Amarillo College

Licensed Vocational Nursing (LVN) Program
Student Handbook
AY: 2024-2025

GENERAL INFORMATION

Forward

WELCOME to the Vocational Nursing program at Amarillo College. We hope you enjoy your educational program with us. We have designed this Handbook to serve as a guide to you in your nursing program. Within the Handbook is given the philosophy, purposes, and objectives of the program, as well as the policies and the general practices to be followed in the steps toward your goal of becoming a nurse.

Reviewing the Handbook is an individual responsibility, and each student will be held accountable for all parts of the Nursing Student Handbook and the Amarillo College Student Catalog. Keep both books available at all times.

Message From the Nursing Program

This Handbook has been prepared for students by the faculty. The policies as set forth in this Handbook have been developed to provide as much freedom as possible for the individual student, yet ensure sound educational practice for the total group.

In our society, every vocation or profession has certain standards that the members of the group are expected to accept and fulfill. The profession of nursing requires the highest standards of personal and professional conduct. The faculty has attempted to review what is expected of a nursing student, and then later what is expected of the practitioners.

To graduate from the Nursing Program, there are three major requirements that must be met:

Academic Achievement:
The practice of nursing requires practitioners who possess a high level of knowledge and the ability to think critically in solving nursing problems. All the nursing courses are comprehensive in nature and require devotion by the student to master the required work.

Clinical Achievement:
The entire nursing curriculum is designed to provide the necessary skills for the student to provide nursing care in a clinical setting utilizing the nursing process. At the completion of the program, the student is capable of functioning as an effective practitioner in the community.

Personal Development:
The faculty of the nursing program is interested in the total development of each student. Many other services are available on the Amarillo College campus. There is an ongoing,

organized Social Program, Counseling Program, Financial Aid, Student Government, etc. Students are encouraged to take an active part in all activities of the College.

Administrative Information

The President of the College has the overall responsibility for the organization and administrations of the College. The President is responsible to the Board of Regents, which is elected by the people. The Vice President and Dean of Instruction are responsible for the academic programs of the College.

The Director of the Vocational Nursing Program is appointed by the Vice-President for Academic Affairs, with the approval of the President. Final approval is by the elected Board of Regents. The VN program director is responsible for all activities and functions of the VN program. The overall responsibility includes:

- Organization of the Vocational Nursing (LVN) programs.
- Employing of qualified staff.
- Developing the philosophy, purposes, objectives, and organizing framework for the nursing program in cooperation with the faculty members.
- Recruiting and counseling of nursing students.
- Budgeting and financial accountability
- Developing policies that are specific to the VN program.
- Promoting involvement of community agencies as partners in the educational enterprise, including the initiation of contractual agreements
- Representing the LVN program within the College, the community, the state, and on a national level

In implementing the nursing curriculum, the nursing faculty is organized into teaching teams with a Level Coordinator designated for each specific level.

Each Level Coordinator:

- Assumes the overall responsibilities for functioning of the team in course, classroom, and clinical teaching
- Coordinates activities of team members
- Communicates between the teaching team and students
- Communicates information within the team from other team members and from one team to another team
- Communicates information between teams and the VN Director, and information outside the team

- Reports to the VN Director on teaching activities of the team, both in the classroom and clinical areas
- Provides for orientation of new clinical team members

Faculty members work closely with nursing service personnel of the health agencies to provide the best learning opportunities for the students. The faculty provides a close relationship between education and nursing services.

The Purpose of the Vocational Nursing Program at Amarillo College is to:

- Facilitate the process of student enrollment and progression in the nursing program.
- Promote student success in the nursing program through flexibility and innovation in the educational process
- Coordinate prerequisite program requirements with the appropriate Departments within the college
- Adhere to WECM guidelines to promote transferability of nursing courses in the curriculum
- Offer a comprehensive, quality nursing curriculum, which meets the needs of individuals and healthcare agencies in our community
- Prepare Vocational Nursing graduates who can function as beginning, general practitioners in a variety of healthcare agency settings
- Cooperate with other educational agencies in the area to provide nursing education opportunities to assure continuity in upward mobility
- Advance professional growth and opportunities within the VN program
- Utilize resources effectively and efficiently
- Explore options to increase nursing resources
- Develop educational partnerships with the community
- Serve as an educational resource for the nursing community within our service area

Revised 03   Reviewed 2018
Update 08   Reviewed 2019
Update 12   Reviewed 2024
Reviewed 14

Approval and Accreditation

The Amarillo College Licensed Vocational Nursing Certificate Program is approved by the Texas Board of Nursing (BON). Contact information:

Texas BON:

- 333 Guadalupe, Suite 3-460 Austin, TX 78701; telephone (512) 305-7400.

