This student handbook contains detailed information specific to the Associates Degree Nursing Program. Updates may be made at any time. Students will be notified of changes via Amarillo College email. It is the responsibility of the student to be aware of revisions in the current Student Handbook.

Amarillo College is an equal opportunity college. It is the policy of Amarillo College not to discriminate on the basis of sex, disability, race, color, age, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, as amended, Section 504, Title VI, and Age Discrimination Act of 1978.

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact disAbility Services (Student Service Center, Room 122, Phone 345-5639) as soon as possible.

Revised 09/16
# Table of Contents

**General Information**
- Foreword .................................................................................................................. 1
- Message from the ADN Program Faculty ................................................................. 1
- Administrative Information ...................................................................................... 2
- Nursing Curriculum Development, Implementation and Evaluation ....................... 3
- ADN Program Mission ............................................................................................... 3
- ADN Program Philosophy and Organizing Framework ........................................... 3a
- Glossary .................................................................................................................. 4
- Curriculum Statement .............................................................................................. 7
- ADN Program Student Learning Outcomes ............................................................ 7

**Professional Conduct** ............................................................................................ 8
- American Nurses Association’s Code of Ethics for Nurses ....................................... 8
- Social Networking Policy for Nursing Students ....................................................... 8

**General Nursing Policies** ...................................................................................... 10
- Admission to the Traditional Generic Program ...................................................... 10
- Admission to the Fast Forward Transition Option .................................................. 12
- Progression in the Fast Forward Associate Degree Nursing Option ....................... 13
- Academic Progression and Graduation Requirements for All Students .................. 13
- Policies for Re-enrollment, Re-admission, and Transfer Students ............................ 14
- General Conduct Requirements ............................................................................... 14
- Disciplinary Action and Program Dismissal ............................................................ 15
- Due Process ........................................................................................................... 15
- Procedure for Communicating and Resolving Student Concerns ............................. 15
- Criminal Background Check ................................................................................... 17
- Texas Board of Nursing Requirements for RN Licensure ....................................... 17
- Professional Liability Insurance ............................................................................ 19
- Immunizations ....................................................................................................... 20
- TB Skin Test .......................................................................................................... 20
- CPR Certification .................................................................................................... 20
- Student Records ..................................................................................................... 21
- Attendance Policy ................................................................................................... 21

**Clinical Policies** ..................................................................................................... 21
- Clinical Information ................................................................................................. 21
- Clinical Warnings .................................................................................................... 23
- Clinical Failure Policy .............................................................................................. 24
- Medication Administration and Intravenous Therapy .............................................. 24
Student Dress Code Policy for Clinical ........................................................................... 25

NURSING STUDENT SUPPORT SERVICES ................................................................. 27
Nursing Resource Center (NRC) and Clinical Simulation Lab ...................................... 27
Advising and Tutoring...................................................................................................... 30

AWARDS/SCHOLARSHIPS ............................................................................................ 30
Nursing Awards ............................................................................................................... 30
Scholarships .................................................................................................................... 31

NURSING STUDENT CLUB ........................................................................................... 31

EVALUATION AND GRADING .................................................................................... 31
Grading System ............................................................................................................... 31
Examination Policies for Didactic Courses .................................................................... 32
Student Testing Policy .................................................................................................... 32
Student Academic Violations Policy ............................................................................. 33

TEXAS BON DIFFERENTIATED ESSENTIAL COMPETENCIES .............................. 33
Member of the Profession .............................................................................................. 33
Provider of Patient-Centered Care .............................................................................. 34
Patient Safety Advocate ............................................................................................... 34
Member of the Health Care Team ................................................................................ 34

NATIONAL LEAGUE FOR NURSING EDUCATIONAL COMPETENCIES .......... 35
Human Flourishing ......................................................................................................... 35
Nursing Judgment ........................................................................................................... 35
Professional Identity ...................................................................................................... 35
Spirit of Inquiry .............................................................................................................. 35

NURSING LAW AND RULES .................................................................................... 35
Nursing Practice Act ...................................................................................................... 35
Rules and Regulations ................................................................................................. 35

PETITION FOR DECLARATORY ORDER ...................................................................... 35

APPENDIX

A. Associate Degree Nursing Program
   Traditional Generic Degree Plan ............................................................................ 36
B. Associate Degree Nursing Program
   LVN to ADN Transition Option Degree Plan ............................................................ 37
C. Social Networking Policy for Nursing Students
   2nd Copy for Student ............................................................................................... 38
D. Acknowledgment of Traditional Generic Requirements ........................................ 40
2nd Copy for Student................................................................................................................. 41

E. Acknowledgement of LVN to ADN Transition Requirements................................. 42
2nd Copy for Student .............................................................................................................43

F. Student Disclosure Statement .................................................................................... 44
2nd Copy for Student .............................................................................................................45

G. Release and Waiver of Liability ................................................................................ 46
2nd Copy for Student .............................................................................................................47

H. Licensure Eligibility Notification Form .................................................................... 48
2nd Copy for Student .............................................................................................................49
GENERAL INFORMATION

Foreword
Welcome to the Associate Degree Nursing (ADN) Program at Amarillo College (AC). We are pleased to provide you with the ADN Student Handbook to assist you with your educational process while you are enrolled in the ADN Program. Reading the ADN Student Handbook is an individual student responsibility, and each student is held accountable for the contents of the ADN Student Handbook. ADN students should also be familiar with the contents of the Amarillo College Catalog and the Amarillo College Student Planner. Copies of the AC Catalog and AC Student Planner are available to students online at the AC web site, www.actx.edu.

Message from the Associate Degree Nursing Program Faculty
The ADN Student Handbook has been prepared for students by the ADN Faculty. The purpose of the ADN Student Handbook is to provide important information to you as a nursing student about your rights and responsibilities. Within the pages of the ADN Student Handbook, you will find the program philosophy and organizing framework, curriculum requirements, general nursing and clinical policies, evaluation and grading policies, and other essential information.

The nursing profession requires the highest standards of professional conduct of its members. The ADN Student Handbook contains the provisions of the American Nurses Association’s “Code of Ethics for Nurses”, which function as a framework for the professional behavior of all nurses and nursing students. The “Standards for Nursing Practice”, which govern the performance and conduct of nurses and nursing students in the state of Texas can be found at the Board of Nursing (BON) web site, www.bon.texas.gov. Nursing students must also conform their behavior to the “Student Code of Conduct”, which can be located in the Amarillo College Student Rights and Responsibilities bulletin.

Graduates of the Associate Degree Nursing Program must meet three major requirements:

Academic Achievement
The practice of nursing requires practitioners who possess extensive specialized knowledge and skills as well as the ability to think in a critical manner. All nursing courses are comprehensive and rigorous in nature and require a special commitment by the student to master the requirements.

Clinical Achievement
The entire nursing curriculum is designed to provide the necessary knowledge and skills for the student to provide nursing care in a clinical setting utilizing the systematic process. At the completion of the program, the graduate is prepared to function as an entry-level practitioner in a variety of clinical healthcare settings.

Personal Development
The ADN faculty is interested in the total development of each nursing student. Many services are available at Amarillo College to assist students with personal development, such as the Student Government Association (SGA), Student Nurses Association (SNA), Advising Department, Adult Student Services, disAbility Services, etc. Students are encouraged to participate in social activities of the College and nursing program as time permits.
Administrative Information

The President of the College has the overall responsibility for the organization and administration of the College. The President is responsible to the elected members of the Amarillo College Board of Regents. The Vice President of Academic Affairs (VPAA) is responsible for the academic divisions of the College.

The Dean of the Health Sciences Division is the appointed administrator of the College’s Associate Degree Nursing (ADN) and Vocational Nursing (VN) Programs. The Dean reports to the VPAA. The responsibilities of the ADN Program Director include, but are not limited to:

- Organizing the ADN Program educational activities
- Employing qualified ADN faculty and staff
- Developing the philosophy, purposes, outcomes, and organizing framework for the ADN Program in cooperation with the faculty members
- Recruiting and advising of ADN students
- Budgeting and financial accountability of the ADN Program
- Developing policies and procedures that are specific to the ADN Program
- Promoting involvement of community agencies as partners in the education of ADN students, including the initiation of affiliation agreements.
- Representing the ADN program within the college, the community, the state, and on a national level

The ADN Assistant Program Director, who is appointed by the ADN Program Director, assumes responsibility for specific delegated activities in the planning, implementation, and evaluation of processes and procedures in the ADN Program. The responsibilities of the ADN Assistant Program Director include, but are not limited to:

- Being a resource for faculty and staff of the ADN Program and college
- Performing duties at the discretion of the ADN Program Director
- Being a resource person in relation to the rules and regulations of the Texas Board of Nursing and Accreditation Commission for Education in Nursing standards
- Communicates information between teams and the ADN Program Director and information to others outside the team as indicated.

To implement the nursing curriculum, the nursing faculty is organized into teaching teams with a Team Coordinator designated for specific groups of courses. Each Team Coordinator:

- Assumes the overall responsibility for the functions of the team in the classroom and clinical settings
- Assigns specific teaching activities to individual team members as needed
- Coordinates teaching activities of team members
- Communicates between the teaching team and students enrolled in team courses
- Communicates information within the team from other team members and from one team to another team
- Communicates information between teams and the ADN Program Director and information to others outside the team as indicated
- Reports to the ADN Program Director on teaching activities of the team, both in the classroom and clinical area
- Provides for orientation of new team members to curriculum, teaching responsibilities, community resources, and agencies
ADN faculty members work closely with nursing service personnel of the affiliated health care agencies to provide the best learning opportunities for the students. The faculty actively promotes close, working relationships between the nursing education and clinical practice arenas.

**Nursing Curriculum Development, Implementation, and Evaluation**

One of the major responsibilities of the faculty of the ADN Program at Amarillo College is the development of the nursing curriculum. This development is a cooperative process among the faculty, students, Advisory Committee, healthcare agencies, college administration, and the public. The ADN Program philosophy, organizing framework, and program outcomes provide the structure for curriculum development. State and national outcomes and competencies for ADN education, standards of practice for professional nursing, and best practices for teaching and learning are used as major guidelines for curriculum development.

The Curriculum and Staff Development Committee is responsible for all aspects of curriculum development, curriculum implementation and curriculum evaluation. This function requires commitment and team cooperation by faculty members and nursing students serving on the committee. Students can assist the faculty in identifying the critical content knowledge, attitudes, and skills which nursing students need to prepare for registered nurse licensure and practice.

In order to implement the curriculum, faculty has a major responsibility to identify and provide the best learning environments possible for nursing students. The Nursing Resource Center and various healthcare agencies, clinics, offices, and schools are utilized to meet the laboratory and clinical learning needs of nursing students in the ADN Program. Students play a key role in assisting the faculty to identify and to provide the best learning environments through participation with faculty in ongoing evaluation processes.

**ADN Program Mission**

To prepare students for professional nurse licensure and entry-level practice in response to community needs.
Nursing is a dynamic and evolving profession which is characterized by the provision and coordination of holistic patient-centered care within the health care system. The role of the professional nurse is to assist in the promotion, maintenance, and restoration of health through a systematic process and to enhance the safety and quality of patient care through communication, clinical reasoning, interdisciplinary collaboration, and use of information systems and technology. The unique role of the associate degree nurse is to provide and coordinate safe, compassionate, comprehensive nursing care as an interdisciplinary healthcare team member for patients and families within communities along the developmental lifespan. The practice of nursing is guided by a concern for quality of life and respect for human value, integrity, and diversity as well as an ethical/legal framework and professional standards and requirements.

