

Amarillo College

Associate Degree Nursing Program

Student Handbook

2024-2025



This student handbook contains detailed information specific to the Amarillo College Associate Degree 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 based on 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.

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GENERAL INFORMATION

FOREWORD

Welcome to the Associate Degree Program at Amarillo College (AC). We are pleased to provide you with the Associate Degree Program Student Handbook to assist you with your educational process while you are enrolled in the ADN Program. Reading the Nursing Student Handbook is a student's responsibility, and each student is held accountable for the contents of the Associate Degree Program Student Handbook. Nursing 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 website, www.actx.edu.

Amarillo College Associate Degree Nursing Approval and Accreditation

The Amarillo College Associate of Applied Science in Nursing Degree (AAS) is approved by the Texas Board of Nursing (BON) and Accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information:

Texas BON:

- 333 Guadalupe, Suite 3-460 Austin, TX 78701; telephone (512) 305-7400.
- Website: <https://www.bon.texas.gov/>

ACEN:

- 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326; telephone (404) 975-5000.
- <https://www.acenursing.org/>

Amarillo College is accredited by the Southern Association of Colleges and Schools Commission of Colleges. Contact (SACS-COC) information:

- 1866 Southern Lane, Decatur, GA 30033; telephone (404) 679-4500.
- <http://www.sacs.org/>

To be eligible for an AAS in Nursing Degree and receive permission to take the NCLEX-RN examination for licensure students must have:

- Successfully complete the entire prescribed course of study;
- Meet all required passing scores on coursework and exams; and
- Meet any individually prescribed behavior or remediation-related requirements.

ADA Policy

Amarillo College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, about the provision of reasonable academic adjustments/auxiliary aids for students with disability. In accordance with Section 504 and ADA guidelines, the Associate Degree Program strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. AC works to ensure that appropriate testing accommodations are provided for students who have registered with Disability Services. Please see the <https://www.actx.edu/disability/> for further information.

MESSAGE FROM THE NURSING FACULTY

This handbook has been prepared by faculty for students. The Associate Degree Program Student Handbook aims to provide important information to you as a nursing student about your rights and responsibilities. Within the Associate Degree Program Student Handbook pages, 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 Associate Degree Program 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) website, www.bon.texas.gov. Nursing students must also conform their behavior to the "Student Code of Conduct", which can be located at [Amarillo College Student Rights and Responsibilities](#).

ASSOCIATE DEGREE PROGRAM MISSION:

To prepare students for professional nurse licensure and entry-level practice in response to community needs.

Statement of Purpose

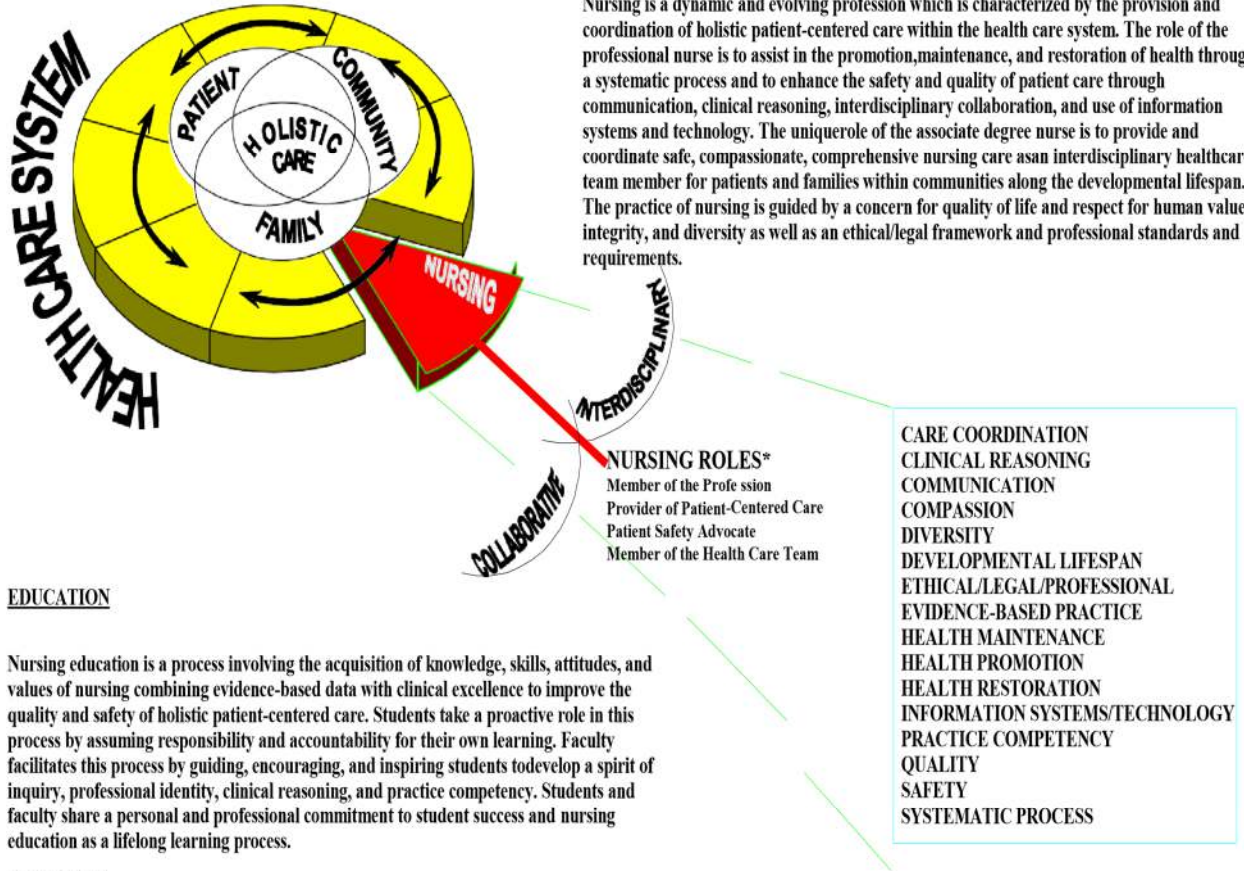
The primary purpose of the Associate Degree Program is to provide an accessible student-centered educational program that blends innovative technology and face-to-face support to prepare entry-level nurses for the communities they will serve. Additional purposes include:

- Develop and maintain strong clinical and service liaisons, including partnerships with community groups and healthcare agencies.
- Develop and maintain strong affiliations with institutes of higher education to facilitate program graduates' ability to pursue advanced nursing degrees.

Vision Statement

To encourage, equip, and empower students to become safe, competent, and compassionate Registered Nurses for the community and surrounding areas.

PHILOSOPHY AND ORGANIZING FRAMEWORK



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.

Approved : December 2003
Revised : March 2011
Revised: November 2011
Approved: November 2011

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

Associate Degree Program Outcomes

1. A three (3) year mean for NCLEX-RN licensure examination pass rate at or above the 80% state requirement for the same three-year period.
2. At least 40% of graduates will have secured employment by graduation and 95% will be successfully employed in nursing one year after graduation.
3. At least 80% of all traditional students will complete the program within seven (7) semesters
4. At least 80% of all transition students will complete the program within four (4) semesters

Nursing Student Learning Outcomes (SLOs)

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. Level SLOs, Course and Clinical SLOs, and Module SLOs are developed in sequential order from the foundation of the Program SLOs. Didactic and clinical activities include current student-centered active learning andragogy. 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 to pass the course. Pre- and post-clinical conferences or debriefing sessions are conducted with each clinical assignment.

Student learning outcomes, including end program outcomes, are based on the Texas Differentiated Essential Competencies (DECs).

The Texas Board of Nursing (BON) states:

“Purpose:

The DECs were designed to guide prelicensure nursing education programs to prepare graduates to enter nursing practice as safe, competent nurses, as well as to provide a baseline for the healthcare setting of the nursing knowledge, skills, abilities, and judgment among graduates from Texas Associate Degree Programs. It is acknowledged that not all competencies can be evaluated upon graduation from an Associate Degree Program, but the graduate will have received the educational preparation to demonstrate each competency. As the novice nurse gains practice experience, the entry-level competencies from education will continue to grow as the nurse demonstrates an expanding expertise.” (Tx BON, 2021)

“Outline of the DECs:

Twenty-five core competencies in the DECs are categorized under four main nursing roles:

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

Each core competency is further developed into specific knowledge areas and clinical judgments and behaviors based on the knowledge areas. Redundancy is intentional so that the section under each role can stand alone. Competencies for each level of educational preparation are presented in a table format. The competencies are differentiated and progressive by educational preparation. The scope of practice and competency level may be compared across the table.” (Tx BON, 2021)

For further information and details on the Texas DECs, please [follow this link](#) to the Texas BON website and DECs publication.

Progression Criteria

- Students must have a grade of “C” or better in all required courses to progress to the next level in the Associate Degree Program. **A “C” in the Associate Degree Program is defined as a grade of 75 or higher in required nursing courses.**
- 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 to be eligible to enroll in the next level of courses.
- Students admitted to any Associate Degree Program are ineligible to continue in the Program when they have two or more course failures. A course failure means a course grade of “D”, “F”, or W (while failing).

