



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 (5). 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 seven programs: Nursing, Radiography, Emergency Medical Services, Respiratory Care, Pharmacy Technology, and Surgical Technology.
(Revised 6/25)

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 Texas 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 April 2026

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NURSING PROGRAMS AT ANGELINA COLLEGE BELIEVE IN A CULTURE OF CARING



WELCOME, NURSING STUDENTS

Welcome to Angelina College's Associate of Applied Science in Nursing Program and the Certificate II Vocational Nursing Program. Our outstanding faculty and great learning resources enable students to achieve their goals of becoming a Registered Nurse (RN) or a Licensed Vocational Nurse (LVN).

Angelina College partners with many facilities in East Texas to provide quality learning experiences in a variety of healthcare organizations. The Simulation program includes extensive experience with low-fidelity simulation for learning basic skills and with high-fidelity simulation for advanced life-saving skills.

Our graduates gain the knowledge, skills and abilities to join the exciting and ever-changing field of nursing. This is an exciting time to be a nurse, because anything you can think of has a nursing component. The opportunities are endless.

The nursing student of today-the nurse of tomorrow must be flexible, responsive to change and eager to learn new knowledge each day. We expect the nursing students to use clinical reasoning/judgment/thinking skills and maintain attitudes at progressively higher levels of initiatives, interdependence, complexity, and mastery as they progress through the curriculum.

The Nursing Student Handbook is an important tool to ensure understanding of the current program policies, procedures and expectations of students. Please read the handbook and refer to it throughout the program. The faculty and I will be happy to answer any questions you may have. Please consult the Angelina College Catalog for policies and procedures also.

It is the responsibility of the student to be aware of and follow all guidelines for nursing students and to follow all regulations set forth in the Angelina College catalog and the Angelina College Student Nurse Handbook. Appropriate behavior and a professional attitude are expected at all times while you are a student in the Nursing program.

We look forward to sharing this journey with you and supporting every aspect of your learning, gaining an understanding of "why", and professional growth.

During these unprecedented times, nursing continues to be recognized and heralded as one of the most trusted professions in the world.

Best wishes for a productive and satisfying journey into the world of nursing,

Angelina College Nursing Faculty

SECTION I – PROFESSIONAL GUIDELINES

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. Students 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.

ADA Policy

Angelina College complies with Section 5 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with disability. In accordance with Section 504 and ADA guidelines, the Nursing Department strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them.

Angelina College works to ensure that appropriate testing accommodations are provided for students who have registered with:

Renee McCain, Coordinator of Disabilities, Second floor of the Student Center Building, (936) 639-1301, ext. 4504 rmccain@angelina.edu.
To report discrimination of any type, contact Tifini Whiddon, Director of Human Resources at (936) 633 4555 or twhiddon@angelina.edu.

Notice of Non-Discrimination

Angelina College prohibits discrimination and harassment against individuals on the basis of sex, gender, race, color, religion, national origin, disability, age or any other basis prohibited by law. For more information, contact Tifini Whiddon, Director of Human Resources at (936) 633 4555 or twhiddon@angelina.edu.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA prohibits us from sharing any student information with any third party (parents, wives, husbands, sponsors, etc.) unless students specifically consent. However, even with the student's consent, we are not compelled to share information by the statute.

The rights under FERPA apply to all individuals that submit an admission application to Angelina College.

Dissemination of Information to Students

When a student is in attendance at Angelina College, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parents. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

Faculty and staff may not provide information to parents, spouses, or others who may call and ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Federal Occupational Safety and Health Administration (OSHA)

OSHA Regulations:

- A. Students may in the fulfillment of program-required clinical practice, be exposed to blood borne pathogens. Use of standard precautions (current with the CDC guidelines) is a requirement for practice and expected of all students in the clinical setting.
- B. All students are required to comply with OSHA regulations and follow the Angelina College Bloodborne Pathogen Exposure Control Plan.
- C. Students who have allergies that may affect their experience in the selected program of study need to notify the Angelina College Disability Office prior to going to the clinical areas.

Message from the Nursing Faculty

The Student Nurse Handbook has been prepared for students by the Nursing Faculty. The purpose of the Student Nurse handbook is to provide important information to you as a nursing student about your responsibilities while you are learning the art and science of nursing. Within the pages of the handbook, you will find the program's philosophy and organizational framework, curriculum requirements, general nursing and clinical policies and procedures, evaluation and grading policies, and other essential information.

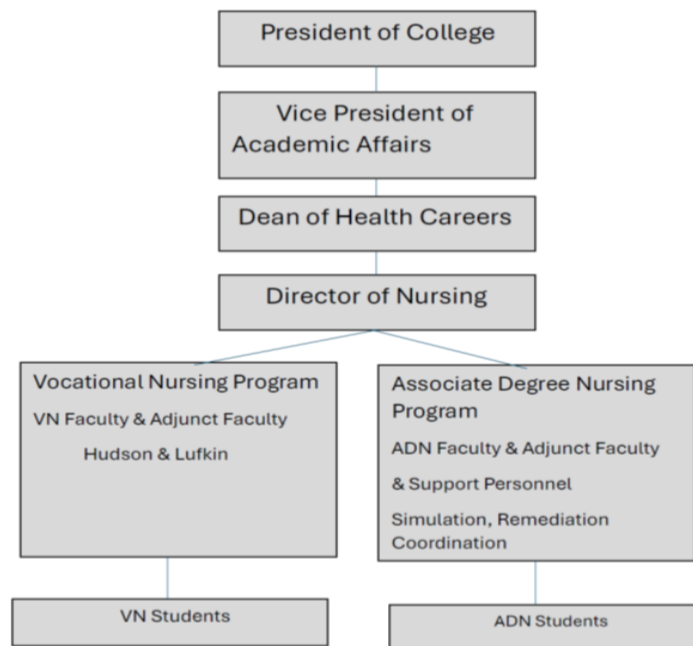
The nursing profession requires the highest standards of professional conduct of its members. The handbook contains the provisions of the American Nurses Association's, "Code of Ethics for Nurses", which provides a framework for nursing practice for nurses as well as student nurses. The "Standards of Nursing Practice, governs the performance and conduct of nurses and student nurses in the state of Texas and can be found at the Texas Board of Nursing (BON) web site, www.bon.texas.gov. Nursing students must also conform to the "Student Code of Conduct" in the handbook.

Administrative Information

The President of Angelina College has the overall responsibility for the organization and administration of the college. The Vice President of Academic Affairs (VPAA) is responsible for the academic divisions of the college. The Dean of Health Careers is the administrator for both the Associate of Applied Science in Nursing (ADN) and the Vocational Nursing (VN) programs. The Dean reports to the VPAA. The responsibilities of the Director of Nursing Programs include, but are not limited to:

- ❑ Organization of the ADN and VN educational activities
- ❑ Employing qualified faculty and staff
- ❑ Recruiting and advising of nursing students
- ❑ Budgeting and fiscal accountability of the Nursing Programs
- ❑ Developing policies and procedures that are specific to the nursing programs
- ❑ Promoting involvement of community agencies as partners in the education of nursing students, including the initiation of affiliation agreements
- ❑ Representing the Nursing Programs within the college, the community, the state and on a national level.

Angelina College Nursing Programs



Mission Statements

Angelina College Mission Statement

The mission of Angelina College is to provide quality educational opportunities and services to aid students in the service area in reaching their full potential.

Angelina College Nursing's Mission Statement:

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.

Vision Statement

AC Department of Nursing Vision Statement: Providing high quality, affordable and accessible nursing education, preparing graduates to serve, lead, and provide quality health care to communities. Promote excellence in nursing education to develop a nursing workforce to provide quality health care to communities, locally and globally.

Value Statement

The Nursing Department fully endorses the values as presented by the President of Angelina College. Those values are as follow:

Integrity – We value academic honesty and ethical behavior. The College demonstrates integrity by defending academic freedom, fostering civic responsibility, exhibiting academic honesty and ethical behavior, and celebrating the courage to act.

Diversity – We value diverse perspectives, cultures, and experiences. Diversity enriches the learning and working environment and enables people with different perspectives, cultures, and experiences to thrive on campus and to prepare for success in a pluralistic society.

Learning – We value learning as the core of our mission. Learning through the unfettered search for knowledge and its free exposition and through experiences promoting the acquisition of relevant skills and abilities is at the core of every college endeavor.

Excellence – We value the ongoing pursuit of excellence. The College achieves excellence through teamwork, continuous improvement of every facet of the institution, sustainable practices, sound financial planning, prudent use of resources, and ongoing development of personnel.

Engagement – We value service to our communities. Engagement through partnerships, active citizenship, and community service supports and strengthens the social, cultural, and economic environment of the service area.

Code of Ethics

Students will demonstrate personal characteristics and qualities based on the American Nurses Association's 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.

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family,

group, community, or population.

- The nurse promotes, advocates for, and protects the rights, health, and safety of the patients.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continued personal and professional growth.
- The nurse, through individual and collective efforts, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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. Nurses 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 will follow the Code of Conduct. Failure to comply may result in disciplinary action.

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.

Standards for Nursing Students

Responsibilities and standards in nursing practice are determined by the BON, national accreditation guidelines, and practicum agencies. Additionally, as described in various practicum evaluation tools and course guidelines, students must be able to provide safe and effective nursing care. Nursing is a practice discipline and successful completion of the nursing program requires that students demonstrate ability to effectively and safely perform several essential skills. All students are assessed in practice labs and practicums throughout the program to confirm adherence to the technical standards, with or without accommodation.

Intellectual Requirements: Critical thinking/reasoning is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason, and quickly analyze information in order to apply complex information in the classroom and clinical settings.

Gross and Fine Motor Requirements: Nursing students must be able to provide general care (including preparing medications, administering treatment and completing patient assessments). For example, students must be able to perform basic life support (CPR), function in an emergency situation, and have the ability (within reasonable limits) to assist a patient in moving, such as from the chair to the bed.

Observation Skills: Students must be able to observe patients accurately to assess their condition and perceived signs of disease and responses to treatments through physical assessment, including visual images, auditory information (patient voices, heart, bowel, and lung sounds) and palpable changes in certain organs and tissues.

Communication Requirements: Nursing students must be able to communicate effectively with patients, staff, physicians, and family members, both verbally and in writing. Students must be able to process and accurately convey information about the patient's status to faculty, staff, and other healthcare providers in an accurate and timely manner.