**NURSING ROLES**
- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

**EDUCATION**
Nursing education is a process involving the acquisition of knowledge, skills, attitudes, and values of nursing combining evidence-based data with clinical excellence to improve the quality and safety of holistic patient-centered care. Students take a proactive role in this process by assuming responsibility and accountability for their own learning. Faculty facilitates this process by guiding, encouraging, and inspiring students to develop a spirit of inquiry, professional identity, clinical reasoning, and practice competency. Students and faculty share a personal and professional commitment to student success and nursing education as a lifelong learning process.

**GRADUATE**
The graduate of the ADN program is prepared to provide and coordinate safe, quality holistic patient-centered care as an entry-level professional nurse in a variety of health care settings. Program graduates meet established competencies of state regulatory agencies and national professional nursing organizations and are prepared to write the NCLEX-RN Examination.

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*Differentiated Essential Competencies for Graduates of Texas Nursing Programs-Associate Degree Nursing Texas Board of Nursing*
**Glossary**

**Accreditation** – Recognition held by this program after meeting the standards and criteria established by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC).

**Aggregate Program Outcomes** – Evaluation findings for graduate achievement of specific program outcomes, which include a minimum of performance on the national licensure exam, program completion rates, program satisfaction and job placement.

**Approval** – Status held by this program after meeting the professional nursing education requirements established by the Texas Board of Nursing.

**Basic Human Needs** – The essential requirements necessary for an individual to maintain physiological and psychological homeostasis.

**Care Coordination** – Managing resources designated for providing care, including facilities, equipment, technologies, human resources, and finances.

**Clinical Experience** – Faculty planned and guided learning experiences designed to meet the course student learning outcomes and to apply nursing knowledge and skills.

**Clinical Reasoning** – A process by which nurses process information, understand a patient problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process.

**Clinical Simulations** – Activities that create an environment designed to immerse students in critical thinking that encompass the cognitive, psychomotor and affective domains of learning through planned scenarios that may include, but are not limited to, virtual tools such as manikins, standardized patients, and role play.

**Collaboration** – A professional relationship in which individuals (1) share ideas and common goals, (2) stimulate creativity, and (3) display mutual respect in the assessment, planning, implementation, and evaluation of problems of the patient, family, and community.

**Collusion** – The unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**Communication** – The exchange of information from one individual to another. It is a complex, interactive process between individuals involving cognitive, spiritual, & emotional connections with others.

**Community Health** – Activities directly related to the health of an individual in the community, and will include at least one of the three levels of illness prevention. These activities are to be supervised by qualified professionals, and may require a preceptor.

**Community Service** – Assistance that is given for cause or purpose in the community, and does not require a licensed person (any lay person could provide this service).

**Compassionate** – Having an empathetic consciousness of human suffering and implementing nursing measures to alleviate distress. Sharing genuine care and concern for others.

**Competency** – The ability of the student to meet and/or exceed the standards of nursing care utilizing activities which reflect the cognitive, psychomotor, and affective domains of learning.

**Concept** – A complex of ideas classified at a level of generality that permits use of the ideas in a variety of related situations.

**Contract** – A clearly-defined, written agreement between agencies, groups, and/or individuals.

**Critical Thinking** – The process of purposeful, disciplined, comprehensive thought in order to clarify and improve understanding.
Curriculum – A program of study comprised of specific courses required, including content, organization, structural arrangement, and presentation of the learning experiences as selected by the faculty to achieve the stated mission and student learning outcomes of the educational program.

Developmental Lifespan – The physical, cognitive, social, emotional and spiritual development of humans through all life stages from birth to death. Life stages represent an individual’s chronological age and the developmental and maturational tasks specific for that age.

Distance Education- Instructional delivery that does not constrain the student to be physically present in the same location as the instructor. Audio, video, & computer technologies are common modes of delivery.

Diversity – Respecting and valuing all individuals regardless of culture, race, ethnicity, socioeconomic status, age, gender or disability. Nurses embrace and celebrate the rich dimensions of diversity within each individual.

Ethical/legal/professional – Ensuring safe care and demonstrating professional behaviors within standards of nursing practice.

Evaluation – The process of identifying progress toward achievement of established outcomes, using well-defined outcome criteria, judgment or appraisal.

Evidence-Based Nursing Practice – The process by which nurses make clinical decisions using the best available research, clinical expertise, and client preferences to improve the quality of care.

Health Maintenance – Preservation of an individual’s health status with interventions to prevent threats to optimum health.

Health Promotion – Assists individuals to acknowledge and accept responsibility for achieving the highest level of well-being possible.

Health Restoration – Assists individuals to improve health following health problems or illness.

Holism – The belief that a person is more than the sum of many parts.

Information Systems – Combining knowledge and skill of computer information systems with the nurse’s clinical expertise in the care of the patient.

Interdisciplinary – Refers to the involvement of members of different health care disciplines who rely on each other to meet priority needs of patients effectively and efficiently.

Interdisciplinary Collaboration – The positive interactions of nurses with other health professionals, who bring their unique skills and knowledge to assist patients and families with their decision-making.

Module Objectives – Objectives for units of study in a course which allow the student to gather information and participate in learning activities toward meeting the course student learning outcomes.

Nursing Resource Center – A facility comprised of a learning resource area, skills labs, and a clinical simulation lab which provides the student an opportunity to utilize learning media resources, to practice nursing skills until competencies have been achieved, and to participate in clinical simulation experiences.

Nursing Roles – The nurse’s activity in practice as provider of care, coordinator of care, and member of a profession.

Nursing Values – Beliefs or ideals acquired during socialization into nursing, to which an individual is committed and which guide professional behavior.

Organizing Framework – A structured plan or design for curriculum content organization and presentation based on program student learning outcomes.

Patient-centered Care – A unique plan of care and decision-making in response to the values, beliefs, and preferences of patients and families.
Philosophy – The beliefs, concepts, and attitudes of a group that underlie a given branch of learning and provide the basis for the entire educational process.

Plagiarism -- The appropriating, buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

Practice Competency – Performing safe nursing skills within the cognitive, psychomotor, and affective domains of learning. Effective communication, collaboration, and competency in the domains of learning promote safe care within established standards of practice.

Professional Identity – The coherent self-image of the professional nurse who can integrate her/himself into various professional roles and situations which embrace his/her diverse educational, clinical, and life-experiences.

Professional Nurse – A registered nurse who embraces the values of nursing, is an expert in managing safe holistic patient-centered care, holds self accountable for enhancing the image of nursing, and is a role model for nurses and other members of the interdisciplinary team.

Quality – Ensuring safe, efficient, effective, and timely patient-centered care.

Research – A systematic process of collecting and logically analyzing information in order to answer questions or solve problems. Nursing research investigates health promotion and restoration as well as issues related to nursing education and administration.

Safety – Avoiding physical and psychological harm to others.

Scholarship – The transfer of the science and art of nursing from expert to novice and advancement of knowledge through teaching, application and discovery. Scholarship is reflected in faculty knowledge and skill in mentoring others.

Self-Directed Learning – Occurs when an individual assumes the responsibility for his own learning by identifying goals, planning learning experiences, and evaluating his own progress.

Skill Acquisition – To become competent in a specific task through sustained effort.

Spirit of Inquiry – Creating an ongoing curiosity about the best evidence to guide clinical decision-making in nursing practice.

Student Learning Outcomes:

Program Student Learning Outcomes – Outcomes to be achieved by the student by the end of the educational program.

Level Student Learning Outcomes – Outcomes that identify the degree of competency that the student demonstrates at specific intervals throughout the educational program.

Course Student Learning Outcomes – Outcomes that identify behaviors the student will be expected to demonstrate upon completion of a given course within the educational program.

Systematic Process – The identification of patient-centered problems and analysis of assessment data to develop a plan of nursing care that is based upon sound decision-making and clinical reasoning skills.
Curriculum Statement

The program 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 SLOs are organized by nursing roles and emphasize contemporary nursing practice concepts, such as safe, quality, compassionate, patient-centered care, interdisciplinary collaboration, care coordination, and clinical reasoning. The level SLOs flow from the program SLOs in a sequenced manner. Course SLOs are derived from the level SLOs. Course objectives are determined from the course SLOs, and course content is arranged and delivered in modules within the courses. 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, and culture, mathematics, and the social/behavioral and natural sciences. Principles from these general education courses support and reinforce the acquisition of critical knowledge, skills, attitudes and values in the nursing courses.

The didactic nursing courses include a clinical and/or laboratory component which allows the student to correlate theory with practice. Clinical and/or laboratory competencies 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.

ADN Program Student Learning Outcomes

The graduate of the ADN Program will:

In the Role of Member of the Profession:
1. Practice nursing within an ethical-legal framework and according to professional standards and requirements.
2. Assume responsibility and accountability for quality nursing care, continuing competence in nursing practice, and promotion of the profession.

In the Role of Provider of Patient-Centered Care:
3. Utilize a systematic process and clinical reasoning to promote, maintain, and restore the health of patients and their families within communities across the developmental lifespan.
4. Provide safe, compassionate holistic patient-centered care to diverse patients and their families.
5. Coordinate resources to provide comprehensive, quality care within the healthcare system to patients and families.

In the Role of Patient Safety Advocate:
6. Utilize evidence-based data to reduce patient risks and promote a safe and quality patient-care environment.
7. Comply with professional standards and regulations to promote and ensure patient safety.

In the Role of Member of the Healthcare Team:
8. Collaborate with patients, families, and the interdisciplinary healthcare team to promote and provide quality, holistic patient-centered care.
9. Utilize information systems and technology to efficiently manage and improve holistic patient-centered care.
10. Coordinate the nursing care of other team members through effective assignment, delegation, and supervision.
PROFESSIONAL CONDUCT

Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the nursing profession and thus assume specific responsibilities toward society, which are delineated in the Code of Ethics for Nurses, American Nurses Association (ANA), 2010. The provisions of the code and their interpretation provide guidance for nursing student behavior in relation to carrying out nursing responsibilities within the framework of ethical decision-making.

ANA Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Social Networking Policy for Nursing Students

The Social Networking Policy for Nursing Students was developed by the ADN faculty to provide students with guidance that will enable them to enjoy the benefits of social media while avoiding violations in confidentiality, privacy and professional boundaries.

Supportive Information:

1. Social media or networks are Internet sites that provide a way for people to communicate with each other. Social networking is the process or practice of using social networks to create and maintain relationships among individuals, groups, organizations, and communities. Examples of sites include but are not limited to Facebook, Twitter, MySpace, YouTube, LinkedIn, CaringBridge, Picasa and Classmates (Anderson & Puckrin, 2011).

2. Social networking can be helpful to students by assisting them to make connections with classmates with similar interests and goals, to form study groups, and to meet other students, faculty, and staff (Walden, 2011).
3. Students have an ethical and legal obligation to understand that online content and behavior has the potential to either enhance or undermine the nursing profession (American Nurses Association, 2011).