Academic Progression and Graduation Requirements for All Students

The following apply to all Nursing students regardless of program option. All Nursing 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 Associate Degree Program.
- After admission to any Associate Degree 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.

Admission and Progression Policy

The following apply to all Nursing students regardless of program option:

- Students with a total of two nursing course failures (defined as “D”, “F”, or “Withdraw while failing”) of either didactic or clinical nursing courses will be dismissed from the Associate Degree Program for one year. After one year, students may re-apply in the same manner as other incoming students. This readmission process to the Associate Degree Program is available one time only. Students who are unsuccessful in the Program after readmission are ineligible for future readmissions.
- Students may begin the readmission process no sooner than one year from the end of the unsuccessful semester.
Example: If the second-course failure (“D”, “F” or “withdraw while failing”) occurred in May 2019 the earliest start of the admission process would be May 2020.
- ***Students may opt to withdraw from nursing courses while passing due to unforeseen life events. The student must be passing all courses at the time of withdrawal and must withdraw from all current-level nursing courses. The student will only be given this option one time during the program of study. The student may then continue their program of study in the following semester, in the level from which they withdrew.***

- During the program of study, summer courses may be offered. This option is not available to students who received a D, F, or “withdrawal while failing” in didactic or clinical nursing courses.

STUDENT ACADEMIC ADVISING

Advising services are available on the West Campus in the West Campus Lecture Hall. Office hours are generally 8:30 a.m. to 5:00 p.m. unless other hours in the evening are scheduled. Please e-mail the Nursing Academic Advisor to schedule your appointment.

Susan McClure:

E-mail: shmccclure@actx.edu

Schedule an appointment: actx.edu/advising

Business Phone: 806-356-3603

GENERAL CONDUCT REQUIREMENTS

The student must:

- Comply at all times with all college and Associate Degree 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 to remain enrolled in a nursing course and/or the Associate Degree 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 on the [Amarillo College Student Rights and Responsibilities](#) website. 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 academic dishonesty will be notified by the program director in writing promptly.

Due Process

Students who are disciplined or dismissed from the Associate Degree 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.

Social Networking Policy for Nursing Students

The Social Networking Policy for Nursing Students was developed by the nursing faculty to provide students with guidance that will enable them to enjoy the benefits of social media while avoiding violations of 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, YouTube, LinkedIn, Caring Bridge, Picasa, TikTok, SnapChat 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 have 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 are 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 professionally 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. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

How to Avoid Problems with Social Networking:

1. Remember that standards of professionalism apply to the online environment.
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 of 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 ASSOCIATE DEGREE 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 of 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.

PROCEDURE FOR COMMUNICATING AND RESOLVING STUDENT CONCERNS

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. Assistant Program Director
3. Dean of Nursing
4. Associate Vice President of Academic Learning
5. Vice President of Academic Affairs
6. College President

GENERAL COMPLAINTS, FMA DISCIPLINE, AND PENALTIES, OR FLD STUDENT RIGHTS AND RESPONSIBILITIES

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 based on 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 based on 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 to reach 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.

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 CBC will be performed only by external vendors designated by the Associate Degree Program .
- Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. The inability to participate in clinical activities at any one of the affiliated clinical sites prohibits successful completion of clinical courses and therefore prohibits program progression since the classroom and clinical courses must be completed in the same semester.
- **Acceptance into any Associate Degree Program option is conditional until the CBC has been cleared by affiliated clinical agencies requiring the CBC for clinical privileges.**
- If a student enrolled in the Associate Degree Program is convicted of a criminal offense at any time while enrolled in the program, the student may be required to 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 this 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 Associate Degree Program .

Texas Board of Nursing Requirements for Nursing 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 for the BON to determine the 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) before beginning clinical experiences. This policy is based on the 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. The 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.

The BON Student CBC process is as follows:

- ✓ The Program Director will inform potential Associate Degree Program students of the BON DPS/FBI CBC during the application process meeting.
- ✓ Each student will complete the BON Roster Information for Potential Nursing Graduates upon acceptance to the Associate Degree Program.
- ✓ Information for Potential Nursing Graduates to create a roster of students newly accepted to the Associate Degree Program. Once the roster is verified by the Program Director, the Program Director's Administrative Assistant will email the roster to the Texas Board of Nursing (BON).
- ✓ 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 BON that they must arrange/complete a finger scanning appointment with Identigo.
- ✓ The student will pay Identigo for both fingerprint scanning services and the cost of the DPS/FBI background check.
- ✓ Once Identigo 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 (DO) 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 Complio.
- ✓ 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.

- ✓ After receipt of the BON blue postcard or Declaratory Order Outcomes Letter, Operations Outcome Letter, or Eligibility Order, students who were required to withdraw from a nursing course(s) must be approved to re-enroll in the nursing course(s) in a subsequent semester by the Program's Admission and Progression Committee.
- ✓ 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 regarding 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 before entering or completing the Associate Degree Program. See the DO petition and instructions at the Texas BON website at www.bon.texas.gov

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-diphtheria** 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, before 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, before patient contact, acceptable evidence of vaccination of one dose of **mumps** vaccine.
- Students must show, before patient contact, acceptable evidence of vaccination of one dose of **rubella** vaccine.
- Students are required to receive a complete series of **hepatitis B** vaccines before the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.
- Documentation of two doses of Varicella vaccine at least 28 days apart or laboratory evidence of immunity to Varicella must be submitted. If the titer reflects a negative or equivocal result, the student should receive 2 doses of varicella-containing vaccine at least 28 days apart.

The deadline for completion of all Texas DSHS immunization requirements will be on the date given upon acceptance to any Associate Degree Program .

All entering students, unless exempt, must show evidence of an initial bacterial meningitis vaccine or a booster dose during the five years preceding, and at least 10 days before, 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 website, 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 by the required hospital due date to participate in direct patient care in affiliated healthcare agencies.

Students will follow Complio (American DataBank) instructions for storing immunizations, drug screens, criminal background checks, BON information, and CPR.

COMPLIO INSTRUCTIONS FOR ALL HEALTH SCIENCE PROGRAMS

Complio Compliance Management System Step-by-step Guide

Amarillo College Health Science Programs require student immunizations, criminal background checks, drug screening, and HIPAA training. Complio (American DataBank) provides an all-in-one compliance tracking program on one platform. **Complio is compatible with Chrome and Firefox browsers only.**

1. Go to the American DataBank (ADB) Complio link at www.actxcompliance.com
2. **Create an Account:** Go to **NEW USERS**. Click Create an Account to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.
3. **Select a Screening Package:** Log in and follow **Create Order**. Follow the prompts and answer the questions. Select the following screening package unless otherwise instructed by your advisor.
 - a. Criminal Background Check
 - b. Drug Screen
 - c. Immunization Tracker
4. **Enter Information:** Enter the **Personal Information** required to complete your screening. Add your **Residential History**.
5. **Sign Forms:** Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.
6. **Submit Payment:** Enter **Payment Details**. **Payment must be either credit or debit card**. Please read the Refund Policy. Submit your order. American DataBank will immediately begin processing your background check.
7. **Pricing:** Pricing is as follows:
 - a. **Background check** = \$48 (maybe more due to places of residence)
 - b. **Drug Screen** = \$32
 - c. **Immunization Tracker** = (please make sure to verify with the Program Director which package you need for that particular program)
 - 1) 1-year programs = \$20
 - 2) 2-year programs = \$25
8. Background check Additional Information
 - a. The criminal background check typically takes 3-5 business days to complete.
 - b. Ability to participate in a Health Science program is dependent on program accreditation and licensure requirements as well as policies of the clinical facilities.

9. Drug Screen Additional Information:

- a. Do not begin the drug screen process until your Program Director has instructed you to do so.
- b. Once you pay for the drug screen you will have 30 days to submit the urine sample at the lab collection site that you chose on your order.
- c. A Negative **Dilute** Drug Screen requires another urine sample to be submitted. The student will be responsible for paying for the second test.
- d. Tips on how to avoid a negative dilute result:
 - 1) Limit the consumption of large amounts of water before the test. It is suggested that 8 oz or less is consumed for 2 hours before testing.
 - 2) A good alternative to hydrating yourself would be to drink two 8 oz glasses of orange juice (no coffee, soda, etc.) before the test.
- e. If a positive result is verified as positive the student will be withdrawn from the program and not allowed to return to clinical/practicum courses for 12 months AND the student completes a new drug screen in which a negative result is obtained.
- f. Be aware that the use of CBD products may result in a positive drug test

10. Immunization Tracker Additional Information:

- a. The student will be required to take a picture of their immunization record and upload it to the Complio website.
- b. The student's first and last name appears clearly on the immunization record that is uploaded or that record will be denied as proof of immunization.
- c. The facility in which the immunization was given must appear on the uploaded record or that record will be denied as proof of immunization.

11. HIPAA Training Information

- a. Inside ADB Complio you will find a place to watch a 10-minute YouTube training video.
- b. Complete the HIPAA quiz and signature form.

12. CPR certification proof: Upload a picture of a current CPR card to the Complio system; must be American Heart Association BLS.