- Website: https://www.bon.texas.gov/

Disability Information

Amarillo College: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements, should contact DisAbility Services at 806-371-5436 as soon as possible.

NCLEX-PN: Testing accommodations for otherwise qualified candidates can be provided only with the authorization of your board of nursing.

  • Request information from your BON/RB concerning its requirements for receiving testing accommodations. This should be done before submitting your NCLEX registration to Pearson VUE.

  • Make a written request for accommodations to your BON/RB. Your request must comply with requirements established by your BON/RB for candidates requesting testing accommodations.

  • Send your request to your BON/RB as early as possible so that, if approved, the testing accommodations can be made in a timely manner.

- Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations and your ATT email listing the granted accommodations.
- Candidates approved for testing with accommodations must schedule their testing appointment by calling Pearson VUE NCLEX Candidate Services at the telephone number listed on their ATT and asking for the NCLEX Accommodations Coordinator.
- Candidates with accommodations cannot cancel their accommodations at the time of their appointment.
- Candidates who seek to test with accommodations cannot schedule their appointments through the NCLEX Candidate website.

Updated 2011, Updated 2018 – from NCSBN Candidate Bulletin, reviewed 2024.

Glossary

Accreditation - Recognition held by this institution after meeting the standard established by the State Board of Nurse Examiners and the National League for Nursing.

Advocate – The support that a nurse offers to the patient. Nurses are patient advocates.

Caring – The essence of nursing. Promoting health, healing and hope to patients in response to the human condition.

Clinical Experience - Faculty planned and guided learning experiences designed to assist students to meet the course objectives 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 the process.

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 individual, family, and community.

Communication - The exchange of information from one individual to another. It is a complex interactive process between individuals and involves the cognitive, spiritual, and 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).

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

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

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

Critical Thinking - The process of purposeful, disciplined, comprehensive thought in order to clarify and improve understanding.

Diversity – Respecting and valuing all individuals regardless of culture, race, ethnicity, socioeconomic status, age, gender, or disability.

Curriculum - A program of study which includes courses offered, including content, organization, structural arrangement, and presentation of the learning experiences as selected by the faculty to achieve the stated purpose and objectives of the school.

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 maturation tasks specific for that age.

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

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

Fiscal Accountability - Supervision of resources designated for providing care, including facilities, equipment, people (staff), finances (budget), and information.

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 skills of computer information systems with the nurse's clinical expertise in the care of patients.

Multidiscipline - Groups composed of members of different health care disciplines who rely on each other to meet priority needs of individuals effectively and efficiently.

Nursing Process - A problem-solving approach to the identification of a patient's needs and the utilization of nursing interventions designed to maintain, restore, and/or support health status.

Nursing Resource Center - A learning area which provides the student an opportunity to utilize audiovisual resources and to practice nursing skills until competencies have been achieved.

Nursing Roles - The nurse's activity in practice; member of the profession, provider of patient centered care, patient safety advocate and member of the healthcare team.

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

Objectives:
   Educational Objectives - Statement of expected behavioral outcomes resulting from the educational process.

   Program Objectives - Objectives to be achieved through all aspects of the educational program.

   Level Objectives - Objectives that identify the degree of competency that the student demonstrates at specific intervals throughout the program.

Course Objectives - Objectives that serve as guides to identify behaviors the student will be expected to demonstrate upon completion of a given course.

Module Objectives - Objectives for units of study in a course which allow the student to gather information and develop experience toward meeting the course requirements.

Organizing Framework - A statement of combined faculty thought about nursing, education, program objectives, and curriculum evaluation.

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.

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

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

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

Safety – Avoiding physical and psychological harm to others.