4. Students must understand that they are placing their future careers at risk when they divulge information about patients or the patient's family on the Internet. A boundary violation can also occur if offensive language and bullying behavior is used or intimate photos or images are uploaded on social networking sites (National Council of State Boards of Nursing, 2011; Texas Board of Nursing, 2011; Texas Board of Nursing, 2010).

5. Amarillo College expects high standards of conduct from its students. Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of others (Amarillo College, Student Rights and Responsibilities Student Code of Conduct, 2013-2014).

6. Students must be courteous and use common sense when using information technology to communicate with other individuals at Amarillo College. Using Amarillo College’s information technology resources to harass, threaten, slur, embarrass, libel, slander, or demean other individuals is explicitly prohibited (Amarillo College, Policy for Appropriate Use of Information Technology by Faculty, Staff and Students, 2011).

7. Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the nursing profession and must assume responsibilities toward society, which is delineated in the American Nurses Association Code of Ethics (Amarillo College ADN Student Handbook, 2013-2014).

**How to Avoid Problems with Social Networking:**

1. Remember that standards of professionalism are the same electronically as in any other circumstance.

2. Remember that future employers may view your information. Unprofessional conduct or language will reflect poorly on you.

3. Be careful what you share about yourself with others. Your information may be shared with others without your knowledge or consent.

4. Be kind and courteous to others when engaging in social networking.

5. Consider blocking access to your site by others who post inappropriately.

6. Be sure to promptly report to your instructor a violation in professional boundaries, confidentiality, and privacy.

7. Be sure you understand the American Nurses Association (ANA) Principles for Social Networking:

| Nurses must not transmit or place online individually identifiable patient information. | Nurses should take advantage of privacy settings and seek to separate personal and professional information online. |
| --- |
| Nurses must observe ethically prescribed professional patient-nurse boundaries. | Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities. |
| Nurses should understand that patients, colleagues, institutions, and employers may view postings. | Nurses should participate in developing institutional policies governing online conduct. |

**STUDENTS WHO FAIL TO ABIDE BY THE FOLLOWING SOCIAL NETWORKING POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING DISMISSAL FROM THE NURSING PROGRAM:**

1. Do not identify patients by name or post information that may lead to their identification including but not limited to initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation in the Health Insurance Portability and Accountability Act (HIPAA). It is possible that someone could identify the patient and the patient's family based on context.
2. **Do not** take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.

3. **Do not** have online contact with patients or their family members. Online contact with patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.

4. **Do not** post sexually explicit photos.

5. **Do not** post photos of manikin parts used for learning nursing skills.

6. **Do not** post photos of nursing skills performed in the Nursing Resource Center by faculty or students.

7. **Do not** make libelous, slanderous, bullying, threatening, harassing, profane, obscene, sexually explicit, racially or culturally derogatory, homophobic, or other offensive comments.

### GENERAL NURSING POLICIES

**Admission to the Traditional Generic ADN Program**

1. **Apply for admission to Amarillo College (AC)**

   - Applications are available on the AC web site, [www.actx.edu](http://www.actx.edu), at any AskAC counter, or by contacting the AskAC Center at 371-5000.

   - Complete the required Texas Success Initiative (TSI) assessment (THEA or Accuplacer) unless exempt. (Please go to [www.actx.edu/testing](http://www.actx.edu/testing) and click on TSI-Prospective Student.) The Amarillo College Testing Center is located in Room 101 of the Student Service Center at the Washington Street Campus. Call 371-5445 to schedule your assessment.

   - Make an appointment with the Nursing Academic Advisor, Susan Holstun McClure (356-3603), to obtain information regarding assessment results and general education requirements. The Nursing Academic Advisor’s office is located on the West Campus in Jones Hall, Room 258.

   - All students transferring course work to AC must complete the college admission process, including evaluation of all official transcripts by the Registrar’s Office before scheduling an Advising Session appointment with the Nursing Office.

2. **Contact the Nursing Office for an Application Orientation appointment**

   - Application Orientation Sessions are held throughout the year on the West Campus to provide interested students with information about nursing as a career and the particular requirements of the ADN Program.

   - During these 1½ to 2 hour-sessions, academic advisors and nursing faculty members assist students to develop individual programs of study for the Associate Degree in Nursing (ADN).

   - Registration for Application Orientation Sessions can be made by contacting the Nursing Office at 354-6010.

   - Students who intend to transfer course work to AC from other colleges or universities may not schedule an Advising Session appointment without an admission acceptance letter from AC and evaluation of all official transcripts by the Registrar’s Office at AC.
3. Apply for admission to the ADN Program

- Students apply for admission to the Traditional Generic ADN Program during the semester immediately prior to anticipated enrollment in RNSG 1309: Introduction to Nursing & RNSG 1105: Nursing Skills I.

- The application packet for admission to the Traditional Generic ADN Program is available in the Nursing Office, West Campus, Jones Hall, room 251.

- The completed application must be submitted to the Nursing Office no later than the close of business on Wednesday of the 13th week of the semester prior to planned enrollment in RNSG 1209: Introduction to Nursing and RNSG 1105: Nursing Skills I.

- All students applying for admission to the ADN Program must take a standardized admission assessment examination called the HESI Admission Assessment (A2) Exam. This exam is a proctored, computerized exam that must be taken at the AC West Campus Computing Center. Three specific content exams, which are a part of the A2 Exam, must be taken. These three specific content exams are: 1) Math Exam; 2) Reading Comprehension Exam; and 3) Vocabulary and General Knowledge Exam. **A score of 80 or greater must be achieved on each of these three content exams during a single test administration for a student to be eligible to apply for program admission.**

Candidates for program admission will also take a Learning Styles Inventory and Personality Profile as part of the A2 Exam, but scores from this inventory and profile will not be included in the composite A2 Exam score used for calculating program admission points. Prospective applicants may take the A2 Exam one time during each program admission period. The overall examination average (composite), used in the admission points system, is valid only during the admission period the A2 Exam is taken.

**Selection of students for the Traditional Generic ADN Program will be determined on the basis of available spaces and the following points system:**

<table>
<thead>
<tr>
<th>Grade point average (GPA)</th>
<th>Must have overall GPA of 2.5 or equivalent in general education requirements for the ADN program of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESI A2 Admission Assessment Exam –</td>
<td>(There will be no rounding of the HESI (A2) Exam content scores,)</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>30 pts.</td>
</tr>
<tr>
<td>Reading</td>
<td>30 pts</td>
</tr>
<tr>
<td>Math</td>
<td>25 pts</td>
</tr>
<tr>
<td>Number of required general education courses completed with a C or better</td>
<td>4-7 courses</td>
</tr>
<tr>
<td>Associates Degree and above</td>
<td>5 pts.</td>
</tr>
<tr>
<td>Degree in Health Care related discipline</td>
<td>5 pts.</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>100 pts.</td>
</tr>
</tbody>
</table>

4. Progression Criteria

- Students must have a grade of “C” or better in all required courses in order to progress to the next level in the nursing program.

- Any didactic nursing course with a required co-requisite clinical course is integrated and inseparable from the clinical course; therefore, a student must pass both courses with a “C” or better in the same semester in order to be eligible to enroll in the next level of courses.

- Students admitted to the Traditional Generic Program in spring 2014 and thereafter are ineligible to continue in the program when they have two or more course failures. A course failure means a grade of “D” or “F” and when a student withdraws (drops) from a course
5. Additional Notes

- Students must be eligible to enroll in a college-level math course and Anatomy and Physiology I to apply for program admission.
- Students must reapply each semester to be considered for program admission.
- Nursing courses must be taken in the sequential order defined by the ADN Program of Study.

Admission to the LVN to ADN Transition Option

1. Qualifications

- Candidates for advanced placement credit in the LVN to ADN Transition Option of the ADN Program include licensed vocational nurses (LVN’s) with current, unencumbered Texas licensure.

- Individuals who have been inactive in Vocational Nursing practice for more than four (4) years from the date of application or who have not been enrolled in a vocational nursing program in the four (4) years from the date of application are not eligible for admission to the LVN to ADN Transition Option.

2. Admission Criteria

- Meet all requirements for admission to Amarillo College (AC).
- Meet the admission requirements for the Transition Option of the ADN Program.
  - Attend a Transition Application Orientation session.
  - Take the HESI Admission Assessment (A2) Exam. Applicants must score 80 or greater on each of the three required content exams during a single test period in order to be eligible to apply for admission to the Transition Option. The HESI A2 Exam may be taken one time during each admission period.
  - HESI A2 scores are valid for one year. For example, HESO A2 taken on October 10, 2016 is valid through October 10, 2017.
  - Currently enrolled AC VN Level 2 students who have achieved 80 or above on each section of the HESI A2 from only a single testing period for admission to the AC VN Program may use these scores to apply to the Transition Option of the ADN Program if the student has not had any failures or withdrawals in the VN Program. Scores are only valid when the student graduates from the VN Program and begins the Transition Option the following semester. For example, a student would have to repeat the HESI A2 if they graduated from the AC VN Program in spring 2016 and did not make application for admission to the Transition Option until spring 2017. AC VN Level 2 students not achieving 80 or above in each section of the HESI A2 upon admission to the VN Program, may take the exam one time during a current application period for the Transition Option.
  - Complete an application for admission to the Transition Option.
  - Provide two letters of reference from current work supervisors or, if not employed, then provide two letters of reference from current or former vocational nursing (VN) program instructors.
  - Provide copies of all general education academic transfer course work. Acceptance of general education academic transfer course work will be governed by AC policy.
Complete all academic courses, which are prerequisites to the Transition Option with grade “C” or better.

Selection of students for admission to the LVN to ADN Transition Option is determined on the basis of available spaces and, if necessary, the following points system:

| Grade point average (GPA) |  
|--------------------------|--------------------------------------------------|
| Must have overall GPA of 2.5 or equivalent in general education requirements for the ADN program of study |  

| HESI A2 Admission Assessment Exam – (There will be no rounding of the HESI (A2) Exam content scores.) |  
|--------------------------------------------------|--------------------------------------------------|
| • Vocabulary & General Knowledge | 30 pts.  
| • Reading | 30 pts.  
| • Math | 25 pts.  

| Number of required general education courses completed with a C or better, 4-7 courses | 5 pts.  
| Associates Degree and above | 5 pts.  
| Degree in Health Care related discipline | 5 pts.  
| Total Possible Points | 100 pts.  

3. Progression Criteria

- Students must have a grade of “C” or better in all required nursing courses and general education courses in the course of study to progress to the next level in the Transition Option.

- Students must have a grade of “C” or better in all required nursing courses and general education courses in the course of study to graduate from the ADN Program Transition Option.

- Any didactic (classroom/online) nursing course with a required co-requisite clinical course is integrated and inseparable from the clinical course; therefore, a student must pass both courses with a “C” or better in the same semester in order to be eligible to enroll in the next level of courses.

- Students admitted to the Transition Option in spring 2015 and thereafter, are ineligible to continue in the Program when they have two course failures. A course failure means a grade of ‘D’ or ‘F’ and when a student withdraws (drops) from a nursing course.

4. Awarding of Credit

- Credit will be awarded for RNSG 1309, RNSG 1105, RNSG 1331, RNSG 1362, RNSG 1247 and RNSG 1263 following the successful completion of RNSG 1227 and RNSG 1261 and 18 hours in residence at AC.