Social and Behavioral Requirements: Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assessments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy, and concern for others while maintaining a mature, sensitive, and effective relationship with patients, families, and other professionals.

Student Behavioral Expectations

Compliance with the following behavioral expectations is required of all students who are enrolled in the Nursing Program.

All students are expected to:

1. Assume responsibility for recognizing personal limitations and seek help through appropriate avenues. Students who experience difficulty in satisfying course or program requirements are expected to communicate those difficulties with faculty and assume a collaborative role in problem solving.
2. Assume responsibility for fulfilling course, program, and clinical affiliate requirements in a prompt and dependable manner. Demonstrate promptness and accountability in class and clinical attendance and submission of all written work.
3. Plagiarism is a recognized form of cheating. Students are expected to use the American Psychological Association (APA 7th edition) format for documentation. Paraphrasing is permitted but this must be accompanied with complete and appropriate documentation. Citations must denote original work. Breaches in proper citation will result in disciplinary action up to and including dismissal from the program.
4. Demonstrate honesty and integrity in ALL endeavors relating to completion of the nursing program.
5. Accept nursing responsibility and accountability when providing patient care
6. Respect and protect the rights, safety, preferences, and confidentiality of patients and family members.
7. Adhere to the Federal privacy law, Health Insurance Portability and Accountability Act (HIPAA), enacted to protect the health information of clients/patients. Violations of this federal law include disclosure or use of protected information including unintended disclosure or use of protected information beyond the minimum necessary. Healthcare providers, including nursing students, should only access patient information necessary to provide quality care for assigned patients. Violations may result in sanctions against the student (may include dismissal from the program) and extends to fines and other penalties beyond the jurisdiction of the faculty or Angelina College.
8. Be a citizen in "good standing" within the college and the community.
9. Students are responsible for damaged or broken equipment caused by student negligence.
10. Utilize appropriate avenues of communication in seeking resolution of problems: that is the instructor, the course leader, the Director of Nursing, the Dean, the

VPAA, the President. Students failing to comply with this practice will be referred back to the appropriate level.

Civility Policy

Civility is behavior which shows respect for others, causes others to feel valued, and contributes to mutual respect, effective communication, and team collaboration. It is the student's responsibility to learn from instructors, other nurses, one another, the materials covered within a course, simulations, and clinical experiences. We acknowledge differences amongst us concerning values, interest, and experiences. We will assume that people do the best they can, both to learn the material and to behave in socially productive ways. By sharing values openly, listening respectfully, and responding critically to ideas, we all learn. Most students exhibit appropriate behavior in class, however, sometimes there is disagreement over the definition of "appropriate" behavior.

Learning is a group activity, and the behavior of students and faculty affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom and lab experiences will be a better one for all involved.

Social Networking Policy

Angelina College Department of Nursing students are expected to adhere to the high standards of the nursing profession with regard to maintaining confidentiality and professionalism. This includes guarding patient confidentiality at clinical sites, in the classroom, at home, and online. All health professionals and students are required to follow Health Insurance Portability and Accountability Act (HIPAA) regulations, when using social networking. Please view the Social Media Guidelines from the National Council of the State Boards of Nursing (NCSBN) at <https://www.ncsbn.org/video/social-media-guidelines-for-nurses>.

Professional conduct is required of students online, as in all other settings. Professional behavior is to be maintained at all times when identified as an Angelina College Nursing Student. This includes "virtual" sites, such as online social networking sites. Unprofessional online conduct is a violation of student behavioral expectations.

Students who have personal social networking sites established should enable the highest privacy settings limiting access to personal profiles, information, and photos. Nursing students must adhere to the following guidelines:

- Maintain a social media site with professional integrity that does not contain any type of information about the Department of Nursing, patients and/or clinical affiliates.
- DO NOT post derogatory remarks or threats about anyone associated with the Department of Nursing (e.g. students, faculty, staff, college administrators, clinical affiliates, and patients/clients).
- DO NOT post any pictures of any person (students, faculty, staff) in an Angelina College nursing uniform without permission. Posting photos of patients/families and/or staff at hospitals and clinics is forbidden.
- Observation of any inappropriate postings on social media should be addressed by students directly or from within the Department of Nursing.

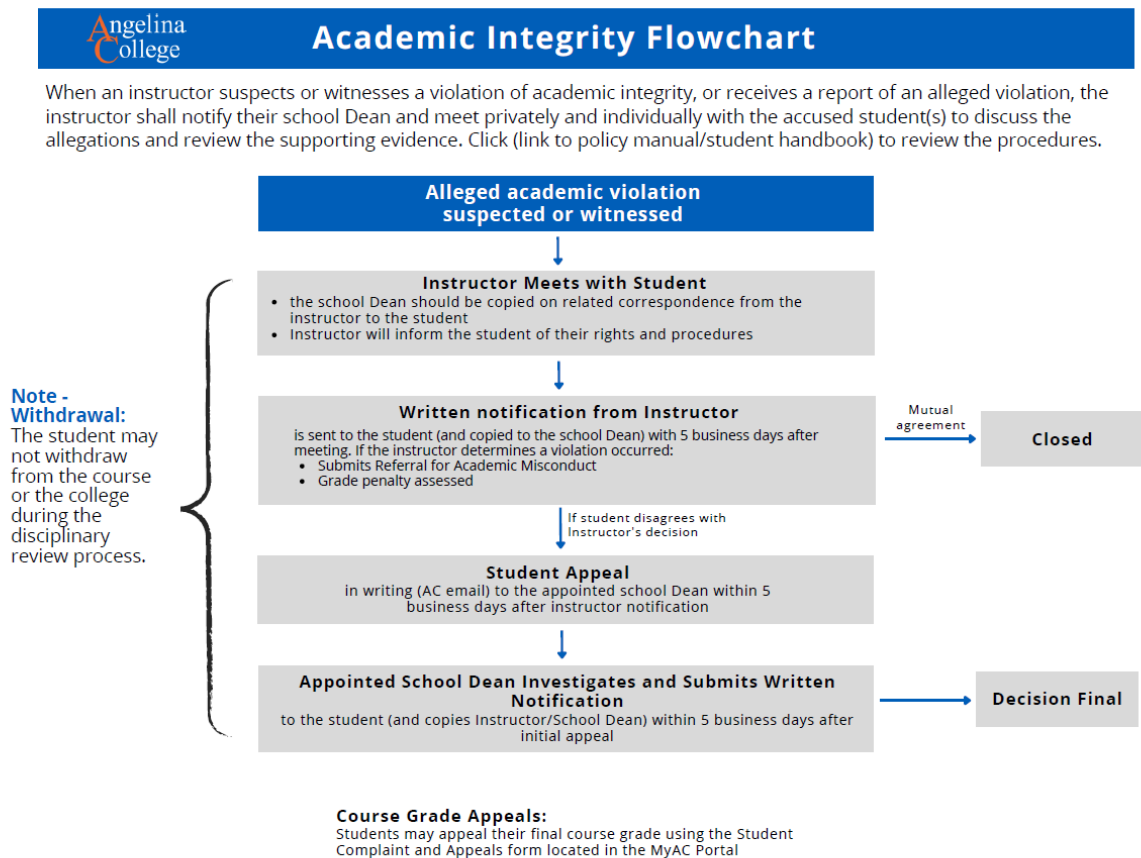
- DO NOT foster a personal relationship with a patient through social media.

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. Cheating refers to ANY academic dishonesty on examinations, written papers, and assigned projects and is defined as deliberate, deceitful intention to obtain or give information. The person(s) deliberately receiving the information are both cheating. During testing, faculty shall ask students to follow the testing policy. Faculty may assign a grade of zero for work found to be associated with cheating. If a zero grade is received due to academic dishonesty, there will be no opportunity to make up the missed work.

Violation of any rule, policy, or procedure of the Angelina College Nursing Program will result in severe consequences up to and including immediate dismissal from the nursing program.

Academic integrity violations will be investigated based on the Academic Integrity Flowchart:



FLBF Exhibit
Adopted:

Use of Generative Artificial Intelligence (AI)

Students are allowed to use advanced automated tools (artificial intelligence) on assignments if designated in the instructions. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools. When artificial intelligence is used, it should be appropriately documented and credited. For guidance on correct citing/referencing in APA format, visit the Purdue OWL website here: <https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074>.

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 psycho social and biological sciences. Nursing interventions flow from various components of nursing theories and cognitive, affective and psychomotor skills. The knowledge, values, and skills necessary for the practice of nursing are acquired and implemented in this program through use of classroom, laboratory and clinical experiences.

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

Associate Degree Nursing

Angelina College offers an Associate of Applied Science in Nursing Degree which is approved by the Texas Board of Nursing (BON). The Texas BON is located at the George H. W. Bush State Office Building 1801 Congress Avenue Suite 10-200, Austin, Texas 78701; telephone (512) 305-7400. Angelina College is accredited by the Southern Association of Colleges and Schools Commission of Colleges, located at 1866 Southern Lane, Decatur, Georgia 30033: Telephone (404) 679-4500.

To be eligible for an Associate of Applied Science Degree in Nursing and receive permission to take the NCLEX-RN examination for licensure, students must have:

- 1) Successfully completed the entire prescribed course of study (60 credit hours) within the field of nursing education
- 2) Met all required passing scores on coursework and exams
- 3) Met any individually prescribed behavior(s) or remediation related to requirements.

Students must attend a variety of healthcare facilities in the East Texas area in order to meet clinical requirements. Students gain experience within acute care facilities, clinics, long-term care facilities, senior care living facilities, community sites, and simulation.

Vocational Nurse Certificate

Angelina College offers a Vocational Nurse Certificate II approved by the Texas Board of Nursing (BON). The Texas BON is located at the George H. W. Bush State Office Building 1801

Congress Avenue Suite 10-200, Austin, Texas 78701; telephone (512) 305-7400. Angelina College is accredited by the Southern Association of Colleges and Schools Commission of Colleges, located at 1866 Southern Lane, Decatur, Georgia 30033; telephone (404) 679- 4500.

To be eligible for a Vocational Nurse Certificate II and receive permission to take the NCLEX-PN examination for licensure, students must have:

- 1) Successfully completed the entire prescribed course of study (45 credit hours) within the field of nursing education.
- 2) Met all required passing scores on coursework and exams.
- 3) Met any individually prescribed behavior(s) or remediation related to requirements.