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

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

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

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

Curriculum Information and Program Outcomes

Curriculum Statement

The foundation of the Vocational Nursing Program is the philosophy from which the organizing framework, program purposes and program outcomes are derived and implemented into a coherent organizing structure. The program extends over a period of one calendar year and includes BIOL 2401 (Anatomy and Physiology I) and HITT 1305 (Medical Terminology) as prerequisites and two semesters of nursing courses. (BIOL 2402 can be substituted for HITT 1305 Medical Terminology).

Level I is designed to include seven nursing courses which will provide competence in basic nursing skills, foundations of vocational nursing, mental health & illness, pharmacology, and beginning medical and surgical nursing.

Level II is designed to include six nursing courses which will provide competence in advanced medical and surgical nursing, maternal/neonatal nursing, and pediatric nursing.

The curriculum is organized so that each course, nursing and general education draws from and builds upon the other in a logical order- going from simple to complex. The concept of holism throughout the lifespan is evident in every nursing course, and the nursing process is used to organize data in a meaningful manner.

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

Revised 5-06   Reviewed 2014
Revised 5-08   Reviewed 2018, 2019
Updated 2011   Updated 2024
Updated 2013

Nursing Curriculum Implementation

The faculty of the Vocational Nursing Program at Amarillo College has, as one of its major responsibilities, the development of the nursing curriculum. Development is a cooperative process in which the faculty, students, Advisory Council, health agencies, administration, and the public are involved. The Vocational Nursing Program identifies its philosophy, purposes, objectives, and organizing framework and these are the major focuses in the curriculum development.

The total nursing curriculum can be viewed as a process through which the mastery of competencies in the nursing student can be brought about by student-faculty participation. The VN faculty is responsible for all aspects of curriculum development, curriculum implementation and curriculum evaluation. Students can assist the faculty in identifying the critical content knowledge base, attitudes, and skills which nursing students need in the process of preparing themselves to become licensed vocational nurses.

The state and national competencies for Vocational Nursing education are used as one of the major guides for curriculum development.

In the implementation of the nursing curriculum, the faculty has a major responsibility in providing the best learning environment possible for the nursing students. The Nursing Resource Center has been established in the Nursing Department to help meet the learning needs of the nursing students.

The development, implementation, control and evaluation of the curriculum require commitment and team cooperation of all faculty members and nursing students.

All Amarillo College placement testing must be completed. If scores are deficient, all remedial work must be completed before entering Level I. Prerequisites must be completed with a grade of "C" (70) or above before entering the nursing courses. Upon entering the nursing courses, students may not enroll in Level II until successfully completing Level I courses with a grade of "C" (75) or above in each course.

Reviewed 2014
Reviewed 2018, 2019
Reviewed 2024

LVN Program Outcomes

Upon completion of the LVN program at Amarillo College, the LVN Graduate will be prepared to:

Member of the Profession	1. Function as a beginning practitioner within a legal scope of practice to provide quality care for patient and their families.
	2. Practices Vocational Nursing in an ethical and legal framework.
Provider of Patient Centered Care	3. Collaborate with the interdisciplinary team and assume responsibility and accountability for the quality of care provided to patient and their families.
	4. Utilize the Nursing Process to collaborate with team members to carry out the patient's plan of care.
	5. Provide nursing care to ethically, socially, and culturally diverse patients and their families using clinical reasoning skills and established evidenced base practice.
	6. Use problem solving approach to carry out the patient's plan of care and to meet their healthcare goals.
Patient Safety Advocate	7. Apply current technology and informatics while maintaining confidentiality and safety in a cost containing manner.
	8. Implements and maintains safe standard of practice.
	9. Practices in a confidential manner at all times.
Member of the Healthcare Team	10. Appropriately assigns nursing care to LVN's or other unlicensed personnel.
	11. Demonstrate caring relationships while advocating on behalf of patients and their families.
	12. Demonstrate responsibility for continued competency in nursing practice through lifelong learning.

Reviewed 2024

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 Nursing Programs s. It is acknowledged that not all competencies can be evaluated upon graduation from

a Nursing Programs , 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)

Core Competencies of Graduates of Vocational Nursing Education
Texas Board of Nursing Differentiated Essential Competencies (DECS)

I. Member of the Profession
   a. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
   b. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
   c. Contribute to activities that promote the development and practice of vocational nursing.
   d. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care
   a. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
   b. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social

diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.

c. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.

d. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.

e. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.

f. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.

g. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.

h. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. Patient Safety Advocate

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

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

c. Assist in the formulation of goals and outcomes to reduce patient risks.