- A posting fee of $5.00 per credit hour is required and is payable to the Amarillo College Business Office. Payment of the petition for credit fee is required prior to enrollment in any Level IV course: RNSG 2231, RNSG 2262, RNSG 2221, RNSG 2263.

Academic Progression and Graduation Requirements for All Students

The following apply to all ADN students regardless of program option. All ADN students must:

- Meet all general academic progression and graduation requirements of Amarillo College (see AC Catalog).

- Meet the special academic progression and graduation requirements of the ADN Program:
• After admission to any ADN program option, a student is guaranteed a space in each sequential nursing course(s) as long as the student is enrolled and attending each fall and spring semester. See program policies for re-enrollment and re-admission.
• College credit by examination for nursing courses is not permitted.

Policies for Re-admission, Progression, and Transfer Students

1. Re-admission/Progression Process
• Interruptions in usual program progression may occur as a result of student withdrawal, non-enrollment, or a course failure in the program sequence.

• Students requesting re-admission/progression must complete the Petition for Readmission to ADN Program Form located on the Amarillo College ADN Website. This form will be reviewed by the Admission and Progression Committee and the Committee will notify the student of re-admission/progression status. Incomplete forms will not be considered by the Admission and Progression Committee. Deadlines for completing and submitting the Re-admission Form to the Admission and Progression Committee are as follows:
  ➢ Fall re-enrollment- May 1
  ➢ Spring re-enrollment- December 1

• Space availability for re-enrollment is determined by the following priorities:
  ➢ Priority 1- Students who withdrew for extenuating and/or health reasons and had a minimum didactic and clinical grade of a “C” or better at the time of course program withdrawal.
  ➢ Priority 2- Students who withdrew on or before the last day to withdraw who did not have a grade of “C” or better in didactic and/or clinical courses at the time of course/program withdrawal.
  ➢ Priority 3- Students who withdrew from a course/program for failure to meet specific didactic and/or clinical course requirements, such as immunizations and CPR requirements.

2. Re-admission Process
• Students who have an interruption in program progression of more than one semester may request re-admission from the Admission and Progression Committee.

• Students may request re-admission to any program option only once time.

• Students who cannot complete the program option within 4 years of initial program enrollment will not be considered for re-admission. To qualify for re-admission consideration, no nursing course may be more than 4 years old at the time of projected graduation.

• Students who withdrew from the ADN program for academic reasons and then successfully completed a vocational nursing program may request re-admission to the ADN Program through the Fast Forward Transition Option by completing and submitting the Re-enrollment or Re-admission Form to the Admission and Progression Committee by the dates indicated.

3. Student Transfer
• A student who is ineligible to continue in any other program of nursing will not be considered for transfer to any of the ADN Program options.
General Conduct Requirements

The student must:

- Comply at all times with all college and ADN Program policies.
- Be present and on time for class and clinical experiences.
- Wear the student uniform during clinical experiences and meet the minimum dress code standards of the healthcare agency.
- At all times be in good mental and physical health. A student may be required to obtain a physician’s statement attesting to his/her mental and/or physical health in order to remain enrolled in a nursing course and/or the ADN program.
- At all times comply with the policies of the healthcare agency in which clinical experiences are obtained.

Disciplinary Action and Program Dismissal

Nursing students are obligated to function at all times within the framework of the ANA Code of Ethics for Nurses and the Amarillo College Student Code of Conduct, which is published in the Amarillo College Student Rights and Responsibilities bulletin. Both professional misconduct and scholastic dishonesty by nursing students are subject to disciplinary action, up to and including program dismissal.

In addition, nursing students are also subject to disciplinary action up to and including program dismissal, for any demonstration of the following behaviors or actions as delineated by 22 Texas Administrative Code 215.8(d), including, but not limited to:

- Evidence of actual or potential harm to patients, clients, or the public;
- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;
- Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
- The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the faculty, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, Texas Board of Nursing rules and regulations, and generally accepted standards of nursing practice including , but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

Any nursing student recommended for disciplinary action or program dismissal for professional misconduct or scholastic dishonesty will be so notified by the program director in writing in a timely manner.

Due Process

Students who are disciplined or dismissed from the nursing program have the right to due process. Student due process rights are outlined in the Amarillo College Student Rights and Responsibilities bulletin. This document is available on the Amarillo College website at www.actx.edu and FLD of the Amarillo Junior College District’s Board of Regents Policy Manual.

Procedure for Communicating and Resolving Student Concerns

Course or Grade Complaints
Academic Grievances

A student who has a grievance concerning an academic course in which he or she is enrolled should make an appeal in the following order to the:

1. Instructor.
2. Team/Level Coordinator
3. Assistant Program Director
4. Program Director.
5. Academic Dean.
6. Vice President of Academic Affairs.
7. College President.

General Complaints

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

Representation

The student may be represented at any level of the complaint.

Discrimination Complaints

Any student who believes that he or she has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Associate Vice President of Student Affairs with the objective of reaching a reasonable solution. The Associate Vice President of Student Affairs shall advise the student of his or her options in the situation and notify the Director of Administrative Services/Human Resources of the College.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 days. The Associate Vice President of Student Affairs shall ensure that the aggrieved student’s rights to appropriate due process procedures are honored. If a hearing is held, the Vice President of Student Affairs and the Associate Vice President of Student Affairs shall conduct the hearing. The Vice President of Student Affairs and the Associate Vice President of Student Affairs will consult with the College legal counsel and render a decision in writing on the complaint within ten working days. If this decision is not to the student’s satisfaction, he or she may appeal the decision to the Vice President of Student Affairs within ten working days of the receipt of the written decision according to procedures at Level Two below.

Level One

For complaints other than those concerning discrimination, a student who has a complaint shall request a conference with the Associate Vice President of Student Affairs, who shall schedule and hold a conference with the student.

Level Two

If the outcome of the conference with the Associate Vice President of Student Affairs is not to the student’s satisfaction, the student has 15 calendar days to request a conference with the academic dean or Vice President of Student Affairs, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the
complaint and any evidence or witnesses in its support, the solution sought, the student’s signature, and the date of the conference with the academic dean or Associate Vice President of Student Affairs.

**Level Three**

If the outcome of the conference at Level Two is not to the student’s satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the Vice President of Student Affairs.

**Sexual Harassment**

**Student Complaint Procedure**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Vice President of Student Affairs or his designee in accordance with the procedures in the College’s complaints policy. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint. Nor shall a sexual harassment complaint be dismissed because it is not filed within certain timeframe.

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**Criminal Background Check**

- All students must submit to a criminal background check (CBC) as part of the acceptance process into the ADN Program. This policy is based on a standard of The Joint Commission (TJC), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities.

- The cost of the CBC is a student responsibility and is non-waiverable and non-refundable.

- The CBCs will be performed only by external vendors designated by the nursing program.

- Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

- **Acceptance into any ADN program option is conditional until the CBC has been cleared by affiliated clinical agencies requiring the CBC for clinical privileges.**

- In the event that a student enrolled in the ADN Program is convicted of a criminal offense at any time while enrolled in the program, the program director may require that the student repeat a CBC with the designated external vendor. The results of this repeat CBC will be made available to affiliated healthcare organizations or agencies, requiring CBC information, for a determination of eligibility for continued clinical privileges. If any affiliated healthcare organization or agency denies clinical privileges based on the repeat CBC, the student will not be allowed to continue enrollment in clinical courses. The inability to continue in clinical courses prohibits student progression and successful completion of the nursing program.

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**Texas Board of Nursing Requirements for RN Licensure**

The Texas Board of Nursing (BON) may deny licensure to any applicant who fails to demonstrate good professional character. A Department of Public Safety (DPS)/Federal Bureau of Investigation (FBI) criminal background check (CBC) is required in order for the BON to determine good professional
character and therefore eligibility for RN licensure. **The DPS/FBI background check is different and in addition to the background check required for clinical agency privileges.**

All students will complete the Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) Criminal Background Check (CBC) prior to beginning clinical experiences. This policy is based on requirements of the Texas Board of Nursing and is designed to assure student eligibility to practice as a Registered Nurse in Texas when beginning the program of study. Inability to provide evidence of eligibility to practice as a Registered Nurse in Texas prohibits program progression.

The cost of the DPS/FBI background check and fingerprint scan is the responsibility of the student. The cost of the DO petition review by the Texas BON Enforcement Department, if necessary, is also a student responsibility.

To facilitate the determination of eligibility for RN licensure, the AC ADN Program in the BON Student CBC Program. The BON Student CBC process is as follows:

- The Program Director will inform potential nursing program students of the BON DPS/FBI CBC during general advising sessions.

- The Program Director will conduct a presentation with new applicants or newly accepted students on the eligibility requirements for licensure. This presentation will include verbal and written information about the CBC and Fast Pass.

- Following the Program Director’s presentation, students will read and sign the Licensure Eligibility Notification Form that they have received verbal and written information. This form will be maintained in the student’s file in the Nursing Office.

- Each student will complete the BON Roster Information for Potential Nursing Graduates after they have read and signed the CBC Information Verification Form.

- The Program Director’s Administrative Assistant will use the completed forms (BON Roster Information for Potential Nursing Graduates) to create a roster of students newly accepted to the Nursing Program. Once the roster is verified by the Program Director, the Program Director’s Administrative Assistant will email the roster to Rosemary Riojas at the Texas Board of Nursing (BON). Ms. Riojas’ email address is as follows: (Rosemary.Riojas@bon.texas.gov).

- After receiving a confirmation email from the BON that the newly accepted student information has been entered into the BON system, students will be notified by the Program Director that they must arrange/complete a finger scanning appointment with MorphoTrust using the originator number (ORI) TX923490Z. The student will pay MorphoTrust for both fingerprint scanning services and the cost of the DPS/FBI background check.

- Once MorphoTrust has completed the CBC with the DPS, they will transmit the results to the BON. The BON will then do one of the following: (1) Mail a blue card to those students who have a clear CBC, (2) Correspond with students who have a positive CBC and request a petition for a Declaratory Order or (3) Correspond with students who have a rejected fingerprint scan and request another fingerprint scan.

- Students must submit a copy of the front and back of the blue or a copy of the Operations Outcome Letter, Enforcement Outcome Letter or an Eligibility Order postcard to the Program Director’s Administrative Assistant.

- Students who do not provide proof of the completed CBC and eligibility for licensure in the State of Texas will: (1) Not be allowed to attend clinical and (2) Will be required to withdraw from the clinical course(s) in which they are enrolled. For example, students must withdraw from RNSG 1362, which is
the clinical companion course to RNSG 1331 and VNSG 1260, which is the clinical companion course to VNSG 1400.

- After receipt of BON blue postcard or Declaratory Order Outcomes Letter, Operations Outcome Letter or Eligibility Order, students who were required to withdraw from nursing course(s) must be approved to re-enroll in nursing course(s) in a subsequent semester by the Program’s Admission and Progression Committee. Students must a petition letter to this committee for re-enrollment.

- If the CBC is positive, then the Texas BON will contact each student and request that the student complete a Declaratory Order (DO) of Eligibility for Licensure petition. The DO petition and instructions can be found on the Texas BON website at www.bon.texas.gov or the Texas BON may be contacted at 512-305-6838 for more information.