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. **The tuberculin skin test must be repeated yearly while the student is enrolled in the Associate Degree Program .** The TB test must be current upon acceptance into the program.

If a student's TB skin test is positive, evidence of a normal chest x-ray within the last year must be submitted. A normal chest x-ray must be repeated every two years.

CPR CERTIFICATION

All students must be certified in American Heart Association Cardiopulmonary Resuscitation (BLS) before clinical experiences. Cardiopulmonary Resuscitation for Healthcare Providers (BLS) courses are offered by Amarillo College CCHCE department in Building A on the West Campus (806) 354-6085 and in the community. CPR/BLS must be current upon application acceptance.

Complio Acknowledgment Statment

I _____ understand that I must obtain the following information for Complio, which is a requirement for me to complete my clinical courses. I also understand that it is my responsibility as a Nursing Student to obtain and update all of the Complio information upon expiration. If I fail to do so I understand that I will be required to meet with the Assistant Director and the Complio Coordinator of the Associate Degree Program (please see the attached two documents you will receive at the meeting).

Background check Additional Information:

- 1) The criminal background check typically takes 3-5 business days to complete.
- 2) The ability to participate in a Health Science program is dependent on program accreditation and licensure requirements as well as policies of the clinical facilities.

Drug Screen Additional Information:

Do not begin the drug screen process until your Program Director has instructed you to do so.

Once you pay for the drug screen you will have 30 days to submit the urine sample at the lab collection site that you chose on your order.

A Negative **Dilute** Drug Screen requires another urine sample to be submitted. The student will be responsible for paying for the second test.

Tips on how to avoid a negative dilute result:

- 1) Limit the consumption of large amounts of water before the test. It is suggested that 8 oz or less is consumed for 2 hours before testing.
- 2) A good alternative to hydrating yourself would be to drink two 8 oz glasses of orange juice (no coffee, soda, etc.) before the test.

If a positive result is verified as positive the student will be withdrawn from the program and not allowed to return to clinical/practicum courses for 12 months AND the student completes a new drug screen in which a negative result is obtained. Be aware that the use of CBD products may result in a positive drug test.

Immunization Tracker Additional Information:

The student will be required to take a picture of their immunization record and upload it to the Complio website.

The student's first and last name appear clearly on the immunization record that is uploaded or that record will be denied as proof of immunization.

The facility in which the immunization was given must appear on the uploaded record or that record will be denied as proof of immunization.

The following immunizations are required:

- MMR – 2 doses of the vaccine dated at least 28 days apart and received after your 1st birthday or a positive titer blood test for measles, mumps, and rubella.

- Varicella – 2 doses of the vaccine dated at least 28 days apart and received after your 1st birthday or a positive titer blood test.
- Tetanus – a tetanus shot must be submitted from within the last 10 years.
- Hepatitis B – 3 doses of the hepatitis B vaccine.
 - a. Dose 1 must be at least 4 weeks before dose 2 and at least 16 weeks before dose 3. Dose 2 must be at least 8 weeks before dose 3.
 - b. 2 doses of Heplisav vaccine. Dose 1 must be at least 4 weeks before dose 2.
 - c. 3 doses of the Twinrix vaccine. Dose 1 must be at least 7 days before dose 2, and dose 2 must be within 14-21 days before dose 3.
 - d. Positive Hep B titer blood test.

HIPAA Training Information:

Inside ADB Complio you will find a place to watch a 10-minute YouTube training video. Complete the HIPAA quiz and signature form.

CPR certification proof: Upload a picture of a current CPR card to the Complio system; must be American Heart Association BLS.

TB Skin Test: If you test negative for tuberculin exposure, you must submit a negative PPD or IGRA (QuantiFeron/T-Spot) within the last year. If you test positive for tuberculin exposure, you must submit a negative chest X-ray from within the last two years.

Influenza Vaccine: you must submit a flu shot for the current season. Your flu shot must be received no earlier than August 1 to be accepted for the current flu season.

COVID-19: A COVID-19 "bivalent" dose did not become available until September 2022. The documentation you upload must indicate "bivalent" and should be uploaded to the bivalent category. If you are unsure if you have received the bivalent vaccine, please contact your healthcare provider. Please note: All vaccinations received after 04/18/2023 are the Bivalent series. The Religious and Medical Declination Forms can be found on the Complio under COVID-19.

BON Verification: Proof of your BON verification with your blue card or a letter from the BON must be uploaded.

Student Signature

Date

STUDENT RECORDS

Current records of students enrolled in the Associate Degree Program shall be on file and include admission data, 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 in class or lab may result in a course failure.

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 before the scheduled class start time. Most classes will use an electronic roll call which requires the use of a smartphone or tablet.

See **CLINICAL POLICIES** for clinical absence information.

CLINICAL POLICIES

CLINICAL AGENCY POLICY AND PROCEDURES

As a guest of the clinical agency, the student is responsible for following agency policies and procedures in all matters about patient/client contact and other learning activities. Individual agencies may have unique clinical requirements such as completion of learning modules or classes related to restraints, blood glucose monitoring, etc. Select agencies may have a mandatory random drug testing policy which includes nursing students. Students must adhere to and meet the specific requirements of assigned clinical agencies that may be in addition to the Department of Nursing clinical readiness requirements.

Clinical Affiliate Access

Official clinical affiliations as well as facility-approved student practice schedules are mandatory before student attendance in the clinical environment. No student shall enter a public or private facility where healthcare is being delivered and represent themselves as an Amarillo College Nursing student fulfilling clinical requirements without the express permission of the Amarillo College Nursing Faculty Member. Tape recording/video recording/ and photography are prohibited in the clinical affiliates. Failure to comply will result in disciplinary action, up to and including dismissal from the Associate Degree Program.

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 that 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.

Health Insurance Portability and Accountability Act of 1996 (HIPAA):

One of the student's major responsibilities is to preserve the confidentiality of ALL medical and personal information concerning patients. Students MUST complete HIPAA training before having clinical experiences. Students will sign a copy of the HIPAA training form and the form will be included in the student's file. ANY VIOLATION of confidentiality or breach of HIPAA Regulations will result in immediate dismissal from the Associate Degree Program.

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 for providing their health care insurance. (See "Release and Waiver of Liability".)

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 or the day of the clinical experience. Students should meet the patient before the clinical experience unless otherwise designated.

Attendance

Students are responsible for reporting to the assigned clinical area on time and being dressed according to the "Student Dress Code Policy for Clinical". Students are required to complete 100% of clinical hours.

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 before pre-clinical conference. Failure to notify the instructor before the pre-clinical conference may result in the course. Students who arrive late to the clinical area may be asked to leave if the report has been missed or the arrival time is incongruent with 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 fail 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.

Clinical Pre-Conference

Students are responsible for giving an oral report to the instructor. Unprepared students 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.

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.

Breaks and Mealtime

Students will be given a twenty (20) minute break in the morning and/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.

Fire/Disaster Procedures

Students are responsible for knowing the location of fire extinguishers in the clinical area and to understand how they operate. (Refer to Fire Procedure and Disaster Manuals located in each clinical area.)

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.

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.

Illness on Duty

Students who become ill while on duty are to notify the instructor. If the illness is acute, the instructor will help plan for the student to go home or see his/her physician. Students should not contact a doctor for personal reasons in the clinical agency.

Nursing Plans of Care

A plan of care for all patients before 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.

Parking Facilities

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

Permits

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

Personal Possessions

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

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.

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.

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.

Care of Inmates

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

Incident Report

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

Emergency Notification

An emergency is defined as a situation which requires immediate attention. A specific example would be a sudden illness or injury to a family member. The students must notify family members and caregivers of their daily school schedule, including clinical facility and unit. In case of emergency, family members or caregivers need to call the Associate Degree Program's Administrative Assistant at (806) 354-6010 or as directed by the clinical instructor. A concerted effort will be made to contact the student as quickly as possible and the clinical faculty member.

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 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 being able to verbally articulate pathophysiology, or relate theory content to clinical setting

CLINICAL FAILURE POLICY

1. A student, who fails a clinical course before 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 before the college withdrawal date for the semester or summer session and receive a W in the classroom course.
5. The clinical and didactic/lecture course must be repeated together. Clinical courses are companion courses to the didactic courses.

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 questions 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.

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.

Medication administration by Student Level

Level I Students

- Students must be knowledgeable about all medications before 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 for knowing 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 before 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 for knowing 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 medications before administration. Students must be under the direct supervision of the clinical instructor or registered nurse in the preparation and administration of medications including topical, oral, injections (intramuscular, subcutaneous, intradermal), IV fluids, IV flushes, and IVPB. After completing IV medication competency, students must obtain approval from the clinical instructor to give additional IVP medications to the assigned Registered nurse.
 - Students must not give any IVP medication without the prior instructor's approval.
 - Students must not give any IVP opioid medication without the instructor present.
 - Students who give ANY IVP medications without approval will FAIL clinical.
- Students are responsible for knowing 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 before 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 for knowing 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 arterial lines, and perform phlebotomy and venipuncture under the direct supervision of the clinical instructor or registered nurse. Students may not discontinue any Central Venous Lines (including PICC Lines).