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

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

f. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team

a. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.

b. Participate as an advocate in activities that focus on improving the health care of patients and their families.

c. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.

d. Communicate patient data using technology to support decision-making to improve patient care.

e. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.

f. Supervise nursing care by others for whom the nurse is responsible.

g. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

Adopted from Texas Board of Nursing DECs 2021:

Differentiated essential competencies of graduates of Texas ... Texas Board of Nursing. (2021, January 21). https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Revised 2010
Reviewed 2014
Reviewed 2018
Reviewed 2019
Revised 2021
Reviewed 2024

General Program Policies

Professional Conduct

Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the Department of Nursing and the nursing profession; thus students assume responsibilities toward society. These responsibilities are delineated in the <u>National Federation of Licensed Practical Nurses Practice Standards</u> and the <u>American Nurses Association Code of Ethics for Nurses</u>. The statements of the code and their interpretation provide guidance for nurses' behavior in relation to carrying out nursing responsibilities within the framework of ethical decision-making.

American Nurses Association (ANA) Code of Conduct for Nurses

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

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

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

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

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

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

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

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

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

National Federation of Licensed Practical Nurses Standards of Practice

The Licensed Practical/Vocational Nurse:

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.

2. Safeguard the confidential information acquired from any source about the patient.

3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.

4. Uphold the highest standards in personal appearance, language, dress, and demeanor.

5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participates in government and policy decisions.

6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

The Licensed Practical/Vocational Nurse:

1. Shall hold a current license to practice nursing as an LP/VN in accordance with the law of the state wherein employed.

2. Shall know the scope of nursing practice authorized by the Nursing Practice Act in the state wherein employed.

3. Shall have a personal commitment to fulfill the legal responsibilities inherent in good nursing practice.

4. Shall take responsible actions in situations wherein there is unprofessional conduct by a peer or other health care provider.

5. Shall recognize and have a commitment to meet the ethical and moral obligations of the practice of nursing.

6. Shall not accept or perform professional responsibilities which the individual knows (s)he is not competent to perform

Admission & Application Process

The steps listed below are mandatory and must be fully completed for your application to be considered:

- Apply to Amarillo College.
- Submit all College Transcripts to the Registrar's Office.
- Schedule and attend an Advising appointment with a Nursing Advisor before attending an Admissions Meeting.
  - 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 (shmcclure@actx.edu)
    - Schedule an appointment: actx.edu/advising
    - Business Phone: 806-356-3603
- Attend an in-person Application Information Session. These will be held in the West Campus Lecture Hall. Students do not need to reserve a spot and will sign in upon arrival. Students will receive information about scheduling and paying for their HESI test at this meeting.
- All students must take the HESI at AC within the previous 12 months and may only take the HESI once during each admission period. HESI scores will expire after 12 months to the day.
- Any questions regarding the HESI will need to be directed to the West Campus Testing Center at (806) 354-6052.
- After taking the HESI, the student will complete the online application for admittance to the nursing program for the current admission period.
  - The online application is located at: https://acconnect.actx.edu/forms/health/ Students apply for admission to the VN program after completing pre-requisite courses (or may apply during the semester they are taking the pre-requisite courses).
  a. Students will schedule to take the HESI test following attendance of an Application Information Session. Students will take the ***math,*** and ***reading*** portion of the exam. There is a fee for the HESI test.
- Students must reapply each semester to be considered for admission into the VN program.
- College credit by examination of nursing courses is not permitted.
- Selection of students for the VN program is determined on the basis of available spaces and the following point system:

