reasons why a student may be placed on probationary status:

1. Continually unprepared for activities.
2. Failure to complete a laboratory/skill check-off within three attempts.
3. Unprepared for lab and/or clinical.
4. Failure to complete paperwork and/or assignments on time.
5. Failure to remain on the assigned clinical unit.
6. Failure to appropriately communication with patient or delivering unsafe care.
7. Failure to administer appropriate physiological or psychological patient care.
8. Failure to communicate effectively with the interdisciplinary team.
9. Failure to maintain a positive attitude.
10. Failure to exhibit critical thinking skills.
11. Failure to correctly perform learned skills in the clinical setting.
12. Failure to follow policies and/or procedures of the college and/or program.

(This includes but is not limited to; syllabi, college handbook, nursing program handbook, and student-faculty agreement.)

I have received, read, and understand probationary status.

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

Angelina College

HEALTH CAREERS DIVISON

Documentation Form

Information

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

Notification

☐	Counseling	☐	Warning	☐	Probation	☐	Dismissal

Occurrence

☐	Tardiness/Leaving Early	☐	Absenteeism	☐	Violation of College or Program Policies
☐	Substandard Work	☐	Violation of Any Safety Rules	☐	Rudeness to Clients/ Coworkers/ Technologists/Instructors
☐	Academic Counseling	☐	Unprofessional Conduct	☐	Academic Dishonesty
☐	Other (specify):				

Details

Description of Situation:	
Plan for Improvement:	**Deadline for improvement:**
Consequences:	

☐ **Next violation could result in dismissal from program.** _____ **(Student initials)**

Acknowledgement

By signing this form, you confirm that you have been informed of the violation, been counseled, and instructed of the consequences. You also confirm that you have a plan for improvement.

Student Signature:	*Date:*
Instructor Signature:	*Date:*
Witness Signature (if applicable):	*Date:*

*Refer to back of form for additional faculty, student, and/or witness statements.

Angelina College
School of Health Careers
Student and Faculty Agreement

The School of Health Careers at Angelina College works diligently to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you. **To inform yourself of all policies, Angelina College and the School of Health Careers expects you to read and abide by the college catalogue, college handbook, and program handbook.**

You should expect the following from the instructor:

- Inform you of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about tests and assignments; make-up policies; attendance policies; the instructor's office hours and contact information, the method of determining the course grade, and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the course.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

- Be in class 100% of the time. You may be dropped from the course due to attendance. Refer to the Program Attendance Policies. Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.
- Be on time and prepared for class.
- Follow up on work you have missed. Arrange to make up missed work, if possible or if permitted.
- Behave appropriately in class. This means the following:
    - While the instructor is lecturing, there should be no talking to other students or use of cell phones
    - Leaving the classroom during class is not acceptable
    - You are expected to be in class on time. Refer to tardy policy.
    - Working on other course work during lecture or discussion time is not acceptable.
- Children are not allowed in class.
- Phones must be turned off while in class or lab. Refer to cell phone policy. No phones are permitted during testing in computer lab or simulation lab.
- Bringing food or drink into the classroom is not allowed unless prior approval is obtained.
- Sleeping and dozing in class is not permitted.
- Using derogatory or vulgar language is not permitted.
- Use of specified textbooks and other equipment are required for learning all the information.
- Rely on information given by instructor(s), not information from classmates.
- Check on grades often and discuss concerns early. Do not wait until the last week of semester to question grades.
- Seek the assistance of available student and tutoring services.
- Show respect and courtesy to instructors and classmates, even when there is a disagreement.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If the problem is not resolved, follow the chain of command and the complaint/grievance process.

Student Signature:_____ Date:_____

Faculty Signature/Date: _____ Date:_____

Angelina College Nursing Program Release Forms

Posting of Grades

Grades will be posted in the learning management system. (Student initial _____)

Review of Records

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

Release of Information

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

Release from Liability

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

Academic Dishonesty

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

Chemical Dependency Policy for Angelina College Nursing Program

I acknowledge that I have reviewed the "Alcohol and Drug" policy located in the College Student Handbook and understand that I am accountable for this information. (Student initial_____)

Drug Screening and Results

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

Distance Education

I agree to use follow the college's Distance Education Policies and Procedure Manual found on the website.
(Student initial_____)

Angelina College Nursing Program Handbook

I have been provided the ***Angelina College Nursing Program Handbook.*** I have read, understand, and will abide by all the information contained in the handbook.
(Student initial_____)

I did ( ) did not ( ) participate in nursing orientation. Date of Orientation:_____

Student Signature:_____ Date:_____

Witness Signature:_____ Date:_____

Angelina College Nursing Program
Handbook Acknowledgement

I, _____, have been provided the Angelina
(Print Name)

College Nursing Program Handbook. I have read, understand, and will abide by all the

information contained in the handbook.

Student Signature:_____ Date:_____

* You will need to upload this form into the specified company database for compliance purposes. After uploading, you will be required to turn this form in and it will be placed in your student file.