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. Student uniforms are available for purchase at the Amarillo College bookstore. Student uniforms must be worn in the NRC during ALL skills and clinical simulation lab times. **This includes RNSG 1161, 2262, 2363, 2360.**

The Student Uniform will be:

- Royal blue ADN program uniform jacket, top, and pants. Brands cannot be mixed due to color differences. Please check the label colors.
- Clean, neatly pressed, and well-fitting. Pants may not drag the floor.
- Athletic shoes that cover the entire foot.

The Student Uniform should not include:

- Uniform that is too baggy or too tight.
- Uniform pants made of knit material.

- High-top tennis shoes, clogs, sandals, open toes, or backless shoes.

Amarillo College School of Nursing patches

Patches should be purchased from the Amarillo College Bookstore, and 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 the shoulder seam. Amarillo College uniform is to be worn only for Amarillo College clinical.

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

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, or green).
- A student may only wear wedding rings and watches. **NO smartwatches may be worn.**
- Any piercing jewelry must be a stud and not be larger than 5mm. Earrings should be no larger than 5 mm and may be worn in the lower lobe only! No Facial Piercing is permitted.
- Make-up is to be used conservatively. **NO** false Eyelashes may be worn.
- Explicit tattoos, profane or gang-related must be covered. Exposed tattoos must be approved by the Associate Degree Program Directors or Assistant Directors.
- 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. A student who 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. No gels, acrylic, Shellac, etc. may not be worn in the clinical setting.

The clinical uniform with a name badge shall be worn at all times-

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.
2. Please remember to log in when entering the NRC and log out upon leaving. The login computer is located just inside the main entrance.
3. The NRC is comprised of several areas in which students can:
 - practice patient-centered situations
 - view required media,
 - complete computer tutorials
 - participate and complete clinical simulations as required
 - study and utilize educational materials.
4. The NRC provides a rich learning environment to practice and perform many basic nursing skills.
5. A large study area is available in Room 323. This area provides the following for student use:
 - computer stations
 - a collection of reference textbooks
 - a media library
6. Scheduled labs will be posted in the NRC.
7. Please demonstrate courtesy to others while in the NRC.
8. Registered nurses with varying educational and clinical backgrounds are available for individual and group tutoring in nursing skills and procedures.
9. 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.
10. **Children are not allowed in campus labs. This is to prevent injury to a child.**
11. Please report any injuries incurred while in the NRC to the NRC Director and/or Supervisor.
12. 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.
13. Please turn cell phones or pagers off or vibrate while in the NRC.
14. Students are not allowed to have food or drinks in the NRC lab.
15. Please leave your work area in a clean and orderly manner.

GUIDELINES FOR STUDENT SUCCESS IN RETURN DEMONSTRATION OF NURSING SKILLS

Purpose

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

Student Responsibilities

1. Before return demonstration of skills, the student is expected to:
 - a. read textbook assignments related to the skill being performed
 - b. review lecture content related to the skill being performed
 - c. view any media/computer programs related to the skill being performed
 - d. ask instructors and NRC staff questions about the skill being performed and get involved with study groups that are goal-directed for success.
 - e. **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 10 minutes before 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 before the return demonstration with the faculty.
4. The student may not use books, or notes, or ask assistance from faculty during the return demonstration of a skill.
5. Before 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. NRC staff will direct the students to a station or bed.
2. 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.
3. The student will ask any questions before beginning the demonstration.
4. Proceed through each step in order, as the correct sequence is often critical. The student will demonstrate and verbalize the steps of the procedure. Interact with manikins as if the manikin is a real patient.
5. 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.
6. Return demonstration is often stressful. Please make every attempt to obtain enough rest and a proper diet before each testing procedure.

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:

Grade Points	Quality Point
A = Excellent (90-100%)	4 grade points
B = Good (80-89%)	3-grade points
C = Average (75-79%)	2 grade points
D = Poor (60-69%)	1 grade point
F = Failure (<60%)	0-grade points
I = Incomplete	Not computed
W = Withdrawal	Not computed
AU=Audit	Not computed

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 before 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".

Nursing Courses with a Concurrent Skills/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 to be eligible to enroll in the next level.

Rounding of Grades:

The **final course average** will be rounded to the tenth place. For example, a course average of 79.50% would be rounded to a letter grade of B. Additional examples of final course averages rounded to the tenth place include:

- 74.62% will be rounded to a letter grade of C
- 74.38% will be rounded to a letter grade of D
- 79.77% will be rounded to a letter grade of B
- 79.499% will be rounded to a letter grade of C
- 89.87% will be rounded to a letter grade of A
- 89.478% will be rounded to a letter grade of B

There will be no rounding of individual assignments, quizzes, or examination scores earned during a semester. This includes all didactic (classroom and online) and clinical scores as well as ATI Specialty Exam scores. For example, a 79.50% Module exam score will not be rounded to a letter grade of B, and a Module Exam of a score of 79.49% will not be rounded to 79%.

The grading scale for Amarillo College, Department of Nursing states:

- The Associate Degree Program grades are recorded as “A”, “B”, “C” (75% or above); “D”, and “F”. A minimum grade of “C” is required in ALL courses to remain in good standing in the Associate Degree Program s. A student may be recommended for dismissal due to failing grades, cheating, inappropriate behavior(s) or attitude, incivility to another student, faculty, or staff member or unsatisfactory (unsafe, inaccurate, and/or incompetent) clinical performance will supersede any classroom grade and will, therefore, mean failure for the semester.
- Nursing faculty for each course will plan, implement, and evaluate course requirements. Nursing syllabi may change at any time. Students will be notified in writing of the change an acknowledgment form will be signed and maintained in the student’s record. Nursing faculty will maintain a record of student progress in each course and communicate to the student progress or lack thereof in the course and require a success plan for remediation.
- Course requirements are communicated by Faculty orally and in writing.
- A grade point average (GPA) of 2.0 or higher is required for graduation

GRADE INFORMATION POLICY

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

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

DIDACTIC COURSE POLICIES

Semester Grading Criteria

Semester grading criteria are explained at the beginning of each course and are designated to measure the acquisition of leveled knowledge and the ability to apply what is taught. A grade of 75 (C) or better MUST BE achieved in didactic and clinical courses for a student to advance to the next level. The average of all grades must be 75% or higher to pass the course. The final grade will not consist of more than 6% of alternative assignments. FINAL GRADES MAY BE ROUNDED WHEN CALCULATING THE AVERAGE (74.5 OR HIGHER IS ROUNDED TO 75).

STUDENT TESTING POLICY

Specific to Testing and the West Campus Testing Areas

A student will:

1. Arrive at least 10 minutes before a test time at the Testing Area. 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. Provide photo identification with Amarillo College ID with barcode or state-issued license at test time, if an instructor cannot proctor the exam.

3. Have no personal belongings (i.e. books, papers, phones, smart watches, electronic devices, hats) at a testing area. Any outerwear is subject to proctor approval.
4. Be provided with scratch paper, pencil, and/or calculator when necessary.
5. Raise his/her hand to ask a question. An Instructor or testing personnel will come to the student. There will be no other talking during the test.
6. **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 to 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. After the exam immediately exit the building; do not congregate around or outside the testing area.
7. Contact the instructor about taking a make-up test within 24 hours.
8. 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
9. Take all exams including the final, no exemptions. Students will receive the grade earned on all exams, including the final.
10. Students may review their exam results with an instructor after any module exam. Appointments should be scheduled within two weeks of the exam. No module exam may be reviewed after the next scheduled module exam is given. The final exam will not be reviewed.

Guidelines for Tutoring

- I. **PURPOSE:** The purpose of these guidelines is to provide instructions for students and faculty about tutoring as an academic support resource in the Associate Degree Program s that promotes student success.
- II. **WHAT IS TUTORING?**
 - A. Tutoring is an organized learning experience in which one person serves as a tutor and a student(s) is the learner. Tutors help students become more confident in their critical thinking and clinical reasoning skills in the classroom, in clinical settings, and on examinations.
 - B. Tutoring is not the same thing as teaching. Tutors will reinforce the content and concepts taught by the instructor and help students to be independent learners. Students have already been in the classroom and clinical setting and do not generally need to repeat that experience.
 - C. Tutoring may include a one-to-one relationship between a tutor and one student or between a tutor and small groups of students who have similar learning needs. Small group tutoring sessions help students to learn from and support each other while being guided by a tutor.

III. WHAT DO TUTORS DO?

- A. Tutors will help ensure that students are following the directions and/or assignments correctly.
- B. Tutors help students to identify their points of confusion, ask questions, figure things out, and develop their ways of understanding the information, how to retain it, and how to organize their study.
- C. Tutors will explain the content and concepts that students are having problems with or have specific questions about so that they can continue their studies with confidence.
- D. Tutors will help students to reach the answer to a problem or concept themselves with their guidance.
- E. Tutors will use a variety of tutoring strategies to help students understand, apply, and analyze patient-centered data
- F. Tutors will provide students with constructive feedback and encouragement.
- G. Tutors will provide students with study tips and other self-help resources.
- H. Tutors will work closely with the instructor to apprise them of a student's progress.