	Points Earned
CNA Course Completion is required If a CNA course has not been completed but the student has healthcare experience, then the student may have to take NURA 2005 to demonstrate skill competencies. Please call 806-354-6085 or visit West Campus building A room 104 for questions regarding CNA Program applicants complete the HESI A2 Admission Assessment Exam (A2). Exam results are valid for one year prior to the application period. Composite score content areas include Math and Reading. Please note: *There will be no rounding of the HESI A2 Exam content score.*	**Points Earned**
HESI Math Score Range: 90-100 = 6 points 80-89.99 = 4 points 70-79.99 = 2 points Below 70 = 0 points	6 (15%)
HESI Reading Score Range: 90-100 = 6 points 80-89.99 = 4 points 70-79.99 = 2 points Below 70 = 0 points	6 (15%)
Points based on the highest recorded course grades (prerequisite nursing courses) in: BIOL 2401, and either BIOL 2402 or HITT 1205 (will take the highest grade of BIOL 2402 or HITT 1205). A = 10 B = 7 C = 4 D or below = 0	20 (50%)
Overall Cumulative Amarillo College GPA (2.0 - 4.0 points possible) x 2	8 (20%)
Total Points (40 possible)	40 (100%)

Texas Board of Nursing Requirements for Nursing Licensure (Criminal Background Check)

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 nursing 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 Nursing Programs.

- ✓ Information for Potential Nursing Graduates to create a roster of students newly accepted to the LVN 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:
  - o (1) Mail a blue card to those students who have a clear CBC,
  - o (2) Correspond with students who have a positive CBC and request a petition for a Declaratory Order (DO) or
  - o (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 Nursing Programs . 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.

T**he deadline for completion of all Texas DSHS immunization requirements will be <u>on the date given upon acceptance to any Nursing Programs.</u>**

All <u>entering</u> students, <u>unless exempt</u>, 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

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 Nursing Programs .** 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.

Student Records

Current records of students enrolled in the nursing 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.

Financial Aid & Scholarships

Scholarships, grants, and loans are available. Applications are free at: www.actx.edu/foundation and fafsa.ed.gov. More financial aid details: www.actx.edu/fin.

Official Transcripts

Contact your high school counselor and/or the Registrar's Office at each college you have attended previously to request an official transcript be sent to Amarillo College, Registrar's Office, P. O. Box 447, Amarillo, TX 79178.

Placement Testing

You may be exempt from taking the TSI Assessment. Please speak with an academic advisor or go online at www.actx.edu/testing to check your exemption status. If you are not exempt, you will need to complete the following:

1. Pre-Assessment MAP Orientation: New students are required to attend a MAP session in person prior to placement testing. Location: Success Center, Ware Student Commons, 3rd Floor, Washington Street Campus.

2. Placement Test: For more information and to schedule a testing time, call (806) 371-5445 or visit www.actx.edu/testing. Testing times will also be scheduled after completion of a MAP session.

POLICY FOR TRANSFER AND RETURNING STUDENTS

Transfer Students

Students eligible to apply for transfer into the Amarillo College Vocational Nursing Program are those wishing to transfer from other programs at Amarillo College or other colleges and universities.

1. Student will need to provide a transcript, course descriptions, and course syllabi of completed courses, and a letter of reference from the previously attended program. A letter of reference should be sent to:

> Vocational Nursing Director
> Amarillo College
> PO Box 447
> Amarillo, TX 79178

Note: Amarillo College student's file information may be requested by the Vocational Nursing program Director.

2.   Acceptance and placement will be made based upon previous:
   o   course credit
   o   course content
   o   classroom and clinical performance
   o   recommendation letters received
   o   availability of space

3.   Students whose records evidence unsafe or noncompliant classroom or clinical performance may be refused entry or may be required to complete the entire program.

4.   Students may be asked to demonstrate skills in the Nursing Resources Center and successfully test out of specifically identified content.

5.   A signed contract outlining the student's individual curriculum plan will be required between the student and the program director.

6.   A student must have been enrolled in a nursing course within the last two years in order to be considered for placement in the nursing program. Transferable nursing courses may be no more than 4 years old.

The process for application is:
   1.   Set an appointment with the VN Director at Amarillo College Vocational Nursing Office. (806-354-6015) bring a copy of course descriptions, transcripts, and course syllabi from outside colleges, if transferring courses.
   2.   Request a letter of reference from the director of the previously attended program.
   3.   Discuss with the VN Director your evaluation, placement, and acceptance into the Amarillo College VN program. Sign a contract outlining the agreement.
   4.   Complete admissions paperwork for Amarillo College in the Registrar's Office.
   5.   Complete the application for the Amarillo College VN program and turn it in to the Nursing Office.