The Texas BON may also deny licensure to any applicant who demonstrates a lack of fitness to practice in regards to certain mental illnesses or addiction to alcohol or drugs. Applicants with a history of reportable mental illnesses and/or treatment for addiction to alcohol or drugs within five years of program admission should also petition the Texas BON for a decision about eligibility for RN licensure prior to entering or completing the nursing program. See the DO petition and instructions at the Texas BON website at www.bon.texas.gov or contact the BON at 512-305-6838 for additional information. Please note that the DO petition contains the list of reportable mental illnesses.

**Professional Liability Insurance**

Each nursing student enrolling in a clinical and/or lab course is required to carry professional liability insurance. Fees are collected at the time of registration to cover the cost of a blanket college student policy with a major insurance carrier.

**Policy on Professional Liability Insurance refunds:**

The Business Office will refund premiums to any student whose major code was in error or to any student who is not taking any health-related courses which have a clinical session.

- The Business Office will not refund fees after the first day of clinical and/or lab experience.
- The Business Office will check with the ADN Program Director before granting a refund.

**Immunizations**

All students enrolled in health-related courses, including nursing students, which will involve direct patient contact must meet the following Texas Department of State Health Services (DSHS) immunization requirements:

- One dose of a tetanus-diptheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).

- Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).

- Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.

- Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
• Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct
patient care or show serologic confirmation of immunity to hepatitis B virus.

• Students are required to have received one dose of varicella (chickenpox) vaccine on or after the
student’s first birthday or, if the first dose was administered on or after the student’s thirteenth birthday,
two doses of varicella (chickenpox) vaccine are required.

(Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64; amended to be effective May 25, 2010.)

The deadline for completion of all Texas DSHS immunization requirements will be at the time of
application for program admission.

All entering students, unless exempt, must show evidence of an initial bacterial meningitis vaccine or a
booster dose during the five-year period preceding, and at least 10 days prior to, the first day of the first
semester in which the student initially enrolls at an institution of higher education in Texas. Students,
including nursing students, who fail to provide evidence of bacterial meningitis vaccination to the college as
required will not be allowed to register for courses. See the AC web site, www.actx.edu for the definition of
an entering student, exemptions to bacterial meningitis vaccination, and the Evidence of Vaccination against
Bacterial Meningitis form.

Nursing students will be required to obtain an influenza vaccination each flu season in order to participate
in direct patient care in affiliated healthcare agencies.

TB Skin Test

All students must present documentation of a negative tuberculin skin test (PPD) administered within one
year of beginning clinical activities involving direct patient care or present evidence of a negative chest x-ray
for tuberculosis (TB) taken within the last year. Repeat chest x-rays are not required during enrollment in
the nursing program unless signs and symptoms of TB appear. Tuberculin skin tests must be repeated
yearly while students are enrolled in the nursing program.

CPR Certification

All students must be certified in Cardiopulmonary Resuscitation for Healthcare Providers in accordance
with the standards set by the American Heart Association prior to clinical experiences. Cardiopulmonary
Resuscitation for Healthcare Providers courses are offered in the community. Students are expected to
show proof of current CPR certification prior to participating in the clinical courses.

Student Records

Current records of students enrolled in the Associate Degree Nursing Program shall be on file and include
admission data, transcripts, clinical evaluations, contracts, and specific information concerning the individual
student. These records will be kept in a locked room in the Nursing Office.

Provisions shall be made for the protection of records against loss or destruction and invasion of privacy.
Permanent records of graduates shall include the application form, evaluation tools, contracts and all
transcripts. Students are required to sign an Amarillo College Division of Nursing Release and Waiver of
Liability form, Acknowledgment of Requirements form, and Student Disclosure Statement form. (See
Appendix for these forms.)
**Attendance Policy**

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class. Less than 90% attendance of class or lab may result in failure of the course.

Class roll will be taken for each class. Absences will be noted. Individuals not present for roll call will be recorded as absent. Any anticipated class/lab absence must be reported to the instructor.

See CLINICAL POLICIES for clinical absences information.

**CLINICAL POLICIES**

**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. (See “Release and Waiver of Liability”.)

2. **Assignments**

   Students in some clinical courses may be responsible for going to the clinical agency to obtain a patient assignment and gather data from the chart on the day before the clinical experience. Students should meet the patient prior to the clinical experience unless otherwise designated.

3. **Attendance**

   Students are responsible to report to the assigned clinical area on time and to be dressed according to the “Student Dress Code Policy for Clinical”.

   Clinical experience is an essential component of the program. Absenteeism jeopardizes the opportunity for successful completion of the course. Clinical absences must be reported to the instructor prior to pre-clinical conference. Failure to notify the instructor prior to pre-clinical conference may result in failure of the course. Students who arrive late to the clinical area may be asked to leave if report has been missed or arrival time is incongruent to providing appropriate patient care. Precepted students must also call the health care agency. Clinical absences will be made up at the discretion of the instructor. It is the responsibility of the student to contact the respective instructor regarding make-up assignments. Failure to do so will result in failure to meet the course outcomes. After an illness, a physician's statement may be required.

   Students will not be allowed to participate in the clinical experience without current immunizations, TB skin testing, and American Heart Association CPR for Healthcare Providers. A Class II Clinical Warning will be issued for no documentation of these requirements.

4. **Clinical Pre-Conference**

   Students are responsible for giving oral report to the instructor. Students who are unprepared will not be allowed to participate in patient care, will be dismissed from the clinical area, and may receive a clinical warning. This will constitute a clinical absence. Students may not report to the clinical setting until contact has been made with the instructor.

5. **Clinical Post-Conference**
Post conference is part of the clinical day. Students are to be present and on time for post conferences. Students are responsible for notifying the instructor one (1) hour before post conference if assistance is needed to complete the clinical assignment.

6. **Breaks and Mealtime**

Students will be given a twenty (20) minute break in the morning or afternoon and a thirty (30) minute meal break. Students should organize their workload to allow for breaks. 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 before leaving the clinical area. Smoking, eating or drinking beverages in the clinical area is not permitted.

7. **Fire/Disaster Procedures**

Students are responsible to know 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.)

8. **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.

9. **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.

10. **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. Students should not contact a doctor for personal reasons in the clinical agency.

11. **Nursing Plans of Care**

A plan of care for all patients prior to nursing intervention is required, unless otherwise specified. If the plan of care does not reflect safe patient care, the student may be sent off the unit, referred to the Nursing Resource Center, and have to make-up a clinical day.

12. **Parking Facilities**

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

13. **Permits**

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

14. **Personal Possessions**

Students should not bring valuables to the clinical area. Books should be labeled and kept in the conference room or at the discretion of the instructor.

15. **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.

16. **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 or pagers 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.

17. Appeals and Grievances
Consult the Amarillo College Student Rights and Responsibilities bulletin for details.

18. 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 are 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.

19. Care of Inmates
Students shall not be assigned to care for inmates while in the Associate Degree Nursing Program. Students shall not have any direct contact with inmates.

Clinical Warnings
A Clinical Warning is written documentation that the student is not meeting one or more competencies on the Clinical Performance Evaluation of Competencies (CPEC). This documentation is a method for the clinical instructor to clearly communicate with students about the area(s) of concern on the CPEC and provide them with direction on how to improve their performance. One serious incident could result in clinical failure.

Conduct which warrants a Clinical Warning includes, but is not limited to:

- **Student Handbook Clinical Policies**: arriving late for clinical, not following the student dress code
- **Performance of Skills**: medication errors, providing substandard care, performing a procedure incorrectly, not completing patient care on time, non-medication errors jeopardizing patient safety
- **Communication and Interaction**: inappropriate communication (verbal or nonverbal) to patients, faculty, staff or other students, breaching patient confidentiality
- **Written Work and Preparation**: not turning in written work on time, plan of care incomplete when arriving at clinical, unsatisfactory written work, not able to verbally articulate pathophysiology, or relate theory content to clinical setting
Clinical Failure Policy

1. A student, who fails a clinical course prior to the college withdrawal date for the semester or summer session, may withdraw from the course and receive a W in the clinical course.

2. A student who fails a clinical course after the college withdrawal date for the semester or summer session will receive the grade earned.

3. A student who fails a clinical course may elect to remain in the corresponding classroom course, take all tests including the final exam and receive a grade in the course at the end of the semester or summer session.

4. A student who fails a clinical course may elect to withdraw from the corresponding classroom course at any time prior to the college withdrawal date for the semester or summer session and receive a W in the classroom course.

Medication Administration and Intravenous Therapy

Any student not achieving 90% or greater on the Dosage and Solution Exam will not be able to meet the course competencies for medication administration and will not be allowed to attend any clinical course where medications are administered. Students achieving 90% will be required to review the question they missed with the instructor.

Students may retake the Dosage and Solution Exam only twice each semester. Students who do not achieve 90% or greater on the first scheduled exam and first retake test will be required to review the questions they missed with the instructor and be placed on contract for self-directed remediation. Students who do not achieve 90% or greater by the third attempt will fail the clinical course(s) that require the Dosage and Solution Test. The test for the third attempt will not be administered or proctored by an instructor in the same course or level as the student.

Students enrolled only in Mental Health Nursing (RNSG 2161) are not required to take the Dosage and Solution Exam. The summer sessions are considered one semester.

Chemotherapy/Cytotoxic/Experimental

These medications may not be administered by nursing students.

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.

Level I Students

- Students must be knowledgeable about all medications prior to administration. Students must be under the direct supervision of the clinical instructor in the preparation and administration of all medications including topical, oral and injections (intramuscular, subcutaneous, intradermal). Students may not perform IV push medication administration.

- Students are responsible to know the type and rate of IV solutions ordered. Students must observe the flow rate and IV insertion site for signs of infiltration or signs of reaction and report to the clinical instructor or registered nurse. Students may discontinue IV fluids under the direct supervision of the clinical instructor or registered nurse. Students may not perform venipuncture.
Level II Students

- Students must be knowledgeable about all medications prior to administration. Students must be under the direct supervision of the clinical instructor or registered nurse in the preparation and administration of all medications including topical, oral, injections (intramuscular, subcutaneous, intradermal), IV fluids, IV flushes and IVPB. IV push medications must be supervised by the clinical instructor.

- Students are responsible to know the type and rate of IV solutions ordered. Students must observe the flow rate and IV insertion site for signs of infiltration or signs of reaction and report to the clinical instructor or registered nurse. Students may adjust the rate of flow of IV solutions, hang IV fluids, including syringe pumps, discontinue IV fluids and perform phlebotomy and venipuncture under the direct supervision of the clinical instructor or registered nurse.

Level III Students

- Students must be knowledgeable about all medications prior to administration. Students must be under the direct supervision of the clinical instructor or registered nurse in the preparation and administration of all medications including topical, oral, injections (intramuscular, subcutaneous, intradermal), IV fluids, IV flushes and IVPB. IV push medications must be supervised by the clinical instructor or clinical teaching assistant.

- Students are responsible to know the type and rate of IV solutions ordered. Students must observe the flow rate and IV insertion site for signs of infiltration or signs of reaction and report to the clinical instructor or registered nurse. Students may adjust the rate of flow of IV solutions, hang IV fluids, including syringe pumps, discontinue IV fluids and perform phlebotomy and venipuncture under the direct supervision of the clinical instructor or registered nurse.