IV. WHAT TUTORS WILL NOT DO:

- A. Tutors will not assume the role of instructor, counselor, or advisor.
- B. Tutors will not "Re-teach" the classroom or clinical content or concepts.
- C. Tutors will not correct, grade, or check assignments or papers.

V. WHAT MUST STUDENTS DO BEFORE MEETING WITH A TUTOR?

- A. Students are required to complete their assigned reading and bring with them the class textbook, syllabus, and notes.
- B. Students should begin their assignment as much as they can.
- C. Students should bring with them a positive attitude and be ready for a learning experience that will help them be the best nurses possible!
- D. Students will also read and sign the Tutoring Contract for each nursing course.

VI. WHEN SHOULD A STUDENT SEEK TUTORING?

- A. The West Campus Tutoring Resource Center is open to all nursing students. Any student may schedule an appointment at the center regardless of their academic progress in a course.
- B. Students who do not achieve a minimum passing score of at least 75% on a unit and/or module exam are **required** to meet with the instructor to review the exam. Students will complete tutoring either during the exam review or at the West Campus Tutoring Resource Center before the next scheduled exam. The purpose of this requirement is to help students improve their critical thinking and clinical reasoning skills and test-taking techniques. The course syllabus and course student contract include this requirement. Students who do not complete the required tutoring will not be allowed to take the course's next scheduled Module exam and will receive a grade of zero (0) for that exam.
- C. If required tutoring is to be completed at the West Campus Tutoring Resource Center, the student will make an appointment with a professional tutor and attend the prescribed tutoring. The student will then return the completed prescription, verified by the tutor's signature, to the ordering faculty member.

VII. WEST CAMPUS TUTORING RESOURCE CENTER:

- A. The West Campus Tutoring Resource Center is located in Building: 806–354-6020.

Academic Integrity and Accountability Policy

- I. **PURPOSES:** The purposes of the Testing Security Policy are to provide: (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure the security of all aspects of the testing process. This policy is not limited to academic cheating on tests but encompasses all aspects of classroom, clinical, and online learning environments.
- II. **DEFINITIONS:**
 - A. Cheating on a Test – copying from another student's test paper, computer screen, or scratch paper, writing on provided scratch paper 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, 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.
 - B. Plagiarism –the unacknowledged submission or incorporation of someone else's work or ideas in whole or part from any source and passing them off as one's work; submitting one's previous work or mixing parts of previous work into a current assignment
 - C. Collusion – the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. In addition, specific to the Associate Degree Program, the following behavior is considered cheating and may result in dismissal from the Associate Degree Program.

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

III. SUPPORTIVE INFORMATION:

- A. Amarillo College expects high standards of conduct from its students. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero on a test/assignment or a class III clinical warning for non-graded clinical work, failing the course, or dismissal from the Associate Degree Program . Scholastic dishonesty is discussed in the Amarillo College Students’ Rights and Responsibilities, as is academic honesty in the Associate Degree Associate Degree Program Student Handbook. Additionally, students are expected to be aware of the Associate Degree Associate Degree Program ’s Policy on Social Networking in the Student Handbook.
- B. Amarillo College Department of Nursing takes Academic Honesty very seriously. Cheating in any form is not tolerated.
- C. The Texas Board of Nursing (BON) may deny initial licensure to anyone who demonstrates a lack of good professional character as evidenced by a single incident or an integral pattern of personal, academic, or occupational behaviors that are not consistent with standards of nursing practice (BON, Rule 215.8).
- D. The use of technology is often a method used for academic cheating. Examples include but are not limited to cell phones, portable media devices, cameras, audio or video recording, and social media networks. Any form of cheating is unacceptable and will not be tolerated.
- E. It is important that faculty communicate with students exactly what constitutes academic dishonesty and what the expectations are.

IV. WHAT ARE POSSIBLE SCENARIOS OF CHEATING?

CHEATING SCENARIO 1	During an exam, a student goes to the bathroom and looks at some notes that have been previously hidden to find answers.
CHEATING SCENARIO 2	A student writes some notes or memory prompts on her arm, hand, or a piece of paper before going into an exam and uses these to help answer some questions.
CHEATING SCENARIO 3	A student is having difficulty writing a paper. He uses the work of another student either current or former to write his paper with permission of the friend.
CHEATING SCENARIO 4	A student is having difficulty understanding the content and concepts in a class before a test. She asks a classmate who took the test in an earlier section what to study.
CHEATING SCENARIO 5	A student has just finished a test. To help his friends, the student describes specific content and concepts on the test or gives examples of test questions/answers.
CHEATING SCENARIO 6	A student says that she doesn’t remember the specific questions on a test from a previous semester, but does remember most of the answers and will post them on a social media network for her classmates who are struggling with a rigorous course.

CHEATING SCENARIO 7	A student finds an internet site relevant to his class or clinical assignment and copies portions of it into his work, changing very little of it.
CHEATING SCENARIO 8	A student uses test questions, papers, and care plans handed down from previous semesters to complete her assignments.
CHEATING SCENARIO 9	When asked by the instructor, a student says he knew that cheating was going on during a test and test review but did not want to get his peers in trouble.
CHEATING SCENARIO 10	When asked by the instructor, a student says that she didn't think it was cheating, especially since the answers posted on a social networking site were placed into her own words. Posting questions/answers on social media.
CHEATING SCENARIO 11	A student brings an audio recorder to a test review with the instructor. The instructor discusses in detail the rationales for the correct and incorrect test responses. The student shares this information with other students in writing, verbally, or makes a copy of the audio for students in a subsequent testing period or semester.
CHEATING SCENARIO 12	A student takes a picture of a question during class without the instructor's knowledge. A student has a concealed electronic device that takes pictures of the questions during a presentation by the instructor to promote critical thinking.
CHEATING SCENARIO 13	A student takes a picture, or screen, or downloads a quiz to use for any purpose.
CHEATING SCENARIO 14	A student consistently misses the regularly scheduled tests in hopes of obtaining information from classmates about test content and/or concepts for the make-up test.
CHEATING SCENARIO 15	A student reports that he received an electronic study guide of the content and concepts from a classmate that looked like questions from a test, but didn't use it because it looked "strange". The student reported that he had heard "through the grapevine" that test questions from a previous test were circulating among students". The student did not report the strange appearance of the study guide to the instructor until after the cheating was identified.
CHEATING SCENARIO 16	A student asks a friend for help with completing a clinical assignment. The friends send the student a copy of their work which is then turned in by the student as their work.
CHEATING SCENARIO 17	A group of students work together to complete a clinical assignment. They each turn in the care plan as their work.
CHEATING SCENARIO 18	A student uses a clinical assignment given to them by a former student and turns this work in as their own.

V. STUDENT TESTING RESPONSIBILITIES FOR ON-CAMPUS TESTING

- A. Have no personal belongings (i.e. books, papers, keys, phones, smart watches, electronic devices, hats) at a testing computer station. Any outerwear is subject to proctor approval.
- B. Do not write on the provided scratch paper before the test begins.
- C. Do not remove the privacy screens from the computer.

- D. Raise your hand to ask a question. A proctor will come to you. There will be no other talking during the test.
- E. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper and test printout information will be turned in to the proctor before leaving the testing room.
- F. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.
- G. Do not give any test information to other students.
- H. Once the test is complete, review the exam and rationales while in the testing room.
- I. Once the test is complete, leave the testing center immediately. Do not wait to ask peers/students their grades or discuss test questions.
- J. Do not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

VI. STUDENT TESTING RESPONSIBILITIES FOR OFF-SITE AND ON-LINE TESTING

- A. Off-site on-line testing requires the following:
 1. Quiet testing environment that is free of interruptions.
 2. Compatible device with webcam or external webcam
 3. Reliable internet
- B. It is the responsibility of the student to inform their instructor if they are unable to meet any of the requirements for off-site and online testing. Additionally, if the student has testing accommodations and is unable to meet their accommodations, while testing off-site and online, it is the responsibility of the student to notify their instructor.
- C. Follow all testing instructions given to them by their instructor.
- D. Use only those resources specifically authorized by this policy and their instructor.
- E. Be monitored for all exams. Monitoring may include but is not limited to live monitoring, video recording, or third-party proctoring services using software or live proctors.
- F. Adhere to the Amarillo College Associate Degree Program's Student Testing, and the Academic Integrity and Accountability policies as well as the Amarillo College Student Rights and Responsibility policy.
- G. Review and follow the Student Instructions for Off-site and On-Line Testing.

VII. STUDENT RESPONSIBILITIES DURING TEST REVIEW/REMEDIATION

- A. Students may review their exam results with an instructor after any module exam. Appointments should be scheduled within two weeks of the exam. No module exam may be reviewed after the next scheduled module exam is given. The final exam will not be reviewed.
- B. Cell phones and audio recording equipment are to be turned off. All personal electronic devices should be placed in backpacks or purses away from the review area.
- C. Test questions in any form must not be shared, discussed, or copied on social media. Examples include but are not limited to Facebook, Twitter, Instagram, blogs, etc.
- D. Students will not engage in any cheating activities, including but not limited to those scenarios listed above.

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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 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 encompasses 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 that reflect the cognitive, psychomotor, and affective domains of learning.