5/15/07 Revised
3/07/11 Revised
4/2/2014 Reviewed
4/12/18 Reviewed, 9/2019, 7/2024

Returning Students

Students previously enrolled in the Amarillo College Vocational Nursing Program and wishing to return and complete the program will be allowed to do so after setting out two full years. **2 years from the end of the term that they last attended i.e. Fall (December) Spring (May).**

The process for re-application is:

A.   Attend a VN Application Orientation Session. This may be scheduled through the VN office.

B.   Take the HESI A2 and pass each section, reading, math and vocabulary with a score of 70 on each of these areas.

C.   Submit an application and all other required paperwork as outlined in the Orientation Session and the initial admission section of this document.

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 Nursing Programs.
  - Have a grade of **"75"** in all required courses and an overall GPA of 2.0 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. If a student fails one course that is concurrent with another, they must repeat both courses:
    - VNSG 1331 and VNSG 1227 are concurrent courses and must be taken together, if one of the courses is failed, the student must repeat both courses.
    - VNSG 1400 and VNSG 1260 are considered concurrent and both courses must be repeated if one course is failed.
    - VNSG 1409 and VNSG 1261 are considered concurrent and both courses must be repeated of one course is failed.
    - VNSG 2410 and VSNG 2163 are considered concurrent and both courses must be repeated of one course is failed.

- Students must have a grade of "C" or better in all required courses to progress to the next level in the Nursing Programs. A "C" in the VN program is defined as a grade of 75 or higher in required nursing courses.

- **To continue in the program, a student may repeat one nursing course (class or 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 VN courses will make the student ineligible to return to the program.*

- After admission to any Nursing Programs 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.

- **Students who fail two (2) courses must sit out 1 year (full college calendar year) before**

reapplying to the VN program. Upon readmission, they will be required to repeat the entire program. This readmission process to the Nursing Programs is available one time only. Students who are unsuccessful in the program after readmission are ineligible for future readmissions.

- If more than one (1) year has elapsed since a student has been enrolled in any nursing course in the LVN Program, the student will be required to enroll in the nursing program as a beginning student in all Level I courses.

- Students who have been enrolled in any nursing program and are seeking admission are considered "transfer" students and will be admitted on a space available basis as determined by the nursing faculty (Please see POLICY FOR TRANSFER AND RETURNING STUDENTS).

- Students must reapply each semester to be considered for admission into the LVN Program.

- Students must complete pre-requisites (A&P and Medical Terminology) in the _first Fall or Summer session_ (i.e., Fall I; Summer I) in order to submit an application for the following semester. _Second Fall or Summer courses may not complete in time to be chosen for the next class._ Students may complete prerequisite courses in any Spring session for an anticipated Fall admission.

- College credit by examination for nursing courses is not permitted.

- ***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.

Revised 4-14
Reviewed 4-16
Reviewed 4-18
Revised 4-19
Revised 7-24

General Conduct Requirements

The student <u>must</u>:

- Comply at all times with all college and LVN policies.
- Be present and on time for class and clinical experiences.
- Wear the student uniform during clinical experiences and meet the minimum dress code standards of the healthcare agency.
- At all times be in good mental and physical health. A student may be required to obtain a physician's statement attesting to his/her mental and/or physical health in order to remain in the 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 Code of Ethics for Nurses and the Amarillo College Student Code of Conduct, which is published in the <u>Amarillo College Student Rights and Responsibilities</u> bulletin. Both professional misconduct and scholastic dishonesty by nursing students are subject to disciplinary action, up to and including program dismissal.

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

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

Any nursing student disciplined or dismissed from the nursing program will be so notified by the program director in writing in a timely manner.

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, 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 NURSING PROGRAMS:

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.

Due Process

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

Procedure for Communicating and Resolving Student Concerns

Course or Grade Complaints

<u>Academic</u>
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. Level Coordinator
3. Program Director
4. Dean of Nursing
5. Associate Vice President of Academic Affairs
6. Vice President of Academic Affairs
7. College President

General Complaints

<u>Purpose</u>

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

<u>Representation</u>

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

Discrimination Complaints

Any student who believes that he or she has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Associate Vice President of Student Affairs with the objective of reaching a reasonable solution. The Associate Vice President of Student Affairs

shall advise the student of his or her options in the situation and notify the Director of Administrative Services/Human Resources of the College.