Students must attend a variety of healthcare facilities in the East Texas area in order to meet clinical requirements. Students gain experience within acute care facilities, clinics, long-term care facilities, senior care living facilities, community sites, and simulation.

Curriculum Statement

The Nursing Program's mission and philosophy about nursing, education, and the associate degree graduate provide the foundation from which the program student learning outcomes (SLOs) are derived. The program's SLOs are organized by nursing roles and emphasize contemporary nursing practice concepts such as safety, quality, compassion, patient-centered care, interdisciplinary collaboration, care coordination, and clinical reasoning. Level SLOs, Course and Clinical SLOs, and Module SLOs are developed in sequential order from the foundation of the Program SLOs. Required activities are planned to direct and promote student learning for each unit of content within the course modules.

The curriculum includes foundational courses in communication, language, philosophy, culture, mathematics, and social/behavioral and natural sciences. Principles from these general education courses support and reinforce the acquisition of critical knowledge, skills, attitudes and values within the nursing courses.

The didactic nursing courses include a clinical and/or laboratory component which allows the student to correlate theory and practice. Clinical and/or laboratory components are integral to each clinical course and must be successfully achieved in order to pass the course. Pre and post clinical conferences are conducted with each clinical assignment.

Program Objectives

Vocational Level (VN)

Upon completion of the vocational option, the graduate vocational 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 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 healthcare 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. Demonstrates the use of the Clinical Judgment Model using clinical judgment/reasoning/decision making.
 2. Exhibits behaviors which demonstrate the value of ongoing self-assessment and the need for lifelong learning to continually update nursing practice.
 3. Accepts responsibility for the quality of nursing care and develops a care approach which meets the needs and preferences of patients and their families.
 4. Promotes safety in the patient and family environment by identifying and implementing solutions to prevent harm and by reporting actual and potential safety concerns that arise.
 5. Provides patient-centered care guided by the scope of practice and established nursing standards through collaboration, coordination, and facilitation of care within an interdisciplinary healthcare team approach.
- (Revised 4/2023)

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 the 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 the 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 summer 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 the 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 the college catalog for degree plan and course descriptions.

Clinical Evaluations

Differentiated Essential Competencies of Graduates of Texas Nursing Program

In 1993 the Board of Nurse Examiners developed Differentiated Essential Competencies (DECs) to describe the expected outcomes for students at the time of graduation from the nursing programs. The criteria support the clinical evaluation tool used in clinical courses. The DECs were revised by the Texas BON in 2020. Revisions can be found at www.bon.texas.gov.

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

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.texas.gov 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:

- Students attending Angelina College Nursing Program are required to sign a form indicating they have read and understand 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.
- The student must have applied for a declaratory order for any eligibility issue. Eligibility issues are defined at www.bon.texas.gov.
- Licensure fees must be paid before the graduate can sit for the NCLEX-RN or NCLEX-PN exam. The fees change from year to year but include a licensure fee paid to the Texas Board of Nursing, a testing fee paid to Pearson VUE and fees for the fingerprinting process.

Licensure Eligibility

To check your eligibility for obtaining/renewing a nursing license, please review the list of questions at:

https://www.bon.texas.gov/licensure_eligibility.asp.html

Initial Licensure and Recognition Forms - Declaratory Order

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.

You should submit the **DO & \$150** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & \$150.

You should submit the **DO ONLY** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card, but have to disclose a non-CBC related eligibility issue (i.e. questions 2-5 on the DO).

OR

- You are attending an out-of-state nursing program, are more than 6 months away from graduation, and have an eligibility issue to disclose to the Board.

You will need to contact the Board for specific instructions on submitting the DO without the \$150 payment. To receive instructions, please send a message through your Nurse Portal Message Center (category: Petition for Declaratory Order) with the subject line "DO – Payment Bypass."

NOTE: As of June 15, 2020 the DO must be submitted electronically via the Nurse Portal (<https://www.bon.texas.gov/texasnurseportal/>).

Due to our clinical facility contracts, all students entering the nursing program must have received a Blue Card or letter from the Board of Nursing in order to attend clinical rotations.

Section II: Program Guidelines

Attendance

Students must maintain physical and mental health satisfactory for performance of educational achievement and psychological well-being necessary to provide nursing care in clinical situations. Students assume responsibility upon admission for a high attendance standard in class and clinical/lab activities. Absences or tardiness from class, lab, or clinical place an extra burden on any student to keep up with assigned work and to gain experience as needed to complete the nursing program and be successful in passing the NCLEX-RN or NCLEX-PN exams. There may be NO later opportunity to repeat certain missed lab/clinical experiences, since clinical assignments are focused on the particular topics being studied at the time. The initiative for make-up work is entirely the responsibility of the student. Attendance must be regular and punctual. Students are subject to administrative withdrawal due to lack of attendance.

Clinical Attendance Policy

Students must be in every clinical or lab experience. Make-up work is required for any missed clinical time. Failure to attend clinical (unexcused) as defined below may result in withdrawal from the program.

Tardy: Defined as not being in the assigned area at the assigned time for up to 30 minutes.

To prevent class disruptions, tardy students may 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 notify the clinical instructor prior to clinical to report an absence. Instructors will accept communication from only the student. Students who do not notify the faculty about 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 and in-laws). The student must submit proof of death or hospitalization to their Clinical Instructor and/or the Nursing Program Director prior to resuming classes.

Attendance related to pregnancy will be dealt with on an individual basis. Students may have to take an

Incomplete "I" in the course, depending upon circumstances surrounding the pregnancy.

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".

Clinical Information

1. **Accident or Injury on Duty:** In the event of an accident or injury on duty, the clinical instructor must be notified. An accident and/or incident report must be completed for any injuries incurred on agency property. The clinical agency is not responsible for any injury to the student. Students are responsible to provide their own health care insurance.
2. **Clinical Pre-Conference:** Students who are unprepared may not be allowed to participate in patient care, may be dismissed from the clinical area, and may receive a warning. This will constitute a clinical absence. Students may not report to the clinical setting until contact has been made with the instructor.
3. **Clinical Post-Conference:** Post conference is part of the clinical day. Students are to be present and on time for post conferences.
4. **Breaks and Mealtime:** Students may be given a break during the clinical day. Students should organize their workload and continuity of patient care should be maintained. Students should not leave the unit unless the needs of their patients have been met. Students should report to their assigned nurse and clinical instructor before leaving the clinical area. Students are not allowed to leave the facility for breaks. Smoking, eating or drinking beverages in the clinical area is not permitted.
5. **Fire/Disaster Procedures:** Students are responsible for knowing the location of fire extinguishers in the clinical area and to understand how they operate. (Refer to Fire Procedure and Disaster Manuals located in each clinical area.)
6. **Going off Duty and Leaving the Unit:** Students should report to their assigned nurse and clinical instructor before going off duty or leaving the unit for any reason. Students may accompany their patients to other areas in the agency after informing the assigned nurse and the clinical instructor. Students should not visit friends or family members on other units in the agency while on duty.
7. **Hours of Duty:** Hours and days in the clinical area vary with individual clinical assignments. Students will be advised of the hours and days during clinical orientation.
8. **Illness on Duty:** Students who become ill while on duty are to notify the instructor. If illness is acute, the instructor will help make arrangements for the student to go home or see his/her physician.
9. **Assignments:** Each clinical rotation will have a designated assignment. Failure

to turn in the assignment may result in a clinical write up and may constitute a clinical absence.

10. Parking Facilities: Students must park in the areas designated by the clinical agency. Students should take all precautions to maintain personal safety.

11. Permits: Nursing students may not witness the signing of patient authorization permits or any other legal document.

12. Personal Possessions: Students should not bring valuables to the clinical area. Books should be labeled and kept in the area designated for student belongings by the clinical facility.

13. Physician's Orders: Nursing students may not receive verbal orders or phone orders from physicians, residents, interns, or medical students, or use routine orders until the nurse transfers them to the chart and signs them. Nursing students may not take lab reports or orders for preoperative medications over the phone.

14. Telephone on the Unit: Students are not permitted to use the telephone in the clinical area while on duty for personal calls (incoming or outgoing). Cell phones may not be used in the clinical unit for incoming or outgoing communications. Exceptions to the policy may be made at the discretion of the instructor.

15. Appeals and Grievances: Consult the Angelina College Policy and Procedure Manual and Student

Handbook for details.

16. Patient Safety: The nature of clinical nursing courses is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients is also of paramount concern. Nursing clinical courses are structured so that as students' progress through the program, they are expected to demonstrate increasing independence of competence in providing nursing care. Students are expected to demonstrate achievement of clinical outcomes by the end of a clinical course, and, in usual circumstances, are allowed to continue in a clinical course until the end of that course. In the unusual circumstances that, in the instructor's professional judgment, a student is unable to provide safe nursing care to patients and, if this deficit is such that it cannot be remedied in the given clinical time within the limits of available faculty supervision, the student will be removed from the clinical setting and will receive a grade of F in the course.

17. Incident Report: Incident reports are utilized in the clinical setting when an error has occurred (i.e., medication error, injury involving a student, client, staff, visitor, etc.). In the event that an accident or error occurs, the student will immediately notify the instructor. The nurse manager/charge nurse, physician, and the patient will then be notified according to facility policy. The student is responsible for writing an Angelina College Nursing Program counseling form. The completed report will be stored in the student's file. The student will also schedule a conference with the clinical instructor to discuss the error. The purpose of the conference is to critically think through the error and problem solve to prevent further occurrences.

18. Emergency Notification: An emergency is defined as a situation which requires immediate attention. A specific example would be a sudden illness or injury to a family member. It is imperative that the students notify family members and caregivers of their daily school schedule, including clinical facility and unit. In case of emergency, family members or caregivers need to call the Nursing Department Administrative Assistant at (936) 633-3200 or as directed by the clinical instructor. A concerted effort will be made to contact the student and clinical faculty member as quickly as possible.

19. Chemotherapy/Cytotoxic/Experimental: These medications may not be administered by nursing students.

20. Blood and Blood Products: Students may not check or hang blood or blood products or be solely responsible for monitoring the administration of blood or blood products.

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. Plagiarism
9. 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 and readmission is NOT guaranteed.