Level IV Students

- Students must be knowledgeable about all medications prior to administration. Students must be under the direct supervision of the clinical instructor or registered nurse in the preparation of all medications. Topical and oral medications may be administered by the student without direct supervision or at the discretion of the agency. All injections (intramuscular, subcutaneous, intradermal), IV fluids, IV flushes, IVPB and IV push must be administered under the direct supervision of the instructor, registered nurse, or clinical teaching assistant.

- Students are responsible to know the type and rate of IV solutions ordered. Students must observe the flow rate and IV insertion site for signs of infiltration or signs of reaction and report to the clinical instructor or registered nurse. Students may adjust the rate of flow of IV solutions, hang IV fluids, including syringe pumps, discontinue IV fluids, discontinue invasive pressure lines and perform phlebotomy and venipuncture under the direct supervision of the clinical instructor or registered nurse.

Student Dress Code Policy for Clinical

When in the role of a student in any clinical setting, the student is to be professional in appearance.

The Student Uniform will be:

- Royal blue (BEP) Landau® uniform jacket, top, and pants.
  - Jacket Unisex #7525, 7535, 8232
  - Top Men #7489 Women #8219
  - Pants Men #8550, 7602 Women #8327, 8335
- Clean, neatly pressed, and well-fitting. Pants may not drag the floor.
White socks above the ankle or hose with pants.
Solid white nursing shoes or solid white leather athletic shoes.

The Student Uniform should not include:
- Uniform that is too baggy or too tight.
- Uniform pants made of knit material.
- Uniform pants that are bound at the ankle by knit or elastic.
- High top tennis shoes, clogs, sandals, open toes or backless shoes.

Amarillo College School of Nursing patches, purchased from the Amarillo College Bookstore, are to be visible at all times on a student’s clothing. The patch is to be firmly attached to the upper left chest 4 inches from the shoulder seam on the lab jacket and on the left sleeve of the scrub top 2 inches from shoulder seam.

An Amarillo College picture ID name tag is to be worn and visible at all times.

B Building, room 106

Hair, jewelry, and make-up should be used conservatively.
- Hair is to be fashioned in a manner that prevents it from falling into any patient areas.
- Hair MUST be secured away from the face, and groomed so that vision is not hampered.
- Hair longer than collar length must be secured in a ponytail.
- Hair clips may be worn, but must match the color of the students’ hair as closely as possible. Hair bows may not be worn.
- Conservative hair color (not blue, purple, green).
- A student may ONLY wear wedding rings, watches and one small pair of stud earrings (one in each ear).
- Earrings should be no larger than 5 mm and may be worn in the lower lobe only.
- Tongue, eyebrow, and nose rings or studs, or multiple earrings are not allowed.
- Make-up is to be used conservatively.
- Tattoos must be covered at all times.
- Fragrances should not be worn in the clinical setting.
- Smoking or other use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, pipes, cigars, snuff, or chewing tobacco) is prohibited in any Amarillo College building and at all clinical site healthcare facilities, including SimCentral. In addition, smoking is not allowed within 20 feet of any Amarillo College building entrance.
- It is recommended that students do not smoke prior to and/or during clinical hours. A student that smells of smoke may be asked to leave the clinical setting.
- Fingernails need to be clean and not extend over ¼ inch past the fingertip. If nail polish is worn, it should be clear. Artificial nails may not be worn in the clinical setting.

Professional Dress should be worn when picking up patient assignments and when assigned to the psychiatric facilities or any clinical agency. A student is to wear street clothes in accordance with the agency dress policy. The student should wear:
• Conservative clothes: dresses, skirts and tops, or slacks and shirts.
• Students may not wear blue jeans, shorts, Capri pants, sweat pants, athletic wear, or form-fitting clothing in any clinical area.
• Socks or hose must be worn with pants, and hose must be worn with dresses.
• Baseball caps should not be worn.
• The royal blue scrub jacket with the Amarillo College patch and name tag is to be worn over street clothes when picking up assignments and during clinical hours.

NURSING STUDENT SUPPORT SERVICES

Nursing Resource Center (NRC) and Clinical Simulation Lab

Learning Resources and Procedures for Students in the NRC and Clinical Simulation Lab

1. The NRC is located on the 3rd floor of Jones Hall on the West Campus of AC. Students may access the NRC via stairway or elevator.
2. Please remember to login when entering the NRC and logout upon leaving. The login computer is located just inside the main entrance.
3. The NRC is comprised of several areas in which students can (1) practice patient-centered situations (2) view required media, (3) complete computer tutorials and simulations, and (4) study and utilize educational materials.
4. The following is a general listing of skills/procedures that students may practice/perform while in the NRC (not inclusive):
   • Vital sign monitoring
   • Patient hygiene care
   • Enema administration
   • Urethral catheter insertion
   • Nasogastric tube insertion, gavage and lavage
   • Medication administration
   • Wound care and sterile dressing change
   • Use of walkers and crutches
   • Ace bandage and antiembolic hose application
   • Physical assessment
   • Oxygen administration
• Intravenous catheter insertion
• Gowning and gloving
• Isolation techniques
• Swan-Ganz catheter monitoring
• Care of chest tubes and drainage systems
• Patient-centered clinical simulation

5. A three-room simulation center is located within the NRC. These three rooms, 326C, 326D, and 326E, are well-equipped to provide students with opportunities to participate in clinical simulation scenarios with high-fidelity manikins in a hospital-like setting.

6. A large study area is available in Room 323 along with computer stations for student use.

7. Scheduled labs will be posted in the NRC.

8. A collection of reference textbooks is available in room 323. Checkout of textbooks is available at the Amarillo Northwest Branch Library.

9. A media library is located in Room 323. Learning media may not be checked out. In rare circumstances, media may be signed out by a student and taken to an unoccupied classroom for viewing when all media stations are occupied in the NRC. It is the student’s responsibility to bring the media back to the NRC.

10. Please demonstrate courtesy to others while in the NRC.

11. Registered nurses with varying educational and clinical backgrounds are available for individual and group tutoring in nursing skills and procedures.

12. Student assistants are available to assist students while in the NRC. Remember the student assistants are not prepared to assist nursing students with procedures, care plans, tutoring, etc. They may assist with retrieving supplies for the practice of skills. Please treat student assistants with the same courtesy as a faculty member.

13. Children are not allowed in campus labs. This is to prevent injury to a child.

14. Please report any injuries incurred while in the NRC to the NRC Director and/or Supervisor.

15. Hours of operation (fall and spring semesters) of the NRC are generally: Monday –Friday from 8:00 am to 5:00 pm. Saturday and summer hours will vary and will be posted.

16. Please turn cell phones or pagers off or to vibrate while in the NRC.

17. Please leave your work area in a clean and orderly manner. Students are not allowed to have food or drinks in the NRC lab.

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**Guidelines for Student Success in Return Demonstration of Nursing Skills**

**Purpose**
To assist the student in the step-by-step process of successfully completing skills demonstration in the NRC.

**Student Responsibilities**
1. Prior to return demonstration of skills, the student is expected to:
• read textbook assignments related to the skill being performed
• review lecture content related to the skill being performed
• view any media/computer programs related to the skill being performed
• ask instructors and NRC staff questions about the skill being performed
• get involved with study groups who are goal-directed for success.

• PRACTICE the skill in the NRC independently or with other nursing students. Ask the NRC staff for help. Faculty and staff will gladly demonstrate a procedure and attempt to answer all students’ questions.

2. The student should report to a scheduled lab 20 minutes prior to the assigned demonstration time. Students often complete their demonstrations ahead of schedule. When students arrive late they may be asked to reschedule their demonstration time.

3. Students are encouraged to practice the skill prior to return demonstration with the faculty.

4. The student may not use books, notes, or ask assistance from faculty during the return demonstration of a skill.

5. Prior to each lab, the student should be fully aware of each step of a skill listed on the performance checklist. Deletion of criteria during the return demonstration may constitute a “non-pass” for the lab.

6. The student is responsible for rescheduling an appointment with NRC staff and/or faculty if she/he is not successful on the first attempt. A “skills lab deficiency” form will be issued. The repeat demonstration will generally be accomplished within one week of the first attempt.

Procedural Steps

1. The student must review the posted return demonstration schedule. Each student is responsible to know when he or she is scheduled. This information is available on the “NRC Communication Board” or “Communication Boards” for each Level (Intro, I, II, III & IV) in the NRC.

2. A skills supply kit is required and may be purchased at the Amarillo College West Campus Bookstore. The student is responsible to bring this kit to lab for practice and return demonstration. It is the student’s responsibility to keep the kit intact. The lab staff will provide only the supplies required that are not contained in the original kits.

3. NRC staff will direct the students to a station or bed.

4. The student will introduce himself or herself to the faculty member testing and present the skills performance checklist. The faculty member testing will introduce himself/herself to the student.

5. The student will ask any questions prior to beginning the demonstration.

6. Proceed through each step in order, as the correct sequence is often times critical. The student will demonstrate and verbalize steps of the procedure. Interact with manikins as if the manikin is a real patient.

7. When the demonstration has successfully been completed, the checklist with the faculty member’s signature will be returned to the student. Please keep this in a safe place. Students who are not successful will be given a deficiency slip. A different faculty member will grade the second attempt to provide objectivity.

8. Return demonstration is often stressful. Please make every attempt to obtain enough rest and proper diet before each testing procedures.
Advising and Tutoring

Advising services are available on West Campus Jones Hall, 2nd floor. Office hours are generally 8:30 a.m. to 5:00 p.m., unless other hours in the evening are scheduled. Please leave a message on voice mail (356-3603) or e-mail the Nursing Academic Advisor at mcclure-sh@actx.edu to schedule your appointment.

To meet course requirements, students who do not achieve the minimum passing score of 75% on a Module Exam are required to:

- Meet with the course instructor to receive a prescription for tutoring at the West Campus Tutoring Center
- Make an appointment for a tutoring session with a Tutor
- Attend the prescribed tutoring session with a Tutor at the West Campus Tutoring Center prior to the course’s next Module Exam
- Return the completed prescription, verified by the tutor’s signature, to the appropriate faculty member.

Required tutoring will be prescribed each time a student does not achieve the minimum passing score of 75% on a Module Exam.

Students who do not complete the required tutoring will not be allowed to take the course’s next Module Exam.

Students who do not complete the required tutoring and are not allowed to take the next Module Exam will earn a grad of zero (0) for that exam.

AWARDS/SCHOLARSHIPS

Nursing Awards

Outstanding Major

An Outstanding Major is selected by the ADN faculty each fall and spring semester. The award is presented at the ADN Pinning Ceremony in December and May. The following criteria are used to select the Outstanding Major:

- Academic standing
- Growth while at Amarillo College
- Work within the department
- Potential for future contribution to the discipline of nursing

Nursing Leadership Excellence Award

A Nursing Leadership and Excellence Award is selected by the ADN faculty each fall and spring semester. The award is presented at the ADN Pinning Ceremony in December and May. The following criteria are used to select the Nursing Leadership Excellence Award:

- Achieves a minimum GPA of 3.0 in the program of study.
- Presents self as an exceptional role model for the nursing profession by:
  - Providing compassionate care to patients using clinical reasoning skills.
  - Demonstrating accountability and responsibility for providing safe care.
  - Creating a positive atmosphere for learning.
  - Inspiring confidence in others.
  - Demonstrating respect and kindness to everyone.
  - Managing patient-centered care through effective collaboration.
Clinical Award

One or more Clinical Awards are presented to student(s) at each ADN Pinning Ceremony. Selection of the recipients of the Clinical Award(s) is made by the ADN faculty using the following criteria:

- Clinical competencies
- Professional activities
- Relationship with faculty and peer group
- Relationship with healthcare agency personnel
- Professional growth
- Potential for contribution to nursing

Honor Award

The Honor Award is presented at each ADN Pinning Ceremony. The student with the highest grade point average at the beginning of the last semester in the program each fall and spring semester will receive this award.