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

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

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

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

Sexual Harassment

Student Complaint Procedure

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

Student Records

Current records of students enrolled in the Licensed Vocational Nursing Program shall be on file and include admission data, transcripts, clinical evaluations, contracts, and specific information concerning the individual student. These records will be kept in a locked room in the Nursing Department 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 Department of Nursing Release and Waiver of Liability form, Acknowledgment of Requirements form, and Student Disclosure Statement form. (See Appendix for these forms.)

Attendance Policy

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class. Less than 90% attendance of class or lab may result in failure for the course. **Class roll** will be taken for each class. Absences will be noted. Individuals not present for roll call will be recorded as absent. Any anticipated class/lab absence must be reported to the instructor.

- **Clinical** experience is an essential component of the program. Absenteeism jeopardizes the opportunity for successful completion of the course.
- Absences must be reported to the instructor 30 minutes prior to pre-clinical conference. Failure to notify the instructor will result in a Clinical Warning and possible *failure* for the course. (NO Call NO Show is a serious infraction).
- Students who arrive late to the clinical area (even after properly notifying instructor) will be counted as absent and may be given a clinical warning.
- Two (2) Clinical absences in each Level will be made up to allow the student to meet clinical objectives. (Student is required to produce appropriate documentation of illness, injury, accident etc. that caused the absence).

- More than two clinical absences in one Level cannot be made up and may result in failure of the clinical course.
- It is the responsibility of the student to contact the respective instructor regarding make-up assignments. Failure to do so will result in failure to meet the course objectives.
- Clinical time for each Level is "cumulative."

Clinical Absence Procedure:

1st absence: Verbal contract with student

2nd absence: Student sign documentation

3rd absence: Required to drop **course in which the absence occurred.

**For example a student may miss a clinical during a Medical/Surgical rotation and then miss the second clinical in Pediatrics and then miss the third clinical during Maternal/Newborn, the student would fail the Maternal/Newborn clinical and be required to repeat that clinical course.

Lab Time

Multiple courses in the Vocational Nursing program require individualized lab time. The amount of lab time is indicated in each specific course. Students are required to complete and document lab time for each course in which lab is required. Failure to complete required lab will result in failure of that specific course.

Clinical Policies

General Information

Prior to clinical experiences, students are required to provide the following documentation: CPR certification, TB skin test, hepatitis immunization, and measles immunization (if born after 1956), proof of tetanus-diphtheria (Td) toxoid, rubella vaccine, and varicella (chickenpox).

During the clinical experience, students will spend time in the clinical setting participating in learning experiences related to direct patient care. Some suggestions for enhancing the learning experience are:

- Establish good interpersonal relationships with clinical personnel and fellow classmates.
- Take advantage of the reference manuals in the clinical library: Orientation manuals, Standard Procedures and Practice Manuals, Dietary Manuals, Teaching Standards and other references.

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 objectives by the end of a clinical course, and, 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.

Accident or Injury on Duty

In the event of an accident or injury on duty, the clinical instructor must be notified. An accident and/or incident report must be completed for any injuries incurred on agency property. The clinical agency is not responsible for any injury to the student. Students are responsible to provide their own health care insurance. (See "Waiver of Liability").

Assignments

Students will receive their patient assignment on the first day of the clinical rotation for the week. Student's assignments may have to be changed at the discretion of the instructor.

Attendance

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

Clinical Pre Conference

Students are responsible for communicating with the instructor prior to patient care. Students are encouraged to seek direction from instructor regarding patient assignment and clinical paperwork.

Students may not report to the clinical setting until contact has been made with the clinical faculty. Students will wait for the instructor to arrive at the clinical site prior to going to the nursing unit.