Each student may re-enter a program once, within four (4) semesters of leaving the program. Students out more

than four (4) semesters must reapply to the program and start over. 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.

The student submits a written request via email for re-entry into the nursing program by the following procedure:

1. Email the Dean of the School of Health Careers (contact the front office at 936-633-3200 for the email)
2. The Dean will provide instructions for placing requests in the AC portal.

Portal requests must be received by the following deadlines:

<u>DEADLINE</u>	<u>SEMESTER of RE-ENTRY</u>
May 1 st	Fall Start
October 1 st	Spring Start
April 1 st	Summer Start

1. The student must meet current admission requirements:
 - Eligible for readmission to the College
 - Have a GPA of 2.5
 - 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 email.
3. Health requirements and other instructions will be included in the response.
4. If readmission is denied 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 as received in the portal. Deadlines are enforced without exception.

Transfer Students

Entry to the nursing program is based on space availability and admission is NOT guaranteed. Students requesting transfer from another school of nursing must contact the Nursing Program Director to receive further instructions for possible 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 standardized exams. Auditing students are required to have a course average of 75 or higher. 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. Students 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).
3. All Dosage Calculation tests are completed (90 or above).
4. All assignments are successfully completed and submitted.

Grade Information Policy

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) the following procedure will be implemented by all nursing faculty:

1. No grades will be given over the telephone/email to a student or any other person under any circumstances.
2. No indication of grade status such as Pass/Fail will be given over the telephone/email to a student or any other person under any circumstances.
3. Students will receive grades via Blackboard or the AC Portal.

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
B = 80-89	F = 74.4 and below

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

Clinical Grading

The clinical 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

Assignments include:

Written clinical assignments
Critical Skills (checkoffs)
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 a 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 email the course instructor before the next scheduled exam. Make up exams will be administered at designated dates/times as specified by course calendar. ATI assessments do not have a make-up, and any assessment missed is a missed opportunity.

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, “smart” glasses, wireless earbuds, etc. are not allowed during examinations. Simple earbuds or headphones may be allowed for certain test situations as approved by the instructor.

The AC Nursing program provides assistance to students who are deemed “at risk” for being unsuccessful, or who have a failing course average, while 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 is 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 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 for the student’s file.

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, noncompliance will be documented and placed in the student’s file.

Plan for Remediation and Retention of Nursing Students

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. Students 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. Students 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, noncompliance will be documented and placed in the student's file.

ATI Testing Plan

Standardized assessments help students to identify current knowledge as well as areas requiring active learning/focused review. There are two (2) types of ATI assessments students are required to successfully complete throughout the nursing program. These include the following:

- Content Mastery Assessments (CMS)
 - A score of Level 2 or higher is considered proficient
- Comprehensive Predictors
 - A score of 90% passing predictability is considered proficient

In courses where a CMS is used as the midterm or final exam, no more than 10% of the total course average will be allocated to the assessment.

Each assessment identified above (CMSs and Comprehensive Predictors) has practice assessments available which will be scheduled during the course.

- Practice Assessments are developed from the same test plan as the Content Mastery Assessments and the Comprehensive Predictor.
- Students take the practice assessments to identify strengths and weaknesses.
- Based on proficiency on the practice assessment, individualized focused review is made available to the student.

Focused Review (Remediation)

Focused review is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment and is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips, and active learning templates. Students are encouraged to use course notes and texts to complete remediation.

The faculty has online access to detailed information about timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students shall provide documentation that required ATI work was completed following the instructions included in each course. Hours required for focused review (remediation) will vary based on program level and course assessment. Refer to the appendix to see more detailed information on how ATI assessments are used and scored throughout the nursing program.

Grade Appeal Process

Questions regarding an assignment or exam grade must be submitted within seven (7) days of release of the grade. If a student desires to appeal a course grade, they must submit the request within four (4) calendar months of the grade posting. Refer to the college catalog for the grade appeal process.

Dosage Calculation Test

With the exception of the first semester, a dosage 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 dosage calculation tests will be developed and administered by faculty teaching clinical courses(s).
2. The passing grade for all dosage calculation tests is 90%.
3. All dosage 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.

Due Process/Grievance Procedure

Students have the right to due process as outlined in the Angelina College Policy and Procedure Manual. If the grievance is not resolved at the first level, the student will proceed through the levels sequentially until resolution has been obtained. According to the Angelina College Policy and Procedure manual, each level should be no longer than 10 business days. The grievance must be filed in the semester in which it occurs. See Angelina College Policy and Procedure manual for detailed process and steps of progression.

Background Check & Fingerprinting

Certified background checks 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 Identogo. 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 Dean of the School 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 research 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 Policy and Procedure manual.

Drug Screens

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. 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

Nursing students at Angelina College must provide updated documents for required immunizations, titers and proof of current American Heart Association Basic Life Support CPR as required by all clinical sites.

Angelina College has no authority to dictate a site's requirements and no discretion to waive a clinical sites' requirements. Additionally, clinical sites are free to add, change, remove, or otherwise alter their requirements at any time and all students are required to adhere to the revised site's requirements.

Failure to provide any documentation required by a clinical site will result in unexcused clinical absences and could result in dismissal from the program if more than two clinical absences occur in accordance with the attendance policy.

Students are required to upload their personal immunization record and test result information to a specified company database, at the cost of the student. 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)

Student Advising/Counseling

Students having difficulty should seek counseling from a 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 may be 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 program learning outcomes. Requirements for the portfolio are semester-specific and can be found in the corresponding course syllabus/appendix.

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 assigned to the student.

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 the upper right side of the uniform.
- Associate Degree students will wear white tops and royal blue pants/skirts.
- Vocational Nursing students will wear royal blue tops and royal blue pants/skirts.
- White shoes that enclose the entire foot (no open backs or toes) with no colored decor 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. No “smart” watches are allowed in the clinical setting.
- 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, minimal jewelry 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 such as eyebrows, tongue, nose, cheeks, or ear gauges 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, the face should be shaved clean. Extreme styles are not permitted.
- Community uniform consists of a designated blue AC Nursing Program shirt with black or khaki pants/skirts. Pants/skirts should not restrict movement during clinical activities. “Skinny” or tight-fitting styles are not permitted. Shoes should enclose the entire foot, not restrict movement, and should be neutral in color.

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, wrinkle free, and appropriately fitted in both size and length.
- 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. "Pimple patches" that are non-transparent are not permitted.
- 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.

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 perforation, incision, or cauterization. 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 and under 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 ensuring 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.

Minimum Recommended Computer and Software Specifications

Students must have individual and personal access to a computer with internet connectivity

for testing, email, file management, and online course activities. High-speed internet access is required. Students are responsible for the health of their computer.

Core Performance Standards (CPS) for Nursing

All applicants to and students of the Angelina College Nursing Programs must be able to perform CPS included in this document either with or without ADA accommodations. These CPS are congruent with the Texas Board of Nursing expectations for registered and licensed vocational nurses. The use of trained intermediaries is not permissible, in that the candidate's judgment would be mediated by someone else's power of observation and selection. Only applicants and students diagnosed with disabilities covered by the ADA may be granted special accommodations in the nursing classroom, laboratory, and clinical sites.

CPS statements which apply to students in the nursing major(s) are congruent with:

1. The Differentiated Essential Competencies of Graduates of Texas Nursing Programs (2020).
2. The Standards of Clinical Nursing Practice established by the American Nurses Association.
3. The Social Policy Statement of the American Nurses Association.
4. The National Institute for Occupational Safety and Health (2015).

To practice nursing, a licensee must possess a multitude of knowledge, skills, and abilities in order to provide safe and effective nursing care. It is the nursing program's responsibility to ensure that this requirement is met before a graduate is certified.

The CPS are the required basic cognitive, psychomotor, and affective activities that are essential to successful completion of the nursing program and are categorized as communication, cognitive, and motor and sensory skills. Students enrolled in a nursing program at Angelina College must be able to perform the following CPS with or without reasonable accommodations.

Academic Progress

Profit from learning experiences relevant to program objectives, including such means as:

1. Attending scheduled class lectures, lab sections, etc.
2. Satisfy specific course/program objectives as specified in syllabi.
3. Complete degree plans and other student progress records as required by the program and college.

Demonstrate critical thinking skills deemed appropriate for the academic level and discipline content, including:

1. Successfully completing the college's curriculum requirements.
2. Comprehending appropriate professional literature.
3. Integrating professional literature.
4. Articulating information specific to the nursing major.
5. Demonstrating critical thinking and cognitive abilities sufficient for problem solving and clinical judgment.

Demonstrate eligibility to assume a professional role at program completion, including:

1. Meeting all matriculation requirements specific to the nursing program.
2. *Interacting in a productive manner with individuals, families, and groups from a variety of

social, cultural, and intellectual backgrounds.

3. *Demonstrating communication skills sufficient for interaction with others in verbal and written form.
4. Demonstrating mobility sufficient to move independently from room to room and maneuver in small spaces.
5. *Demonstrating motor skills sufficient to provide safe and effective nursing care.
6. *Demonstrating auditory and smell ability sufficient to provide safe and effective nursing care.
7. *Demonstrating visual ability sufficient for observation and assessment necessary in nursing care.
8. *Demonstrating tactile abilities sufficient for physical assessment and therapeutic interventions.
9. *Completing certification/licensure requirements if needed for employability.

* Elements Specific to Nursing

Conduct Within the College

All applicants and students, with or without reasonable accommodation, must be able to:

Demonstrate competencies through evaluation procedures adopted by the nursing program.

Demonstrate behaviors appropriate to study at the post-secondary level, including:

1. Abiding by the current college policies for student conduct
2. Interacting appropriately with peers, faculty, and the professional community
3. Core Performance Standards

Nursing care must be delivered in a timely fashion for safe and effective nursing care to be given to the client/patient.

Communication

Applicants and students must communicate effectively and sensitively with clients/patients and their families as well as with other students, faculty, staff, professionals, agency personnel, community residents, and others relevant to their areas of study. Expression of ideas and feelings must be clear and appropriate.

Applicants and students must demonstrate a willingness and ability to give and receive feedback.

Communication examples include complete verbal and written command of the English language in order to explain procedures to clients/patients, give oral reports (e.g., report on client/patient condition to others), interact with other (e.g., health care workers, faculty), speak on the telephone, direct activities of others, convey information through writing (e.g., progress notes), read and comprehend printed materials and documents, document clearly and correctly on medical records, and transmit information through written documents that use proper grammar, syntax, spelling and punctuation.