Concept – A complex of ideas classified at a level of generality that permits the 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 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 to 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 in computer information systems with the nurse's clinical expertise in the care of the patient.

Interdisciplinary – Refers to the involvement of members of different healthcare disciplines who rely on each other to meet the 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 that 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, practice nursing skills until competencies have been achieved, and participate in clinical simulation experiences.

Nursing Roles – The nurse's activity in practice as a 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 that 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 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 – This occurs when an individual assumes the responsibility for his learning by identifying goals, planning learning experiences, and evaluating his 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.

APPENDIX A: PROGRAM DEGREE PLANS AND PROGRESSION

Traditional ADN Program Degree Plan (Beginning Fall 2023)

Prerequisites

Course Rubric:	Course Name:	Number of Hours:
BIOL – 2401	Anatomy & Physiology I	4
BIOL – 2402	Anatomy & Physiology II	4
ENGL – 1301	English Composition I	3
EDUC – 1100	FYS – Learning Frameworks	1
HITT – 1305/1205	Medical Terminology	2

Certified Nurse Aid (CNA) or Patient Care Technician (PCT) must be obtained prior to the first day of nursing classes. Please see a nursing advisor for more information about this requirement.

First Semester – Nursing I

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1128	Intro to Healthcare Concepts	1
RNSG – 1216	Professional Nursing Competencies	2
RNSG – 1430	Healthcare Concepts I	4
RNSG – 1161	Clinical – Nursing Concepts I	1
RNSG – 1201	Pharmacology	2
SPCH – 1315, 1318, 1321	Any Speech Class	3

Second Semester – Nursing II

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1433	Healthcare Concepts II	4
RNSG – 2262	Clinical – Nursing Concepts II	2

RNSG – 1125	Professional Nursing Concepts I	1
RNSG – 1126	Professional Nursing Concepts II	1
PSYC – 2301	General Psychology	3

Third Semester – Nursing III

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1438	Healthcare Concepts III	4
RNSG – 2363	Clinical – Nursing Concepts III	3
RNSG – 1137	Professional Nursing Concepts III	1
BIOL – 2420	Microbiology	4

Fourth Semester – Nursing IV

Course Rubric:	Course Name:	Number of Hours:
RNSG – 2439	Healthcare Concepts IV	4
RNSG – 2360	Clinical – Nursing Concepts IV	3
RNSG – 2138	Professional Nursing Concepts IV	1
LPC – Course	Any Approved LPC course	3

Total Program Hours: 61

Transition ADN Program Degree Plan (Beginning Spring 2024)

Prerequisites

Course Rubric:	Course Name:	Number of Hours:
BIOL – 2401	Anatomy & Physiology I	4
BIOL – 2402	Anatomy & Physiology II	4
ENGL – 1301	English Composition I	3
EDUC – 1100	FYS – Learning Frameworks	1
HITT – 1305/1205	Medical Terminology	2

First Semester – Nursing II

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1424	Concept-Based Transition to Professional Nursing Practice	4
RNSG – 2262	Clinical – Concept-Based Transition to Professional Nursing Practice	2
RNSG – 1218	Transition to Professional Nursing Competencies	2
PSYC – 2301	General Psychology	3
SPCH – 1315, 1318, 1321	Any Speech Class	3

Second Semester – Nursing III

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1438	Healthcare Concepts III	4
RNSG – 2363	Clinical – Nursing Concepts III	3
RNSG – 1137	Professional Nursing Concepts III	1
BIOL – 2420	Microbiology	4

Third Semester – Nursing IV

Course Rubric:	Course Name:	Number of Hours:
RNSG – 2439	Healthcare Concepts IV	4
RNSG – 2360	Clinical – Nursing Concepts IV	3
RNSG – 2138	Professional Nursing Concepts IV	1
LPC – Course	Any Approved LPC course	3
Total Program Hours:		63

Articulated Credits Earned

Course Rubric:	Course Name:	Number of Hours:
RNSG – 1128	Intro to Healthcare Concepts	1
RNSG – 1216	Professional Nursing Competencies	2
RNSG – 1430	HealthCare Concepts I	4
RNSG – 1161	Clinical – Nursing Concepts I	1
RNSG – 1201	Pharmacology	2
RNSG – 1125	Professional Nursing Concepts I	1
RNSG – 1126	Professional Nursing Concepts II	1
Total Credits Earned:		12

Articulated Credits will be awarded upon successful completion of RNSG – 1218, RNSG – 1424, and RNSG – 2262. 12 credit hours in residence, and payment of posting fee.

Vocational Associate Degree Program Certificate

Prerequisites

Course Rubric:	Course Name:	Number of Hours:
BIOL - 2401	Human Anatomy & Physiology I	4
Either BIOL - 2402	Human Anatomy & Physiology II	4
Or HITT - 1205	Medical Terminology	2

Certified Nurse Aid (CNA) or Patient Care Technician (PCT) must be obtained prior to the first day of nursing classes. Please see a nursing advisor for more information about this requirement.

First Semester

Course Rubric:	Course Name:	Number of Hours:
VNSG - 1423	Basic Nursing Skills	4
VNSG – 1400	Nursing in Health & Illness I	4
VNSG – 1331	Pharmacology	3
VNSG – 1227	Essentials of Medication Administration	2
VNSG – 1204	Foundations of Nursing	2
VNSG – 1201	Mental Health and Mental Illness	2
VNSG – 1260	Clinical – Health and Illness I	2

Second Semester

Course Rubric:	Course Name:	Number of Hours:
VNSG – 1230	Maternal – Neonatal Nursing	2
VNSG – 1234	Pediatrics	2
VNSG – 1409	Nursing in Health and Illness II	4
VNSG – 1261	Clinical – Nursing Health and Illness II	2
VNSG – 2410	Nursing in Health and Illness III	4
VNSG – 2163	Clinical- Health and Illness III	2

APPENDIX B: STUDENT CONTRACTS

Complio Acknowledgment Statment

I _____ understand that I must obtain the following information for Complio, which is a requirement for me to complete my clinical courses. I also understand that it is my responsibility as a Nursing Student to obtain and update all of the Complio information upon expiration. If I fail to do so I understand that I will be required to meet with the Assistant Director and the Complio Coordinator of the Associate Degree Program (please see the attached two documents you will receive at the meeting).

Background check Additional Information:

- 1) The criminal background check typically takes 3-5 business days to complete.
- 2) The ability to participate in a Health Science program is dependent on program accreditation and licensure requirements as well as policies of the clinical facilities.

Drug Screen Additional Information:

Do not begin the drug screen process until your Program Director has instructed you to do so.

Once you pay for the drug screen you will have 30 days to submit the urine sample at the lab collection site that you chose on your order.

A Negative **Dilute** Drug Screen requires another urine sample to be submitted. The student will be responsible for paying for the second test.

Tips on how to avoid a negative dilute result:

- 1) Limit the consumption of large amounts of water before the test. It is suggested that 8 oz or less is consumed for 2 hours before testing.
- 2) A good alternative to hydrating yourself would be to drink two 8 oz glasses of orange juice (no coffee, soda, etc.) before the test.

If a positive result is verified as positive the student will be withdrawn from the program and not allowed to return to clinical/practicum courses for 12 months AND

the student completes a new drug screen in which a negative result is obtained. Be aware that the use of CBD products may result in a positive drug test.

Immunization Tracker Additional Information:

The student will be required to take a picture of their immunization record and upload it to the Complio website.

The student's first and last name appear clearly on the immunization record that is uploaded or that record will be denied as proof of immunization.

The facility in which the immunization was given must appear on the uploaded record or that record will be denied as proof of immunization.

The following immunizations are required:

- MMR – 2 doses of the vaccine dated at least 28 days apart and received after your 1st birthday or a positive titer blood test for measles, mumps, and rubella.
- Varicella – 2 doses of the vaccine dated at least 28 days apart and received after your 1st birthday or a positive titer blood test.
- Tetanus – a tetanus shot must be submitted from within the last 10 years.
- Hepatitis B – 3 doses of the hepatitis B vaccine.
 - a. Dose 1 must be at least 4 weeks before dose 2 and at least 16 weeks before dose 3. Dose 2 must be at least 8 weeks before dose 3.
 - b. 2 doses of Heplisav vaccine. Dose 1 must be at least 4 weeks before dose 2.
 - c. 3 doses of the Twinrix vaccine. Dose 1 must be at least 7 days before dose 2, and dose 2 must be within 14-21 days before dose 3.
 - d. Positive Hep B titer blood test.

HIPAA Training Information:

Inside ADB Complio you will find a place to watch a 10-minute YouTube training video.

Complete the HIPAA quiz and signature form.

CPR certification proof: Upload a picture of a current CPR card to the Complio system; must be American Heart Association BLS.

TB Skin Test: If you test negative for tuberculin exposure, you must submit a negative PPD or IGRA (QuantiFeron/T-Spot) within the last year. If you test positive for tuberculin exposure, you must submit a negative chest X-ray from within the last two years.

Influenza Vaccine: you must submit a flu shot for the current season. Your flu shot must be received no earlier than August 1 to be accepted for the current flu season.