Scholarships

Scholarship applications may be obtained from the Nursing Office in October for the spring semester, and in February for the fall semester. The applications for the spring semester are due by November 1st and the applications for the fall semester are due by March 1st. Completed applications must be submitted to the AC Foundation Office in the CUB on the Washington Street Campus.

NURSING STUDENT CLUB

This organization is composed of students who are presently enrolled in a nursing course. The purpose interaction with other AC nursing students.

EVALUATION AND GRADING

Grading System

Student grades in all courses are submitted to the Registrar's Office, and these become the official records of the college. A grade once earned and recorded cannot be removed. If a student repeats a course one or more times, the highest grade is the one counted toward fulfillment of degree requirements.

A grade point, or quality point, is the numerical value given to letter grades:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>(Quality Point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Excellent</td>
<td>4 grade points</td>
</tr>
<tr>
<td>B = Good</td>
<td>3 grade points</td>
</tr>
<tr>
<td>C = Average</td>
<td>2 grade points</td>
</tr>
<tr>
<td>D = Poor</td>
<td>1 grade point</td>
</tr>
<tr>
<td>F = Failure</td>
<td>0 grade points</td>
</tr>
<tr>
<td>I = Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>W = Withdrawal</td>
<td>Not computed</td>
</tr>
<tr>
<td>AU=Audit</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

Nursing Courses with a Concurrent Clinical Course: Any nursing course with a required concurrent clinical course is integrated and inseparable; thus a student must pass both components in the same academic term in order to be eligible to enroll in the next level.
Grade of “I”: An “I” may be given when a portion of course requirements, such as an exam or a report, has not been completed. The student and instructor must complete a “Contract for Removal of Incomplete” grade form prior to the granting of a grade of “I” (incomplete). If the course is not completed by the specified deadline, the “I” will be changed to an “F”. The student is entirely responsible for completing the work that will remove the “I”.

Rounding of Grades: There will be no rounding of grades in the ADN Program. This includes all didactic (classroom and online) and clinical grades as well as HESI A2 and Evolve Specialty Exam scores.

Examination Policies for Didactic Courses

1. Examinations will be given periodically throughout the course.
2. A comprehensive final examination will be given at the completion of the course.
3. The placement of examinations will be designated in each course syllabus or calendar.
4. Allocation of percentages for module exams will constitute no more than 75% of the course grade.
5. The final examination will constitute no more than 30% of the course grade.
6. Assigned papers and/or other assignments will constitute no more than 15% of the course grade.
7. The grading policy for each course will be included in the course syllabus.
8. Security measures will be followed consistent with examination policies. (Refer to “Student Testing Policy”.)
9. The time allotment for objective, multiple choice examinations will be one minute per question. Other types of questions may require varying time frames.

Student Testing Policy

Specific to Testing and the West Campus Computing Center:

A student will:

1. Arrive at least 10 minutes prior to a test time at the Testing Center West Campus Computing Center. A student arriving after a test has started may not be allowed to take the test at that time. The student may need to reschedule with the course instructor.
2. Log in to the West Campus Computing Center prior to the test and log out after the test.
3. Find the calendar for tests posted on the West Campus Computing Center bulletin board.
4. Provide photo identification with Amarillo College ID with barcode or state-issued license at test time.
5. Have no personal belongings (i.e. books, papers, electronic devices) at a testing station.
6. Be provided with scratch paper, pencil, and/or calculator when necessary.
7. Raise his/her hand to ask a question. An instructor or West Campus Computing Center personnel will come to the student. There will be no other talking during the test.
8. Maintain Academic Honesty by:
   a. Not removing any test materials, documents, or recordings with any test information from the room after taking or reviewing a test.
   b. Not giving help to students or receiving help from any student during a test.
   c. Not giving any test information with other students between and after testing times. Giving information may result in a “0” on the test and/or failure of the course and/or expulsion from the program. Security measures will be taken during tests, between testing times, and during test reviews.
   d. Logging out of the West Campus Computing Center immediately and exiting the building.
9. Contact the instructor about taking a make-up test.
10. Demonstrate ethical, professional behaviors and will adhere to the testing policy. Instructors and/or testing personnel will report to the Team Coordinator and ADN Program Director any incident where there is suspicion or evidence of cheating or infraction of this policy with possible consequences being:
   a. A “0” on the test and/or
   b. A failure of the class and/or
   c. Dismissal of the individual from the program

**Student Academic Violations Policy**

Scholastic dishonesty (cheating) of any nature will not be tolerated and may result in dismissal from the nursing program. The following behaviors would be considered a violation of the “Student Conduct and Responsibilities” policy as published in the Amarillo College Student Rights and Responsibilities bulletin.

1. **Cheating on a Test** – copying from another student’s test paper, Scantron, computer screen, or scratch paper, writing on scratch paper provided by the Computing Center for Exams before the Exam begins, using test materials not authorized by the person administering the test, collaborating with or seeking aid from another student during a test without permission from the test administrator, knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a pending test, the unauthorized transporting or removal, in whole or in part, of the contents of the pending test, the unauthorized transporting or removal, in whole or in part, of the contents of the pending test, substituting for another student, or permitting another student to substitute for one’s self, to take a test, and bribing another person to obtain a pending test of information about a pending test.

2. **Plagiarism** – appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

3. **Collusion** – the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

In addition, specific to the nursing program, the following behavior is considered cheating and may result in dismissal from the nursing program:

4. **Cheating on Care Plans** – copying any part of another student’s care plan and submitting it as one’s own work.

**TEXAS BOARD OF NURSING DIFFERENTIATED ESSENTIAL COMPETENCIES**

The essential competencies of the Associate Degree Nursing graduate are:

**Member of the Profession**

1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
3. Participate in activities that promote the development and practice of professional nursing.
4. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

**Provider of Patient-Centered Care**
1. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.

2. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.

3. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.

4. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

5. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of health lifestyles.

6. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.

7. Develop, implement and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.

8. Coordinate human, information, and material resources in providing care for patients and their families.

**Patient Safety Advocate**

1. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

2. Implement measures to promote quality and a safe environment for patients, self, and others.

3. Formulate goals and outcomes using evidence-based data to reduce patient risks.

4. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

5. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

6. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

**Member of the Health Care Team**

1. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.

2. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.

3. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.

4. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

5. Communicate and manage information using technology to support decision making to improve patient care.

6. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.

7. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.
NATIONAL LEAGUE FOR NURSING EDUCATIONAL COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

Human Flourishing
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity
Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patient, families, and communities.

Source for NLN competencies: http://www.nln.org/facultydevelopment/competencies/comp_ad_dp.htm

NURSING LAW AND RULES

Nursing Practice Act
Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov
Click on Nursing Law and Rules→ Click on Nursing Practice Act

Rules & Regulations
Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov
Click on Nursing Law and Rules → Click on Rules & Regulations

PETITION FOR DECLARATORY ORDER
Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov
Click on Verification & Licensing→ Click on Download other Paper Applications and Forms→ Scroll to Candidates for Licensure→ Click on Declaratory Order Form
## Traditional (Generic) ADN Program Track

### Semester I (Introduction)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>RNSG 1301</td>
<td>Pharmacology in Nursing</td>
</tr>
<tr>
<td>RNSG 1309</td>
<td>Introduction to Nursing</td>
</tr>
<tr>
<td>RNSG 1105</td>
<td>Nursing Skills I</td>
</tr>
</tbody>
</table>

### Semester II (Level I)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
</tr>
<tr>
<td>RNSG 1331</td>
<td>Principles of Clinical Decision Making</td>
</tr>
<tr>
<td>RNSG 1362</td>
<td>Clinical-Principles of Clinical Decision Making</td>
</tr>
</tbody>
</table>

### Semester III (Level II)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
</tr>
<tr>
<td>RNSG 1247</td>
<td>Concepts of Clinical Decision Making I</td>
</tr>
<tr>
<td>RNSG 1263</td>
<td>Clinical-Concepts of Clinical Decision Making I</td>
</tr>
<tr>
<td>RNSG 1151</td>
<td>Care of Childbearing Family</td>
</tr>
<tr>
<td>RNSG 1160</td>
<td>Clinical-Care of Childbearing Family</td>
</tr>
<tr>
<td>RNSG 2101</td>
<td>Care of Children and Families</td>
</tr>
<tr>
<td>RNSG 2160</td>
<td>Clinical: Care of Children and Families</td>
</tr>
</tbody>
</table>

### Semester IV (Level III)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
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<tbody>
<tr>
<td>SPCH</td>
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</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>RNSG 2161</td>
<td>Clinical-Mental Health Nursing</td>
</tr>
<tr>
<td>RNSG 1248</td>
<td>Concepts of Clinical Decision Making II</td>
</tr>
<tr>
<td>RNSG 2261</td>
<td>Clinical: Concepts of CDM 2</td>
</tr>
</tbody>
</table>

### Semester V (Level IV)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2231</td>
<td>Advanced Concepts of Adult Health</td>
</tr>
<tr>
<td>RNSG 2262</td>
<td>Clinical-Advanced Concepts of Adult Health</td>
</tr>
<tr>
<td>RNSG 2221</td>
<td>Professional Nursing: Leadership and Management</td>
</tr>
<tr>
<td>RNSG 2263</td>
<td>Clinical-Professional Nursing: Leadership and Management</td>
</tr>
<tr>
<td>Language, Philosophy, and Culture</td>
<td>from approved list*</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 60
**LVN to ADN Transition Track (Admit twice each year)**

### Prerequisite General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
</tr>
</tbody>
</table>

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1227</td>
<td>Transition to Professional Nursing***</td>
</tr>
<tr>
<td>RNSG 1261</td>
<td>Clinical-Transition to Professional Nursing</td>
</tr>
<tr>
<td>RNSG 1151</td>
<td>Care of the Childbearing Family</td>
</tr>
<tr>
<td>RNSG 1160</td>
<td>Clinical: Care of the Childbearing Family</td>
</tr>
<tr>
<td>RNSG 2101</td>
<td>Care of Children and Families</td>
</tr>
<tr>
<td>RNSG 2160</td>
<td>Clinical: Care of Children and Families</td>
</tr>
</tbody>
</table>

*Articulated credit will be awarded for the following courses upon successful completion of RNSG 1227 and RNSG 1261 and 18 credit hours in residence:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1309</td>
<td>Introduction to Nursing</td>
</tr>
<tr>
<td>RNSG 1331</td>
<td>Principles of Clinical Decision Making</td>
</tr>
<tr>
<td>RNSG 1362</td>
<td>Clinical-Principles of Clinical Decision Making</td>
</tr>
<tr>
<td>RNSG 1247</td>
<td>Concepts of Clinical Decision Making I</td>
</tr>
<tr>
<td>RNSG 1263</td>
<td>Clinical-Concepts of Clinical Decision Making I</td>
</tr>
</tbody>
</table>

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH:</td>
<td></td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>RNSG 1248</td>
<td>Concepts of Clinical Decision Making II</td>
</tr>
<tr>
<td>RNSG 2261</td>
<td>Clinical-Concepts of Clinical Decision Making II</td>
</tr>
<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>RNSG 2161</td>
<td>Clinical-Mental Health Nursing</td>
</tr>
</tbody>
</table>

### Semester 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2231</td>
<td>Advanced Concepts of Adult Health</td>
</tr>
<tr>
<td>RNSG 2262</td>
<td>Clinical-Advanced Concepts of Adult Health</td>
</tr>
<tr>
<td>RNSG 2221</td>
<td>Professional Nursing: Leadership and Management</td>
</tr>
<tr>
<td>RNSG 2263</td>
<td>Clinical-Professional Nursing: Leadership and Management</td>
</tr>
<tr>
<td>Language, Philosophy, and Culture</td>
<td>from approved list*****</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 60
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

STUDENT STATEMENT OF UNDERSTANDING

SOCIAL NETWORKING POLICY FOR NURSING STUDENTS

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. #

Approved 2-12
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

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_____________________________  ______________________________
Date                      Student’s Signature

_____________________________
Print Name

_____________________________
Student I.D. #

Approved 2-12
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
ACKNOWLEDGMENT OF TRADITIONAL ADN REQUIREMENTS

I, the undersigned, have read the Amarillo College Catalog and the Amarillo College Student Rights and Responsibilities, and I am aware of the college policies and procedures as presented in the documents.