Cognitive

Creative problem-solving and clinical reasoning require certain intellectual abilities. Applicants and students must be able to reason, analyze, integrate, synthesize, prioritize, and evaluate in the context of the nursing

activities of their programs/areas of study. In addition, applicants and students must be able to comprehend three dimensional relationships and understand spatial relationships (i.e. X-Rays, CT Scans, and concept maps).

Motor and Sensory Skills

Applicants and students need to have sufficient motor function and sensory skills in order to be able to execute movements and make observations required in the domain of nursing care or nursing activity in their chosen programs/area of study (nursing). Motor skills of lifting and carrying up to 50 pounds and pushing/pulling up to 100 pounds is required. are required. Bending or stooping 1 inch from the floor, reaching overhead, and standing/walking for up to 12 hours is also required.

Observation

Visual ability to accurately observe items both close and at a distance in order to learn skills and to gather data (e.g., observe an instructor's movements, a patient's gait or non-verbal response, draw up correct quantity of medication in a syringe, read very fine print on medication labels, monitor strips, and equipment calibrations, etc.). Applicants and students must possess functional use of the senses that permit such observation, including being able to accurately visualize a computer screen (e.g., access a patient's electronic medical record, ascertain patient's vital sign information from a patient monitor, perform all nursing exams on computers, etc.).

Tactile

Applicants and students must have tactile ability to sufficiently perform physical assessments, examinations, and procedures, palpate pulses, palpate veins, identify body landmarks, skin turgor, rashes, and vibrations, feel differences in size, shape, detect temperature, feel differences in surface characteristics, and detect environmental temperature.

Hearing

Applicants and students must be able to accurately hear normal speaking level sounds (e.g., person-to-person report), hear faint voices, hear faint body sounds (e.g., blood pressure sounds, assessment of placement of tubes), hear in situations when not able to see lips (e.g., when masks are worn), hear auditory alarms on monitors, fire alarms and call lights, and hearing acuity sufficiently enough to assess changes in heart, breath, bowel, and vascular sounds.

Smell

Applicants and students must be able to smell sufficiently to detect odors from clients/patients (e.g., foul smelling drainage, alcohol or fruity breath, etc.), detect smoke, detect gasses or noxious smells, and detect odors exhibited by the body or body fluids which may be indicative of disease processes.

Psychomotor Skills

Applicants and students need to have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers to fulfill the professional roles toward which each program educates. For example, be able to move within confined spaces (e.g., accompany immobile patients on hospital beds in elevators), sit and maintain balance, stand and maintain balance, reach above the shoulders (e.g., IV poles), reach below the waist (e.g., plug electrical equipment into wall outlets), perform CPR (e.g., move above patient to do chest compressions and sustain repetitive movements), squat (e.g., emptying Foley catheter bags), move quickly (e.g., respond to a code or other emergency), Climb (e.g., ladders/stools/stairs),

push/pull (e.g., transport stretchers, transfer patient), lift at least 35 pounds, and complete assigned clinical practice and duties within a safe time period.

Proof of medical and/or psychological clearance may be required prior to admission and/or after a change in health status.

Blood, Body Fluid, and Hazardous Exposure Policy and Protocol

It is the policy of the Department of Nursing that any student engaging in a college sponsored program receives prompt medical attention, counseling, advisement and follow-up testing, if indicated, upon sustaining a skin injury from needle stick/sharps or mucous membrane splash from potentially contaminated person's blood or bodily fluids.

Exposure to another person's blood or bodily fluids by needle stick, splash or other exposure may place the student at risk for exposure to Human Immune Deficiency (HIV), Hepatitis B virus (HBV), Hepatitis C virus (HCV) or other infectious agents. Students are expected to follow the Centers for Disease Control and prevention recommendations for Standard Precautions to reduce the risk of exposure.

Student Financial Responsibility

Students are encouraged to follow-up with their healthcare provider after any exposure occurs. Neither the host (clinical) agency nor the College is responsible for the cost of the care that is involved in the treatment, management, or surveillance of exposure to blood and body fluids. Angelina College students are financially responsible for all medical visits, lab tests, and prescriptions ordered for treatment of an exposure. If exposure occurs, the student should follow the guidelines of the clinical facility.

Confidentiality

Students will abide by the Health Insurance Portability and Accountability Act (HIPAA) regulations in ALL agencies in which they participate in clinical experiences. Students who violate the provisions of HIPAA, such as accessing private patient information not pertinent to their role as a student nurse or violating patient confidentiality, may be dismissed from the program.

Under NO Circumstances are students to make photocopies (with photocopying machines, cameras, or telephones) or print computerized copies of any portion of the client/patient's chart or medical record.

If a student fails to comply with the above regulation concerning copying, the nursing student will be notified to make an appointment with the Nursing Programs Director. The situation will be evaluated and may result in dismissal from the program if there is a violation of HIPAA regulations.

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 the 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, review content to be taught in the nursing courses and make recommendations to the nursing faculty and Nursing Program Director, review and recommend textbooks used in nursing courses, and 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 the 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.
4. Follow Total Program Evaluation in areas pertinent to curriculum matters.

Nursing Standards Committee (May be Referred to the Office of Student Affairs)

Purpose: To investigate situations involving unprofessional student conduct or academic dishonesty, and to recommend 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)
- 1 Chairperson, appointed by Nursing Program Director
- 2-4 Nursing Faculty (at least one first year instructor, one second year instructor, and one vocational nursing instructor)
- 1-2 Faculty representatives (if applicable)

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

business. **Procedure:**

1. The faculty identifying unprofessional student(s) conduct conferences with the student(s) 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. The committee decisions regarding disciplinary action, if any, are made in executive session by a simple majority of the membership.
4. 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.
5. Copies of the decision letter, committee minutes, and any pertinent documentation are forwarded to the NPD with the student file.
6. The student may appeal to the committee decision by initiating the grievance process.
7. All discussion within the committee is considered confidential.

(Revised 8/2022)

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.nсна.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. 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.
- E. Promote and encourage student participation in interdisciplinary activities.
- F. 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 organizations.
- G. Provide a pre-professional organization on the local level and encourage participation in meetings and activities.
- H. 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 programs.

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 the 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:

A. The annual dues shall be \$1.00 per semester, 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, fundraisers, 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 the 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 meetings 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 the 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.

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 diagnosis.
 2. Determine goals of care.

3. Formulate outcomes criteria for goals of care.
 4. Develop a 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 clients, 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

Financial Aid

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

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 website 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. Work schedules should be arranged around designated class and clinical time. Absence from class or clinical responsibilities due to outside employment will constitute an absence as outlined in the nursing program attendance policy.

Computer Requirements

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

Computer Policy

These rules apply to anyone using Angelina College computer resources. 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:

1. Students may not download software to computers located in any building on the Angelina College campus.
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. 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.
5. 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.
6. 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

Electronic devices such as computers or iPads may be used in the classroom with permission of instructing faculty. When using electronic devices in the classroom setting, use should be focused on learning and class activities. If use becomes disruptive, faculty reserve the right to not allow their use. For the use of cell phones, refer to the Nursing Program Cell Phone Policy.

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 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

Angelina College is a smoke free and tobacco free campus.

Concealed Carry of Handguns Policy

Refer to CHF (Site Management – Weapons) and CHFA (Concealed Carry of Handguns) in the Angelina College Policy and Procedure Manual.

Appendices

Cell Phone Usage and Policy

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).

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 vehicles and not to be found on students.

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

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with the 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 – students 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 the final average of that course(s).

PROCEDURE: Clinical Setting

- Students will be dismissed from the clinical setting 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

ATI TESTING POLICY

GUIDELINES FOR CURRICULUM-WIDE SUCCESS PLAN: USING ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

What is ATI?

- ❖ ATI offers an assessment driven review program designed to enhance student NCLEX- RN and NCLEX-PN success.
- ❖ The comprehensive program offers multiple assessment and remediation activities. These include the following:
 - Assessment indicator for academic success,
 - Assessment of critical thinking
 - Learning style inventory
 - Online tutorials
 - Online practice testing
 - Proctored testing in each didactic course
 - Intensive NCLEX preparation during the last semester with ATI Capstone, Virtual ATI, and ATI Live Review.

These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, increase confidence and familiarity with nursing content.

- Data from student testing will drive targeted, efficient and individualized remediation to decrease knowledge gaps.
- ATI information and orientation resources can be accessed from the student home page. It is highly recommended that students spend time navigating through these orientation materials.

Implementation of ATI Throughout the Nursing Program

Courses that require Practice Assessment(s), followed by Content Mastery Assessment (CMS) or Comprehensive Predictor:

- ❖ Students will complete Practice Assessment(s) prior to the CMS or Comprehensive Predictor
- ❖ Focused review is completed after each Practice Assessment based on instructions detailed in the course. Points toward the final CMS score are given for completed remediation.
- ❖ Students will complete the CMS or Comprehensive Predictor and earn a proficiency level or passing predictability score.
- ❖ Focused review is completed based on proficiency level earned and instructions detailed in the course.
- ❖ If the student scores a Level 1, or Below Level 1 on a CMS, a second attempt is required. Scores of Level 2 or Level 3 do not require a second attempt.
- ❖ If the student scores below a 90% passing predictability on the Comprehensive Predictor, a second attempt is required. Scores that are greater than 90% do not require a second attempt
- ❖ Focused review is available to the student and completion requirements will be based on the course instructions.
- ❖ Missing either attempt for the CMS or Comprehensive Predictor forfeits that attempt, and will not be made up.