COVID-19: A COVID-19 "bivalent" dose did not become available until September 2022. The documentation you upload must indicate "bivalent" and should be uploaded to the bivalent category. If you are unsure if you have received the bivalent vaccine, please contact your healthcare provider. Please note: All vaccinations received after 04/18/2023 are the Bivalent series. The Religious and Medical Declination Forms can be found on the Complio under COVID-19.

BON Verification: Proof of your BON verification with your blue card or a letter from the BON must be uploaded.

Student Signature

Date

Adopted 1/2024

AMARILLO COLLEGE
ASSOCIATE DEGREE ASSOCIATE DEGREE PROGRAM

ACKNOWLEDGMENT OF REQUIREMENTS

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

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

I have an understanding of the progression requirements:

The student must have a grade of "C" (75) in all required courses in order to progress to the next level of the program. Any nursing course with a required concurrent clinical course is integrated and inseparable; thus a student must pass both components in the same semester in order to be eligible to enroll in the next level.

To continue in the program, a student may repeat one nursing course or combination of concurrently enrolled nursing courses (class and concurrent clinical course) one time only. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, audit, drop, or unsatisfactory grade. ***Failure of two ADN courses will make the student ineligible to return to the program.***

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

I have an understanding of the Social Networking Policy and the Honor Code Policy and agree to comply with both policies.

Date

Signature

Print Name

Licensure Eligibility Notification Form

Board of Nurse Examiners for the State of Texas

333 Guadalupe, Ste 3-460

Austin, TX 78701

Phone: 512-305-6889

Website: www.bne.state.tx.us

I hereby verify that I have received and have had the following rules regarding licensure eligibility for licensed vocational nurses in Texas explained to me:

1. **Texas Occupations Code 301.161, 301.2511, 301.252 and 301.452-.469 of the Nursing Practice Act.**
2. **Sections 213.27-213.30 of the Texas Administration Code** (relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, and Declaratory Order of Eligibility for Licensure)
3. Instructions and Petition for the Declaratory Order of Eligibility.

Student Name _____

Student I.D. or Social Security Number _____

Date of Birth _____

Signature _____

Date Signed _____

Updated 5/2014, 4/2018, 5/2019

Civility Statement

Students are full partners in fostering a classroom environment which is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, students are prohibited from engaging in any form of behavior that detracts from learning experience of fellow students. This also includes any form of incivility or “bullying” of other students, instructors, etc. Any student who believes they are being bullied should follow the chain of command as outlined by the student handbook. Any form of incivility will not be tolerated. Inappropriate behavior in the classroom may result in a request for the offending student to leave class. Continued incivility may result in dismissal from the program.



Clark © 2011

Medscape

I have read and agree to the above statement.

Signature: _____ Date: _____

HONOR CODE POLICY

AMARILLO COLLEGE ASSOCIATE DEGREE ASSOCIATE DEGREE PROGRAM

Amarillo College nursing students are expected to conduct themselves in accordance with the high ethical standards expected of associate degree nurses and in a manner consistent with the ANA Code of Ethics and the National Federation of Licensed Practical Nurses. Honesty and integrity are expected from all students from admission through graduation. Dishonesty undermines the goals of nursing education and professional development.

Because students are responsible in the clinical setting for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and behavior that is consistent with professional standards. Students and faculty accept responsibility for acting in an ethical manner.

Students are expected to report to the faculty and/or coordinator conduct that violates the standards of honesty and integrity.

It is the intent of this policy to support an atmosphere of integrity within the Associate Degree Associate Degree Program at Amarillo College. It is the responsibility of each student to support this atmosphere both individually and collectively. We expect nursing students to enter the program knowing what is right and what is wrong. Nursing students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct.

Further, we expect nursing students to move beyond thinking only of their own situations to thinking of what is right for their peers, their patients, and ultimately the nursing profession.

As you sign this Honor Code, consider what this means for you. For some students, this may mean admitting to mistakes. For other students, this may mean confronting a classmate about unethical behavior. It may also mean reporting a classmate because you have firsthand knowledge of misconduct. Do not let your peers and your profession down by allowing unethical behavior to go unaddressed. Misconduct hurts everyone, not just the person engaging in the misconduct.

I, the undersigned, have read and fully understand the Honor Code Policy. By signing this document, I agree to abide by the policy.

Signature _____

Printed Name _____

Date _____

Adopted March 2011 from Oregon Health Sciences University Honor Code

AMARILLO COLLEGE
DEPARTMENT OF NURSING
STATE OF TEXAS
RELEASE AND WAIVER OF LIABILITY
COUNTY OF POTTER
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 Associate Degree 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 Releases) 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 Releases 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 the negligence of Releases 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's Signature

AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING
SOCIAL NETWORKING POLICY

Students in the Associate Degree Program at Amarillo College are expected to adhere to the high standards of the Nursing profession with regard to maintaining confidentiality. This not only includes guarding patient confidentiality at a clinical site, but also in the classroom, at home and online.

The following are guidelines for behavior involved with cell phone use, Facebook, Twitter, Snapchat, TikTok, Instagram and any other social networking site. You must use these sites with the following CAUTION:

- It is your responsibility to keep your site appropriate and your profiles clean.
- Do NOT post threats or derogatory remarks about anyone associated with the Associate Degree Program. This includes fellow students, faculty, staff, college administrators, clinical affiliates, and above all, patients. This is a violation of confidentiality. You will be reported to the college police and disciplinary action, such as dismissal, is likely.
- Any photos of yourself must be made out of uniform, make no reference to Amarillo College, the Associate Degree Program or our clinical affiliates. Photos will not include any illegal activity. Posting photos of other students, faculty, staff, etc. without their permission is forbidden. Posting pictures of patients is strictly forbidden.
- Cell phone use is prohibited during classroom and clinical hours.

My signature acknowledges I have been informed of the Social Networking Policy for the Associate Degree Program at Amarillo College.

Student Signature

Date

AMARILLO COLLEGE
VOCATIONAL ASSOCIATE DEGREE PROGRAM
STUDENT DISCLOSURE STATEMENT

The undersigned, a student enrolled in the Amarillo College Associate Degree 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 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 regardless of diagnosis 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 Associate Degree Program. I have received a copy of these Standard Precautions and am familiar with same.
- I must abide by policies in the LVN Program at Amarillo College and in the agencies where I may be assigned for clinical experiences.
- 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

Approved 11/21/91
Revised 4/10/92, 6/26/92, 4/24/00, 9/22/03, 1/24/05
6/07, 5/11, 4/2018, 5/2019

I.D.#

AMARILLO COLLEGE

ASSOCIATE DEGREE NURSING

EXAM REVIEW AND TUTORING PROCESS

In the event a student does not obtain the minimum passing score of 75% on a Module Exam the Faculty will be responsible for:

- Assigning a tutoring prescription to the student.
- Having appointment times available to review the exam with the student. At this time, faculty may complete the required tutoring. Examples of tutoring activities include study strategies, test-taking strategies, and/or content review.

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 instructor to review the exam/and or complete a remediation packet.
- Complete additional tutoring as deemed necessary by the instructor.
- Complete required tutoring, either during the exam review or at the West Campus Tutoring Center.
- If required tutoring is to be completed at the West Campus Tutoring Center, the student will make an appointment with a professional tutor and attend the prescribed tutoring. The student will then return the completed prescription, verified by the tutor's signature, to the ordering faculty member.
- Students may also be required to complete a **Required Remediation Assignment** prior to taking the next exam. The instructor will notify the student of the Assignment and the due date for the assignment.

Students who do not complete the required tutoring for a Module exam may not take the next module exam. I have read and understand the above nursing policy. I agree to abide by all classroom policies of Amarillo College.

STUDENT SIGNATURE

DATE

FACULTY SIGNATURE

DATE

Written: July 2015dh, updated 4/2016, update 12/2017, updated 1/19

STUDENT ACKNOWLEDGEMENT OF UNDERSTANDING

Medical Insurance Coverage

Students should have a primary insurance source.

If accidental injury occurs, students are required to file a claim with their personal insurance company.

Amarillo College retains an accident policy that provides coverage over and above any other valid and collectible insurance that students have.

“My signature below indicates an understanding that if I am injured during the classroom, clinical or laboratory experience, I should follow the appropriate network procedures for my personal accident policy”.

Student Signature and Date

Amarillo College Associate Degree Nursing
Attestation Statement for Academic Integrity

I, _____, a student enrolled in the Associate Degree program at Amarillo College, hereby pledge to uphold the highest standards of academic integrity in accordance with the guidelines outlined in the Amarillo College Student Rights and Responsibilities, as detailed at the following web address:

https://catalog.actx.edu/content.php?catoid=10&navoid=407#Academic_Information.

Additionally, I commit to following the provisions and values described in the American Nurses Association Code of Ethics for Nurses, which can be found at the following web address:

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

Furthermore, I acknowledge and understand the provisions set forth in Texas Board of Nursing Rule 215.8, particularly subsection (e), which outlines the reasons for dismissal from the program. These include:

1. Behavior evidencing actual or potential harm to patients, clients, or the public.
2. Criminal behavior that could affect licensure, as outlined in §213.28 (Licensure of Individuals with Criminal History) of this title.
3. Current fitness to practice nursing, as delineated in §213.29 (Fitness to Practice) of this title.
4. Good professional character, as articulated in §213.27 (Good Professional Character) of this title.