I have read the Associate Degree Nursing Program Student Handbook concerning professional conduct, classroom and clinical policies, student services, evaluation and grading practices, expected competencies and standards of practice.

I have an understanding of the following progression requirements of the Associate Degree Nursing Program:

- The student must have a grade of “C” or better in all required courses in order to progress to the next level in the nursing program. Any classroom nursing course with a required co-requisite clinical course is integrated and inseparable from the clinical course therefore; a student must pass both courses with a “C” or better in the same semester in order to be eligible to enroll in the next level of courses.

- A student is ineligible to continue in the program when they have two or more course failures. A course failure means a grade of “D” or “F” and when a student withdraws (drops) from a course.

I have an understanding of the philosophy and curriculum requirements of the nursing program, and I am aware of the graduation requirements of the Associate Degree Nursing Program.

Date ______________________________

Signature __________________________

Print Name _________________________
I, the undersigned, have read the Amarillo College Catalog and the Amarillo College Student Rights and Responsibilities, and I am aware of the college policies and procedures as presented in the documents.

I have read the Associate Degree Nursing Program Student Handbook concerning professional conduct, classroom and clinical policies, student services, evaluation and grading practices, expected competencies and standards of practice.

I have an understanding of the following progression requirements of the Associate Degree Nursing Program:

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I have an understanding of the philosophy and curriculum requirements of the nursing program, and I am aware of the graduation requirements of the Associate Degree Nursing Program.

Date  ________________________________

Signature  ____________________________

Print Name  __________________________
ACKNOWLEDGMENT OF LVN TO ADN TRANSITION OPTION

REQUIREMENTS

I, the undersigned, have read the Amarillo College Catalog and the Amarillo College Student Rights and Responsibilities, and I am aware of the college policies and procedures as presented in the documents.

I have read the Associate Degree Nursing Program Student Handbook concerning professional conduct, classroom and clinical policies, student services, evaluation and grading practices, expected competencies and standards of practice.

I have an understanding of the following progression requirements of the Associate Degree Nursing Program:

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I have an understanding of the philosophy and curriculum requirements of the nursing program, and I am aware of the graduation requirements of the Associate Degree Nursing Program.

Date ________________________________

Signature ____________________________

Print Name ____________________________
ACKNOWLEDGMENT OF LVN TO ADN TRANSITION REQUIREMENTS

I, the undersigned, have read the Amarillo College Catalog and the Amarillo College Student Rights and Responsibilities, and I am aware of the college policies and procedures as presented in the documents.

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I have an understanding of the philosophy and curriculum requirements of the nursing program, and I am aware of the graduation requirements of the Associate Degree Nursing Program.

Date ________________________________

Signature ____________________________

Print Name __________________________
AMRILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
STUDENT DISCLOSURE STATEMENT

The undersigned, a student enrolled in the Amarillo College Associate Degree Nursing (ADN) Program, hereby represents and acknowledges the following:

- I have received a copy of and read the Admission, Progression, Dismissal and Graduation Policies of the ADN Program at Amarillo College, including the “General Conduct Requirements” in the Associate Degree Nursing Program Student Handbook.

- Approved criteria and limitations for enrollment in specific courses may prevent me from:
  - establishing my own enrollment schedule, and
  - enrolling in specific courses for specific semesters.

- I must accept all nursing client/patient assignments unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems and the assigned clinical hours or I may be dismissed from the program.

- I must use Standard Precautions at all times in dealing with clients/patients while enrolled in the nursing program. I have received a copy of these Standard Precautions and am familiar with same.

- I must abide by policies in the ADN Program at Amarillo College and in the agencies where I may be assigned for clinical experiences.

- I must adhere to the requirements of the Student Testing Policy in the ADN Student Handbook and refrain from scholastic dishonesty as defined in the Student Academic Violations Policy in the AC Student Rights and Responsibilities bulletin.

- If at any time during my program enrollment I am convicted of a criminal offense, I will immediately notify the ADN Program Director.

- Copies of all Student Professional Contracts that I must sign are available for my review in the nursing course manuals of each specific clinical nursing course.

By execution thereof, the undersigned acknowledges that he/she has read and will comply with the above and foregoing.

__________________________________  __________________________________
Date  Student’s Signature

__________________________________  _______________________________
Print Name  I.D. #
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
STUDENT DISCLOSURE STATEMENT

The undersigned, a student enrolled in the Amarillo College Associate Degree Nursing (ADN) Program, hereby represents and acknowledges the following:

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- Copies of all Student Professional Contracts that I must sign are available for my review in the nursing course manuals of each specific clinical course.

By execution thereof, the undersigned acknowledges that he/she has read and will comply with the above and foregoing.

__________________________________  _____________________
Date                                             Student’s Signature

__________________________________  ____________________
Print Name                                             I.D. #
AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT ("Amarillo College") and _______________ ("Student").

In consideration of Student being permitted to enroll at Amarillo College in the nursing program and acknowledgment of Student of the following facts:

1. That Student will be required, as part of the normal educational process towards Student's degree, to be placed in a teaching environment including, but not limited to, local medical institutions, offices of local practitioners, ambulances, medical laboratories, and other environment (hereinafter called medical affiliates), all of which are affiliated with Amarillo College for these purposes and be transported to and from these medical affiliates and in so doing, Student may be exposed to conditions which could cause bodily injury and/or death and maybe exposed to patients afflicted with fatal or potentially fatal disease processes which may be of a contagious nature; and,

2. That Student will be first provided as part of the normal educational process toward Student's degree with detailed information about the nature, risks and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to assignment of Student;

3. That Student could be exposed to high risk toxic substances in the medical affiliates, but will first be provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to transport Student to and from and place Student in the respective medical affiliates as they deem necessary for the successful completion of Student's specific educational program; and

2. Release, waive and covenant not to sue Amarillo College, its officers, agents, employees and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called Releasees) from all liability to Student for any and all loss or damage, and any claims or demands whatsoever on account of injury to the person or property or resulting in death of Student emanating from exposure to said disease processes and toxic substances, or any of these, or while being transported to or from a medical affiliate, whether caused by the negligence of Releases or otherwise while the Student is on or within any of the medical affiliates or being transported to and from said affiliates; and

3. Indemnify and hold harmless Releasees from all loss, liability, damage or cost that Student may incur due to the presence of Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates, or while Student is being transported to or from said affiliates; and

4. Hereby assumes full responsibility for any and all risks of bodily injury, death, or property damage due to negligence of Releasees or otherwise, due to Student participation in the normal educational process in the medical affiliates described above, or being transported to or from said affiliates.

Student expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of injury and/or death and/or of contracting fatal or potentially fatal disease processes and exposure to high risk toxic substances.

THE UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and agrees that no oral representation, statements or inducements apart from the foregoing written Agreement have been made.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS.

I UNDERSTAND I ASSUME ALL RISKS INHERENT IN THE EDUCATIONAL PROCESS AND CLINICAL EXPERIENCE CONDUCTED IN THE MEDICAL AFFILIATES OF AMARILLO COLLEGE (INCLUDING BEING TRANSPORTED TO OR FROM SAID AFFILIATES) AS PART OF MY PROGRESSING TOWARD A DEGREE, ALL AS SET OUT ABOVE.

I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THE ABOVE PROVISIONS. DATED this _____ day of ___________ 20_____. Student ID _______________________________ Student's Signature __________________________ Print Name __________________________

46
AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT ("Amarillo College") and ________________ ("Student").

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2. That Student will be first provided as part of the normal educational process toward Student's degree with detailed information about the nature, risks and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to assignment of Student;

3. That Student could be exposed to high risk toxic substances in the medical affiliates, but will first be provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to transport Student to and from and place Student in the respective medical affiliates as they deem necessary for the successful completion of Student's specific educational program; and

2. Release, waive and covenant not to sue Amarillo College, its officers, agents, employees and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called Releasees) from all liability to Student for any and all loss or damage, and any claims or demands whatsoever on account of injury to the person or property or resulting in death of Student emanating from exposure to said disease processes and toxic substances, or any of these, or while being transported to or from a medical affiliate, whether caused by the negligence of Releases or otherwise while the Student is on or within any of the medical affiliates or being transported to and from said affiliates; and

3. Indemnify and hold harmless Releasees from all loss, liability, damage or cost that Student may incur due to the presence of Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates, or while Student is being transported to or from said affiliates; and

4. Hereby assumes full responsibility for any and all risks of bodily injury, death, or property damage due to negligence of Releasees or otherwise, due to Student participation in the normal educational process in the medical affiliates described above, or being transported to or from said affiliates.

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I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THE ABOVE PROVISIONS.

DATED this ________ day of _______________ 20____  
Student ID __________________________

Student's Signature ___________________________ Print Name ___________________________
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

LICENSURE ELIGIBILITY NOTIFICATION FORM

I hereby verify that I have received verbal and written information regarding conditions that may disqualify graduates of professional nursing programs from licensure as registered nurses in the State of Texas. I further verify that I have been provided verbal and written information about the right to petition the Texas Board of Nursing (BON) for a Declaratory Order of Eligibility. This eligibility information included:

1) Texas Occupations Code §§301.252, 301.257, and §§301.452 – 301.469 of the Nursing Practice Act.

2) Sections 213.27 - 213.30 of the Texas Administrative Code, Title 22, Part 11, Chapter 213.

3) Instructions and Petition for the Declaratory Order of Eligibility.

________________________________________________
Student Name (Print)

__________________________
Student I.D. #

__________________________________________  ____________________________
Signature                                      Date signed
AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

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3) Instructions and Petition for the Declaratory Order of Eligibility.

________________________________________________
Student Name (Print)

________________________________
Student I.D. #

_________________________________  _________________________
Signature  Date signed