The ATI Assessment plans are detailed in the tables below for both Associate Degree and

Vocational Nursing:

Associate Degree Nursing

Content Mastery Assessment	Semester	Course	Practice Assessment A Required	Practice Assessment B Required	Remediate	Retake of Proctored
Critical Thinking Assessment: Entrance (TEAS)	Before Entry	Before Entrance	NO	NO	NO	NO
Fundamentals	1st Semester	RNSG 1309 Introduction to Nursing	YES	YES	Required	See Rubric
Pharmacology	2nd Semester	RNSG 1301 Pharmacology	YES	YES	Required	See Rubric
Nutrition	2nd Semester	RNSG 1341 Common Concepts	YES	YES	Required	See Rubric
Maternal/Newborn	3rd Semester	RNSG 1412 Nursing Care of the Childbearing/ Child Rearing Family	YES	YES	Required	See Rubric
Nursing Care of Children	3rd Semester	RNSG 1412 Nursing Care of the Childbearing/ Childrearing Family	YES	YES	Required	See Rubric
Adult Medical/Surgical	3rd Semester	RNSG 1343 Complex Concepts	YES	YES	Required	See Rubric
Capstone Proctored Pre- and Post-Assessments	4th Semester	RNSG 2130 Professional Development	N/A	N/A	Required	See Rubric
RN Comprehensive Predictor	4th Semester	RNSG 2331 Advanced Concepts	NO	NO	Required	See Rubric
Mental Health	4th Semester	RNSG 2213 Mental Health Nursing	YES	YES	Required	See Rubric
Community	4th Semester	RNSG 2331 Advanced Concepts of Adult Health	YES	YES	Required	See Rubric
Leadership	4th Semester	RNSG 2331 Advanced Concepts of Adult Health	YES	YES	Required	See Rubric

Vocational Degree Nursing

Content Mastery Assessment	Semester	Course	Practice Assessment A Required	Practice Assessment B Required	Remediate	Retake of Proctored
Critical Thinking Assessment: Entrance (TEAS)	Before 1 st Semester	Before Entrance	NO	NO	No	No
Fundamentals	1 st Semester	VNSG 1423 Basic Nursing Skills	YES	YES	YES	See Rubric
Pharmacology	2 nd Semester	VNSG 1331 Pharm	YES	YES	YES	See Rubric
Maternal/Newborn	2 nd Semester	VNSG 1330 Maternal Newborn Nursing	YES	YES	YES	See Rubric
Nursing Care of Children	3 rd Semester	VNSG 1334 Pediatric Nursing	YES	YES	YES	See Rubric
Adult Medical/Surgical	3 rd Semester	VNSG 1432 Med Surg II	YES	YES	YES	See Rubric
Mental Health	3 rd Semester	VNSG 1238 Mental Health Nursing	YES	YES	YES	See Rubric
PN ATI Capstone Proctored Pre- and Post-Assessments	3 rd Semester	VNSG 1219 Professional Development	N/A	N/A	YES	See Rubric
Comprehensive Predictor	3 rd Semester	VNSG 1219 Professional Development	YES	YES	YES	See Rubric

**ATI Grading Rubrics
Standardized Practice Assessments**

Complete Practice Assessment A Remediation • Minimum 3-hour Focused Review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%	Complete Practice Assessment B Remediation • Minimum 3-hour Focused Review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%
2 points when completed before Practice B	2 points when completed before Proctored 1

Standardized Proctored Assessments

Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 points	Below Level 1 = 0 points
Remediation = 2	Remediation = 2	Remediation = 2	Remediation = 2
• Minimum 1- hour Focused review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%	• Minimum 2-hour Focused review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%	• Minimum 3-hour Focused review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%	• Minimum 4-hour Focused review and complete post-review quiz if applicable • Complete active learning template for at least one topic missed under each subscale that is below 75%
No retake required	No retake required	Retake required	Retake required
100%	90%	70%	60%

A successful score on Content Mastery Series assessment (CMS) is considered a proficiency score of Level 2 or greater. Retakes are required if the score is not level 2 or greater.

Points will be awarded for the highest score ONLY. If the student is required to take or opts to take the retake, the higher score will be used to calculate the student's score. Points for the focused review are awarded for the first proctored assessment only.

A conversion score will be entered into the course gradebook:

10/10 – 100%	4/10 – 40%
9/10 – 90%	3/10 – 30%
8/10 – 80%	2/10 – 20%
7/10 – 70%	1/10 – 10%
6/10 – 60%	0/10 – 0%
5/10 – 50%	

No more than 10% of the course grade will be allocated to ATI assessments.

**Comprehensive Predictor Grading Rubric
Capstone Proctored Assessments**

Capstone Proctored Pre-Assessment	Capstone Proctored Post-Assessment
- Minimum 3-hour Focused Review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.	- Minimum 3-hour Focused Review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.
2 points when completed before Post-Assessment	2 points when completed before Comprehensive Predictor

Comprehensive Predictor

95% OR ABOVE Passing Predictability = 4 points	90% or above Passing Predictability = 3 points	85% or above Passing Predictability = 1 points	84% or above Passing Predictability = 0 points
Remediation = 2	Remediation = 2	Remediation = 2	Remediation = 2
- Minimum 1-hour Focused review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.	- Minimum 2-hour Focused review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.	- Minimum 3-hour Focused review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.	- Minimum 4-hour Focused review and complete post-review quiz if applicable - Complete active learning template for at least one topic missed under each subscale that is below 75%. Templates must be handwritten.
No retake required	No retake required	Retake required	Retake required
100%	90%	70%	60%

A successful score on the Comprehensive Predictor is a passing predictability score of 90% or above. Retakes are required if the score is not 90% or greater.

Points will be awarded for the highest score ONLY. If the student is required to take or opts to take the retake, the higher score will be used to calculate the student's score. Points for the focused review are awarded for the first proctored assessment only.

A conversion score will be entered into the course gradebook:

10/10 – 100%	4/10 – 40%
9/10 – 90%	3/10 – 30%
8/10 – 80%	2/10 – 20%
7/10 – 70%	1/10 – 10%
6/10 – 60%	0/10 – 0%
5/10 – 50%	

No more than 10% of the course grade will be allocated to ATI assessments.

STUDENT ACKNOWLEDGEMENT OF ATI REMEDIATION

Initial and sign below –Return form to instructor.

_____I have received a copy of and have read and understand
Angelina College's ATI Assessment and Review Policy.

_____I understand that it is my responsibility to utilize all books,
tutorials and online resources available from ATI, as designated by
the Nursing Department.

_____Printed name of student Date

_____Student Signature

IMPORTANT: students may take the TEAS® exam twice in one year. Starting FALL 2021, TEAS® scores must be submitted with the completed Application Packet.

Students must meet or exceed the benchmark score for category of the test.

Students must arrive at the testing site 15 minutes prior to their scheduled testing time. If you are not ready to test at the appointed time you will NOT be allowed to test and no refunds will be given.

This booklet contains essential information regarding TEAS® testing required of all applicants registering for Nursing Programs.

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS®)

The Nursing Department requires all applicants interested in the Nursing Program(s) to complete and submit results from the TEAS® as part of the application process. If you have questions about the test itself, please go to www.atitesting.com.

The TEAS® is a standardized, timed, computer-based exam designed to assess the general academic preparedness of students interested in applying for Nursing Program(s) and Health-related occupations. It measures knowledge in basic, essential skills in the academic content of reading, Mathematics, Science and English.

TEAS® testing is done by the Testing Department of Angelina College, either in the Testing Center or the Health Careers I Building (McKenzie Health Careers Building).

You must register with the Testing Center at least 3 days prior to the testing date.

Payment is via debit or credit card. The cost of the TEAS® is \$ 65.00. Results are valid for one year.

Testing must be completed by the due date listed in the Application Packet. All Application Packet materials must be completed before the application is hand delivered to the Department of Nursing. Incomplete packets will be returned to the student.

Since TEAS® scores are part of your application to a highly competitive program, you should study thoroughly for the exam. There are study guides available online. Review manuals and practice tests are available for purchase from the ATI® testing site

<http://www.atitesting.com>/ click on ATI® Product Solutions, under Pre-Nursing School, select Test of Essential Academic Skills. At the bottom of the page, choose from the products offered for TEAS®.

Students MUST receive a 72.8% Reading Comprehension Score, Please Note: Scores are not rounded: a 72.8 is NOT a 73.

You may receive testing accommodations if you have provided documentation of the need for accommodations through the Department of Students with Disabilities. Please contact Renee McCain in Disability Services at (936) 639 1301 ext. 4504 or by email at mccain@angelina.edu to ensure that you have the appropriate documentation at least two (2) week prior to when you plan to test.

TEAS® Practice Test

Welcome to the free TEAS® 6 practice test page. This link will take you to the Practice Test pages: <https://www.mometrix.com/academy/teas-practice-test/>

These pages will assist you in knowing what you need to study. These pages will assist you in determining your strong and weak areas. They will help you manage your time wisely.

The following link will help you prep for the test: <https://www.atitesting.com/teas-prep>

The official study manual can be purchased through the following link: <https://www.atitesting.com/teas/study-manual>

Since nursing programs are highly competitive you want the TEAS® scores to be as high as possible because high scores = higher ranking scores.

What to Bring on Test Day

- ❖ Photo ID: To be admitted to the testing session, you need to present a government issued photo identification, such as a driver's license, passport, or green card. You WILL NOT be admitted to the test if you do not have your ID or if your ID does not meet the following requirements:
 - Government-Issued
 - Current photograph
 - Examinee signature
 - Permanent address
 - Please note: a credit card photo, temporary license, or student ID do not meet the criteria.

What NOT to Bring on Test Day

Leave the following items at home or in your car, as they are NOT permitted in the exam room:

- ❖ Additional apparel: This includes, but is not limited to, jackets, coats, hats, and sunglasses. Discretionary allowances are made for religious apparel. All apparel is subject to inspection by the proctor.
- ❖ Personal items: These include, but are not limited to, purses, computer bags, backpacks, and duffel bags.
- ❖ Electronics: These include, but are not limited to, cell phones, smart phones, beepers/pagers, calculators (provided on the computer), and digital or smart watches.
- ❖ Food or drink: This is only permitted as a documented, medically necessary item.

What to Expect of Test Day

- ❖ Testing staff will check your photo ID carefully, admit you to the testing room, and direct you to your seat.
- ❖ Physically present proctors in the room are monitoring for odd or disruptive behavior. Do Not engage in misconduct or disruption. If you do, you will be dismissed, and your exam will not be scored.
- ❖ The proctor will provide you with scratch paper for use during the exam. Scratch paper is not to be used before the exam or during breaks. All paper, in its entirety, must be returned to the proctor at the end of the testing session.
- ❖ After the mathematics section, you may take a 10 minute break. During the break, DO NOT access any personal items.
- ❖ If you need to leave your seat at any time other than the scheduled break, please raise your hand for the proctor. Time for the exam section will NOT stop. Lost time cannot be made up.
- ❖ If during the exam, there is a technical issue with the computer, or for any reason need the proctor, raise your hand.
- ❖ Test challenges or test-room complaints should be reported to the proctor before leaving the room on exam day.