I understand that failure to follow these guidelines or to willfully commit academic dishonesty will result in course failure and potential dismissal from the program.

By affixing my signature below, I affirm my commitment to adhering to these guidelines, maintaining academic integrity, and upholding the principles of professionalism and ethical conduct throughout my tenure in the Associate Degree Associate Degree Program at Amarillo College.

Student Signature: _____

Date: _____

APPENDIX C: CORE PERFORMANCE STANDARDS

The Associate Degree Program at Amarillo College has minimal physical competencies that must be met. These are reasonable and common functions found in nursing. If an applicant or student is unable to meet all of the outlined standards, he or she may withdraw from the Associate Degree Program. The student must independently demonstrate the following minimal abilities:

1. Perform complex psychomotor and physical tasks with or without accommodations which include, but are not limited to:
 - a. Standing for long periods (8 to 12 hours/day)
 - b. Lifting 30 pounds
 - c. Performing one and two-person transfers
 - d. Turning and ambulating another person
 - e. Manipulating equipment and performing patient care procedures (i.e., starting IVs, dressing changes, managing medical equipment).
2. Communicate effectively and efficiently in English both oral and written forms.
3. Utilize intellectual abilities, exercise good judgment, and complete tasks within the required time limits.
4. Demonstrate the emotional health required for full utilization of intellectual abilities and exercise good judgment.

Show integrity, and concern for others, and use interpersonal skills, interest, and motivation.

To practice nursing, a licensee must possess a multitude of knowledge, skills, and abilities to provide safe and effective patient care (National Council of State Boards of Nursing, Inc., 1992). It is the Associate Degree Program's responsibility to ensure that this requirement is met before a graduate is certified.

Core Performance Standards (CPS) are the required basic cognitive, psychomotor, and affective activities that are essential to the successful completion of the Associate Degree Program and are categorized as communication, cognitive, and motor and sensory skills. Students enrolled in the Associate Degree Program at AC must be able to perform the following CPS with or without reasonable accommodations.

CORE PERFORMANCE STANDARDS:

Academic Progress

Applicants and students, with or without reasonable accommodations, must be able to:

1. Profit from learning experiences relevant to program objectives, including such means as:
 - a. Attending scheduled class lectures, laboratory and simulation sections, etc.
 - b. Satisfy specific course/program objectives specified in course syllabi.
 - c. Complete degree plans and other student progress records as required by the program and college.
2. Demonstrate critical thinking skills deemed appropriate for the academic level and discipline content, including such means as:
 - a. Comprehending appropriate professional literature.
 - b. Integrating professional literature and evidence-based practices.
 - c. Articulating information specific to the academic major.
 - d. Demonstrating critical thinking/clinical reasoning and cognitive abilities sufficient for problem-solving and clinical judgment.
3. Demonstrate eligibility to assume a professional role at program completion, including such means as:
 - a. *Meeting all matriculation requirements specific to the Associate Degree Program.
 - b. *Interacting productively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
 - c. *Demonstrating communication skills sufficient for interaction with others in verbal and written form. (Communication is understandable to others).
 - d. *Demonstrating mobility sufficient to move independently from room to room and maneuver in small spaces.
 - e. *Demonstrating motor skills and sensory sufficient to provide safe and effective nursing care.
 - f. *Completing certification/licensure requirements if needed for employment.
 - Elements specific to nursing

CONDUCT WITHIN THE DEPARTMENT OF NURSING

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

1. Demonstrate competencies through evaluation procedures adopted by the Associate Degree Program .
2. Demonstrate behaviors appropriate to study at the post-secondary level, including such means as:
 - a. Abiding by the current College policies for student conduct
 - b. Interacting appropriately with peers, faculty, and the professional community
 - c. Core Performance Standards

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

COMMUNICATION:

Applicants and students must communicate effectively and sensitively with patients/clients and their families as well as other students, staff, faculty, professionals, agency personnel, community residents, and others relevant to their area of study. The expression of ideas and feelings must be clear and appropriate. Applicants and students must demonstrate a willingness and ability to give and receive feedback. Communication examples include complete verbal and written command of the English language to explain procedures to patients, give oral reports (e.g., report on patient's condition to others), interact with others (e.g., health care workers, faculty), speak on the telephone, direct activities of others, convey information through writing (e.g., progress/nursing notes), read and comprehend printed materials and documents, document clearly and correctly on patient's medical record, and transmit information through written documents that use proper grammar, syntax, spelling, and punctuation.

ELEMENT	DESCRIPTION	EXAMPLES
Communication	Communication abilities are sufficient for interaction with others in verbal and written form. Communication is understandable to others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds	Establish rapport and maintain a professional demeanor with patients/clients, family, and colleagues.

COGNITIVE:

Creative problem-solving and clinical reasoning require certain intellectual abilities. Applicants and students must be able to reason, analyze, integrate, synthesize, prioritize, and evaluate in the context of the nursing activities of the program and area of study. In addition, applicants and students must be able to comprehend three-dimensional relationships and understand spatial relationships (i.e., X-rays, CT Scans, concept maps).

ELEMENT	DESCRIPTION	EXAMPLE
Critical Thinking, Cognitive Ability	Critical thinking sufficient for clinical judgment	Ability to handle multiple tasks and problem-solve simultaneously, identify cause-effect relationships in clinical situations, utilize the nursing process in developing nursing care plans, and perform dosage calculations in a time frame to deliver safe care.

MOTOR AND SENSORY SKILLS:

Applicants and students need to have sufficient motor function and sensory skills to be able to execute movements and make observations required in the domain of nursing care or nursing activity in their chosen program of study.

EXAMPLE	DESCRIPTION	EXAMPLE
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Motor skills of lifting, carrying, pushing, and pulling objects up to 30 pounds. The physical ability to bend, stooping 1 inch from the floor and reaching overhead to retrieve or place on patient/clients' shelves; to intermittently push objects over 100 pounds; stand/walk 8-12 hours.

OBSERVATION:

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

ELEMENT	DESCRIPTION	EXAMPLE
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Visual	Visual ability sufficient for observation and assessment is necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color.
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TACTILE:

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

ELEMENT	DESCRIPTION	EXAMPLE
Tactile	Tactile ability is sufficient for physical assessment.	Finger dexterity to perform palpation and percussion functions of physical assessment and/or those related to therapeutic intervention, e.g., insertion of a catheter. Perceives attributes of an object such as size, shape, temperature, or texture.

HEARING:

Applicants and students need to have sufficient ability to accurately hear normal speaking levels of sounds (PERSON TO PERSON REPORT), hear faint voices and body sounds (e.g., blood pressure sounds, assessment placement of tubes), hear in situations when not able to see and read lips (e.g., wearing a mask), hear auditory alarms (e.g., monitors, fire alarms, call bells), and hearing acuity sufficiently enough to assess changes in heart, breath, abdominal, and vascular sounds.

ELEMENT	DESCRIPTION	EXAMPLE
Hearing	Auditory ability is sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.

SMELL:

Applicants and students need to have sufficient ability to smell and detect odors from patients/clients (e.g., foul-smelling drainage, alcohol breath, etc.), detect smoke, detect gases or noxious smells, and detect odors exhibited by the body or body fluids which may be indicative of disease processes.

PSYCHOMOTOR SKILLS:

Applicants and students need to have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers to fulfill the professional roles toward which each program educates. For example, be able to move within confined spaces (e.g., accompany immobile patients or hospital beds in elevators), sit and maintain balance, stand and maintain balance, reach above shoulders (e.g., IV poles), reach below the waist (e.g., plug electrical devices into low wall outlets), perform

cardiopulmonary resuscitation (e.g., move above patient to compress the chest and sustain repetitive movements). Squat (e.g., empty Foley catheters and other drains), move quickly (e.g., respond to a code or other emergency). Climb (e.g., ladders/stools/stairs), push/pull (e.g. transport a stretcher, transfer a patient), lift at least 30 pounds, and complete assigned clinical practice and duties within a safe period.

ELEMENT	DESCRIPTION	EXAMPLE
Mobility	Physical abilities are sufficient to move from room to room and maneuver in small spaces.	Moves around patients' rooms, workspaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands/fingers rapidly and accurately in making precise movements with speed when providing patient care.

Approved: July 2019

Revised: July 2021

Next Review Date: 2022

APPENDIX D: OTHER INFORMATION RESOURCE LINKS

NURSING LAW AND RULES

Nursing Practice Act

Consult Texas Board of Nursing (BON) website @ www.bne.state.tx.us
Click on Nursing Law and Rules
Click on Nursing Practice Act

Rules & Regulations

Consult Texas Board of Nursing (BON) website @ www.bne.state.tx.us
Click on Nursing Law and Rules
Click on Rules & Regulations

PETITION FOR DECLARATORY ORDER

Consult Texas Board of Nursing (BON) website @ www.bne.state.tx.us
Click on Verification & Licensing
Click on Download other Paper Applications and Forms
Scroll to Candidates for Licensure
Click on Declaratory Order Form

Reviewed/Revised August 2024