OFFICIAL TEAS® TRANSCRIPTS

You will receive one (1) official transcript as part of your ATI TEAS® exam registration. This transcript will automatically be sent to the institution/testing center where you took the exam.

- Transcripts are electronically sent to the institution or testing center within two (2) hours of the completion of your TEAS® exam.
- You may purchase additional transcripts through the ATI Store to send results to other institutions.
 - Please note that some schools will not accept transcripts from exams taken at other locations. Please check with the school(s) to which you are applying to understand their TEAS® exam policies prior to purchasing additional transcripts.
 - ATI offers reporting of TEAS® results to schools as a convenience to nursing school applicants. However, it is solely

your responsibility to ensure that each of your school applications, as well as your TEAS® exam results, is complete, properly submitted, and on file with each school.

ATI TEAS® ASSOCIATE DEGREE NURSING

The ATI Test of Essential Academic Skills (ATI TEAS®) measures basic essential skills in the academic content area domains of reading, math, science, English and language usage. The test is intended for use primarily with adult health science program applicants. The objectives assessed on the ATI TEAS® are those which health care educators deemed most appropriate and relevant to measure entry-level academic readiness of health science program applications.

The test is time limited: 209 minutes

Reading = 64 minutes

Math = 54 minutes

Science = 63 minutes

English = 28 minutes

Number of questions: 170

Format: four options; multiple choice

Scores that must be obtained for each section in the test for entry into the Associate Degree Nursing Program: there is NO ROUNDING of scores

Must have 60% or better

ATI TEAS® VOCATIONAL NURSING

The ATI Test of Essential Academic Skills (ATI TEAS®) measures basic essential skills in the academic content area domains of reading, math, science, English and language usage. The test is intended for use primarily with adult health science program applicants. The objective assessed on the ATI TEAS® are those which health care educators deemed most appropriate and relevant to measure entry-level academic readiness of health science program applications.

The test is time limited: 209 minutes

Reading = 64 minutes

Math = 54 minutes

Science = 63 minutes

English = 28 minutes

Number of questions: 170

Format: four options; multiple choice

Scores that must be obtained for each section in the test for entry into the Associate Degree Nursing Program: there is NO ROUNDING of scores

Must have 51% or better

Angelina College Nursing Program Testing Administration Policy

Unit Exams

1. Time for each question: 1 to 1 1/2 minutes per question, increased to five (5) minutes for calculation 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, "smart" glasses, 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.

Standardized Assessments

1. Students shall take the Standardized Assessments as scheduled. Missing a scheduled Standardized Assessment may result in forfeiture of that attempt.
2. E-writers will be provided in the testing area for all exams. Simple earbuds or headphones may be allowed in the testing area as approved by instructors.
3. See ATI Testing Plan for scoring guidelines as well as remediation guidance.

Student Signature _____ Date: _____

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. How long did it take you to complete the exam?
2. Were there certain topics that were particularly troublesome for you?
3. If so, what were they?
4. If you were unsure about the correct answer, how did you determine what you felt was the correct response?
5. Do you feel that you need improvement with content or test taking?

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 communicate with patients 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 Nursing Program Counseling Form

Information			
Student Name:		Date:	
Instructor:		Semester:	
Course:		Facility:	
Notification			
☐	Counseling	☐	Warning
☐		☐	Probation
☐		☐	Dismissal
Occurrence			
☐	Tardiness/Leaving Early	☐	Absenteeism
☐	Substandard Work	☐	Violation of Any Safety Rules
☐	Academic Counseling	☐	Unprofessional Conduct
☐	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	Date:		
Refer to back of form for additional faculty, student, and/or witness statement.			

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 expect you to read and abide by the college catalog, 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 course objectives.
- 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 coursework 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: _____

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 material from the internet, books, or other written material, etc., without proper reference citation 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 which includes actions up to and including dismissal from the nursing program. (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 follow the college's Distance Education Policies and Procedure Manual found on the website. (Student initial)

Student Signature: _____

Date: _____

Student's Printed Name: _____

**ANGELINA COLLEGE NURSING PROGRAM STUDENT SOCIAL NETWORKING POLICY
ACKNOWLEDGEMENT**

My signature below indicates that I have read and understand the Social Networking Policy for Nursing Students. I further understand that a violation of the Social Networking Policy may result in disciplinary action including dismissal from the nursing program.

Date

Student's Signature

Print Name

Student I.D#

Competent Student Classroom/Clinical Practice

Angelina College Nursing program will abide by the Nursing Practice Act for the State of Texas in regards to clinical practice standards for students. Rule 217.12 of the Nursing Practice Act states:

“The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of the professional nurse, which the board believes are likely to deceive, defraud, or injure clients or the public.”

1. Each course syllabus will contain specific expected clinical/classroom behaviors for the student.
2. Students are legally responsible for their own acts, practices, or omissions. Faculty are responsible for supervising the student in a clinical area in a safe and responsible manner.
3. Students who consistently fail to meet clinical behaviors and/or demonstrate poor clinical performance will be subject to progressive disciplinary action by the faculty.
4. Students may be evaluated by a second clinical faculty for validation and fairness related to unacceptable clinical performance.
5. A failing clinical performance may be related, but not limited, to the following:
 - a. Failing to assess and evaluate a patient, failing to implement appropriate nursing interventions, and/or failing to accurately report patient status/status changes to the appropriate supervisor/faculty member.
 - b. Falsifying or failing to make accurate entries into the patient's medical record.
 - c. Failing to administer medications and/or treatments in a responsible manner.
 - d. Failing to implement measures to promote a safe environment for clients and others.
 - e. Leaving a nursing assignment without notifying one's appropriate supervisor/faculty member.
 - f. Failing to obtain instruction or supervision when implementing nursing procedures or practices for which one lacks the educational preparation, ability, knowledge and/or experience to perform.
 - g. Inappropriate communication that would cause the patient, faculty, clinical staff, or fellow students to suffer an emotional injury.
 - h. Violating patient confidentiality.
 - i. Violating professional boundaries of the student/patient, student/faculty, or student/staff (including clinical staff) relationships.
 - j. Violation of any healthcare facility policy or being asked to leave by any healthcare facility.
6. Students will be expected to perform at the level to which they have progressed in the nursing program.
7. Students are subject to course failure and/or dismissal from the nursing program for documented incidents of unsatisfactory or unsafe clinical performance.

Student's Name: _____ Student ID # _____

Student's Signature: _____ Date _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Angelina College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act requires that the College maintain the privacy and confidentiality of all student records.

Your signature below authorizes the Nursing Department to send your student information to your assigned clinical facility, which is required for your participation in the clinical rotation.

The clinical facilities may require:

- Social security number
- Driver's license information/ State ID/Liability for vehicle
- Proof of immunization information
- Negative drug screen
- Reporting findings on background check
- Proof of CPR certification

Students who want to cancel this release must do so in writing with the Nursing Department. I will comply with the requirements as delineated. It is my understanding that this signed form will become part of my permanent file.

Student's Name: _____ Student ID # _____ Print Clearly

Student's Signature: _____ Date _____

ANGELINA COLLEGE DEPARTMENT OF NURSING STUDENT CIVILITY CONTRACT

Civility is behavior which shows respect toward one another, causes another to feel valued, and contributes to mutual respect, effective communication and team collaboration.

The Primary commitment is to learn from the instructors, learn from one another, from the materials, simulations, and clinical experiences. We acknowledge differences amongst us in values, interests, and experiences. We will assume that people do the best they can, both to learn the material and to behave in socially productive ways. By sharing values openly, listening respectfully, and responding critically to ideas, we all learn. Most students exhibit appropriate behavior in class, however, sometimes there is disagreement over the definition of "appropriate" behavior.

Learning is a group activity, and the behavior of each student and faculty in the class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom and laboratory experiences will be a better one for everyone involved.

Student Nurses' Responsibilities: Failure to comply with the requirements of any of the following items or other policies (nursing and college) in the Student Nurse Handbook and the Angelina College Catalog may result in a conference with the Director of Nursing and/or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Director may recommend dismissal from the program. The following is a description of the scholastic, cognitive performance responsibilities of a student in the nursing program.

Attentiveness: The student regularly attends class. All absences are for relevant and serious reasons, communicated to, and approved by the appropriate authority.

The student is consistently on time for lectures and stays until the end of the presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

The student understands they must have no less than 90% attendance in all nursing didactic classes, and 100% attendance in clinical courses.

Demeanor: The student has a positive, open attitude towards peers, faculty and others during the course of nursing studies.

The student maintains a professional bearing in interpersonal relations.

The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving, and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her course and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has nursing school performance as his/her primary commitment.

Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: A student who shows appropriate respect for those placed in authority over him/her both within the College and in society.

Personal Appearance: The student's personal hygiene and dress reflect the high standards expected of a professional nurse. Appearance is expected to be clean, professional, and appropriate for class and clinical.

Communication: The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, patients, and members of the healthcare team.

Professional Role: The student conducts themselves as a professional role model at all times and in compliance with the American Nurses' Association (ANA) Code of Ethics. The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

Judgment: The student shows the ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal life.

Ethics: The student conducts themselves in compliance with the ANA Code of Ethics.

Moral Standards: The student respects the rights and privacy of other individuals and does not violate laws. Effective August 1, 2021: this Policy governs inappropriate behaviors which may arise within the nursing department, including but not limited to student-to-student bullying, combative/threatening behaviors, or behaviors which are considered demeaning or demoralizing.

As Angelina College Nursing Students, We Commit to:

1. Follow conventions of good classroom manners and the student responsibilities as outlined above.
2. Ask permission to tape record and respect the faculty's decision to allow or disallow
3. Refrain from verbal, emotional, or sexual harassment
4. Refrain from use of the internet during classroom time
5. Listen respectfully to each other
6. Respond respectfully and reflectively to ideas aired in the classroom
7. Refrain from electronic harassment, slander, or demeaning/demoralizing behaviors via e-mails, text messages, phone calls and/or social media outlet posts (Examples include but are not limited to private groups on Facebook, blogs, Instagram, Twitter, etc.)
8. Refrain from personal insults, profanity and other communications-stoppers
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty.
10. Issue "gentle reminders" when these guidelines are breached
11. Arrive timely to class/clinical sessions
12. Bring the required supplies and be ready to be actively engaged in the learning process
13. Focus on the business at hand – the class, its content, learning, and the faculty
14. Turn **ALL CELL PHONES** off or to vibrate before class starts
15. **DO NOT** text during class
16. **PICK UP YOUR TRASH** upon leaving the room
17. **DO NOT** sleep in class (laying your head on the desk or sleeping in class is rude, and it is distracting to others)
18. **TURN ASSIGNMENTS** in on time
19. Be courteous in class (This does not mean you have to agree with everything that is being said. However, your point will be much more credible and effective if conveyed without rudeness, aggression, or hostility. If you strongly disagree with the faculty, calmly and professionally speak with him/her after class if they are available. Make an appointment with them if they are not immediately available after class.)
20. Raise a hand to indicate a question, comment, or emergency as a courtesy to faculty and classmates. Remember, your questions are NOT an imposition- they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask. Ask questions! You'll learn more, it makes class more interesting, and you will help others learn.
21. Respect the need to request an individual meeting with faculty for review of an exam within one week following exam administration.
22. Make arrangements if an emergency arises which requires any absences from class. You are responsible for getting the notes and all other information covered in class from a peer. Faculty will not provide content make-up materials if you miss a class day.
23. Respect the rules of the syllabus. (Content of exams/quizzes/calculations of grades earned are NOT a starting point for negotiation. Faculty are willing to work with you to meet learning needs, but will

NOT negotiate individual terms with students).

By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program. I will comply with the requirements as delineated. It is my understanding that this signed form will become part of my permanent file.

Student Name (Printed): _____

Student Signature: _____

Date: _____

HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

This Health Information Confidentiality Agreement ("Agreement") applies to the student whose signature appears below ("Student") and who has access to protected health information ("PHI") maintained, received, or created by FACILITY. As used in this Agreement, "FACILITY" includes any and all facilities listed in Attachment A, attached hereto and made a part hereof by reference, where Student receives training. Attachment A may be updated by Angelina College upon at least ten (10) days' written notice to students. This Agreement shall be effective from the date listed below (the "Effective Date") until Student completes training at every applicable FACILITY.

Please read all sections of this Agreement, in addition to FACILITY's privacy and security policies and procedures, before signing below.

FACILITY has a legal and ethical responsibility to safeguard the privacy of all FACILITY patients and to protect the confidentiality of their health information. In the course of your training at FACILITY, you may hear information that relates to a patient's health, read or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, FACILITY requests that you agree to the following as a condition of your training:

Confidential PHI

I understand that all health information which may in any way identify a patient or relate to a patient's health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.

Prohibited Use and Disclosure

I agree that, except as required for training purposes or as directed by FACILITY, I will not at any time during or after my training at FACILITY speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by FACILITY. I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without a necessary, legitimate, work or training-related reason. I shall not, nor shall I permit any person to, inappropriately examine or photocopy a patient record or remove a patient record from FACILITY.

Safeguards

When PHI must be discussed with other healthcare practitioners in the course of my training at FACILITY, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient's care.

I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement. I will not at any time reveal to anyone my confidential access codes to FACILITY's information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that FACILITY may, at any time, monitor and audit my use of the electronic/automated patient record and information systems. Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

Training and Policies and Procedures

I certify that I have read FACILITY's policies and procedures, completed the training courses offered by FACILITY, and shall abide by FACILITY's policies and procedures governing the protection of PHI.

Return or Destruction of Health Information

If, as part of my training, I must take PHI off the premises of FACILITY, I shall ensure that I have FACILITY's permission to do so, I shall protect the PHI from disclosure to others, and I shall ensure that all of the PHI, in any form, is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

Termination

At the end of my training at FACILITY, I will make sure that I take no PHI with me, and that all PHI in any form is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

Sanctions

I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to FACILITY and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at FACILITY.

Reporting of Non-Permitted Use

I agree to immediately report to FACILITY any unauthorized use or disclosure of PHI by any person. The persons to whom I report unauthorized uses and disclosures for FACILITY are listed in Attachment A.

Disclosure to Third Parties

I understand that I am not authorized to share or disclose any PHI with or to anyone who is not part of FACILITY's workforce, unless otherwise permitted by this Agreement.

Agents of the Department of Health and Human Services

I agree to cooperate with any investigation by the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any agent or employee of HHS or other oversight agency, for the purpose of determining whether FACILITY is in compliance with federal or state privacy laws.

Disclosures Required by Law

I understand that nothing in this Agreement prevents me from using or disclosing PHI if I am required by law to use or disclose PHI.

By my signature below, I agree to abide by all the terms and conditions of this Agreement.

Student Name:

Signature:

NOTIFICATION TO STUDENTS

The Health Careers Dean has the right and authority to withdraw any Nursing Student from a course that requires direct patient care for all of the following reasons (this is not an exhaustive list, therefore it is not limited to) safety concerns, violation(s) of agency's policies or procedures, violation of state or federal law(s), or any violation of the agency's rules, policies and procedures, or standards noted in the Angelina College Catalog or Student Nurse Handbook.

In accordance with Texas Occupational Code, Chapter fifty-three, all applicants and enrolled students in pursuit of an occupational degree with licensure must be notified of possible ineligibility. Admission to and/or completion of an Angelina College Health Careers program does not ensure licensure eligibility. An 'occupational license' is a license, certificate, registration, permit, or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation. Moreover, ineligibility is determined by the corresponding occupational organization that provides approval for the licensure or examination for licensure. Some reasons for ineligibility could be, but are not limited to, an overall criminal history, criminal conviction, substance abuse, a mental health issue or certain singular criminal or other acts of violation of the current guidelines or state/local restrictions issued by the applicable licensing authority. Any student or prospective student declared ineligible has the right to request a criminal history evaluation letter from the licensing agency.

All Health Careers students (nursing students) are responsible for maintaining a clear criminal background check (CBC) and/or reporting a change in their CBC status to the appropriate licensure entity for disciplinary action. The student must also notify the Dean and the Director of Nursing of the change in the CBC. Failure to contact the licensing agency and administration in Health Careers may result in the student/graduate being ineligible to take the licensing examination (NCLEX-RN or NCLEX-PN) or obtaining a license. The student's signature below indicates his or her acknowledgment of the responsibility to report his or her status to the appropriate entity, thus Angelina College is not responsible for his or her failure to report.

A student signature is required to demonstrate acknowledgment of these notifications.

Applicant/Student Signature

Date

Angelina College Department of Nursing Photo Release Form

I, _____ hereby grant to Angelina

College the right (Full Printed Name)

to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of college related photographs, voice recordings or video recorded images of the undersigned student for use in connection with the activities of the college or for promoting, publicizing or explaining the school or its activities. This grant included, without limitation, the right to publish or display such images in its academic programs, in the college's programs, in the college's newspaper, alumni magazine/annual report, on the college's website, and public relations/promotional materials, such as marketing and admissions publications, advertisements, fund-raising materials and other college-related publication. These images may appear in any of the wide variety of formats and media now available to the school and that may be available in the future, including but not limited to print, broadcast, video recording, CD-ROM and electronic/online media. All photos and recordings taken are without compensation to me. All electronic or non-electronic negatives, positives, videos and prints are owned by the college.

I hereby acknowledge that I am 18 years of age or older and have read and understand the terms of this release.

Signature: _____ Date _____

Address _____
Street Apt# City State Zip

Angelina College Nursing Program HIPAA Student Non-Disclosure Acknowledgement

Angelina College has a legal and ethical responsibility to safeguard the privacy of all patients/clients and protect the confidentiality of their protected health information. In the course of my student work, I may come into possession of confidential protected health information, even though I may not be directly involved in providing patient/client care or services to that individual.

I understand that such information must be maintained in the strictest of confidence. As a condition of my academic assignment, I hereby agree that, unless directed by my supervisor, I will not at any time during or after my academic assignment disclose any protected health information to any person whatsoever or permit any person whatsoever to examine or make copies of any reports or other documents prepared by me, coming into my possession, or under my control. I will not remove any document from the medical record, or photocopy the document showing the patient/client's name or identifying numbers.

When protected health information must be discussed with other students, faculty, and/or healthcare practitioners in the course of my work, I will use discretion to ensure that such conversations cannot be overheard by others who are not involved in the care of said patient/client.

I understand that violation of this agreement will result in disciplinary action and probable dismissal from the nursing program.

Student Signature: _____

Date:

Student ID Number: _____

Student's Printed Name: _____

Latex Allergy Consent Form

Each student is responsible to communicate their own allergy and latex-free accommodation request to the faculty, clinics or appropriate personnel as needed. Faculty may ask to see this checklist and authorization for accommodation; keep this document so it is available as needed.

_____ I wish to continue Nursing Program at Angelina College. Please read the following:

_____ I have discussed my latex allergy and my exposure to latex in the health care environment with my primary healthcare provider.

_____ I have read the CDC's latex information at:
<https://www.cdc.gov/niosh/topics/latex/default.html>

_____ I understand my latex exposure risk as a Nursing (ADN and VN) program student and my exposure risk as a health care professional.

_____ I understand that non-latex gloves will be available upon request during classes, after documentation of a latex allergy is provided to the Faculty and Nursing Programs Director.

_____ I understand that accommodations will not be made for other students in the class that are not allergic to latex, so I remain at risk of airborne latex exposure.

_____ I understand that Angelina College cannot guarantee a latex-free environment during clinical rotations.

_____ I agree to release and hold harmless Angelina College and all clinical agencies from the liability of exposure to latex.

_____ I wish to discontinue my education in the Nursing Program _____ ADN; _____ VN at Angelina College. I will speak with an advisor about changing/dropping my classes and re-evaluating my educational program.

Student	Date	Student ID Number
----------------	-------------	--------------------------

	Date:	
Signature Parent/Guardian for students under the age of 18		

AUTHORIZATION FOR LATEX-FREE ACCOMMODATIONS

This student has submitted medical records documenting a latex allergy as required by Angelina College for participation in the Nursing Program(s). Accommodations for latex-free gloves should be permitted for this student.

Program Director	Date
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ANGELINA COLLEGE DEPARTMENT OF NURSING HANDBOOK ACKNOWLEDGEMENT FORM

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

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 the form, you will be required to turn this form in and it will be placed in your student file.