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 thirty (30) minutes before post conference if assistance is needed to complete clinical assignment. **Absence from post conference will result in an absence for the entire day and will have to be made up.**

Clinical Warnings

The Clinical Warning is written documentation that the student is not meeting the clinical objectives of the course. It provides a mechanism for the faculty to communicate directly with the student in a concise and timely manner. An instructor may choose to document an incident in a narrative counseling record. A Clinical Warning is equivalent to a counseling record. 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
      -failure to notify instructor of absence or tardy (No Call/No-show)
    Performance of Skills:
      -medication errors
      -providing substandard care

-performing a procedure incorrectly

-not completing patient care on time

Communication and Interaction:

-inappropriate communication (verbal or nonverbal) to patients, faculty, staff or other students.

-breach of patient confidentiality

Written Work and Preparation:

-not turning in written work on time

-care plan incomplete when arriving at clinical

-unsatisfactory written work

-not able to verbally articulate pathophysiology or relate theory content to clinical setting

Amarillo College
Vocational Nursing
Clinical Warning

Student____ _____   Date_____

On this date the following competency was not met: (Refer to Clinical Performance Evaluation of Competencies for more complete information.).

___ ___ I.   As a member of the Profession;
                        _____: specific competency or competencies not met

____ ___II. As a Provider of Patient Centered Care;
                        _____: specific competency or competencies not met

_____III. As a Patient Safety Advocate;
                        _____: specific competency or competencies not met

___ ___IV. As a Member of the Healthcare Team
                        _____: specific competency or competencies not met

_____Verbal   _____Class I   _____ Class II   ___ ___Class III

Comments:

Instructor_____   Student_____

*Three clinical warnings or a Class III in one rotation may result in a clinical failure.

AMARILLO COLLEGE
VOCATIONAL NURSING
CLINICAL WARNING GUIDELINES

Purpose Statement: The purpose of these guidelines is to describe the procedural steps for the clinical instructor when issuing a verbal or clinical warning.

1. The student's name and date will be placed in the spaces provided at the top of the clinical warning.

2. The instructor will place a check in the space provided by the core role competency or competencies not met. These sections include the student's role as (1) Provider of Care, (2) Coordinator of Care, and (3) Member of a Profession.   The specific circumstance may fall under several roles.

3. The instructor will write the specific number of the competency or competencies not met in the space provided under the core role competencies on the clinical warning form.

4. Verbal warnings may be issued to the student at the discretion of the clinical instructor. The instructor should document the verbal warning in anecdotal notes. If an additional warning is issued to the student, the instructor will document the verbal warning and date on the clinical warning form.

5. The instructor will place a check mark in the space provided by the class of the clinical warning. The instructor will document the student's specific behaviors and circumstances that support the issuing of a warning and the impact of the warning on the Clinical Performance Evaluation of Competencies.

6. **The following are selected examples of warnings and not meant to be all inclusive:**

Type of Warning	Selected Examples
Verbal Warning	First time being late.
	Chewing gum on one occasion.
Class I Lowers competency value to a "1" on specific number of competency.	Not following dress code- body piercing, etc…
Class II Lowers overall clinical grade by 5 points.	Late on several occasions. Insufficient work or preparation for clinical.
Class III Lowers overall clinical grade by 10 points (one letter grade).	Medication error jeopardizing patient safety. Non-medication error jeopardizing patient safety. Patient confidentiality.

7. The instructor will narrate specific comments about the incident.

8. The instructor will document the required remediation and/or action that the student must successfully complete to meet the clinical competencies.

9. The instructor and student will place their signatures at the bottom of the clinical warning page.

10. The clinical warning will become a permanent record in the student's file in the division of nursing.

11. When a student receives a Class I warning, the next clinical warning will be advanced to a Class II.   When a student receives a Class II warning, the next clinical warning will be advanced to a Class III. If a student receives more than one clinical warning in a rotation, it will reflect on their overall grade no matter what the

class is.

12. The instructor has the option to fail the student after three clinical warnings or ONE Class III warning in one rotation.

Written: RPE9/04, Reviewed 2018, 2019, 2024

Breaks and Mealtime

Students will be given a break at the clinical instructor's discretion. Students should not leave the unit unless the needs of their patient have been met. Students should report to their assigned nurse before leaving the clinical area. Eating or drinking beverages in the clinical area is limited to break rooms and at the discretion of the instructor.

Fire/Disaster Procedures

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

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 hospital after informing the assigned nurse and the clinical instructor. Students should not visit friends or family members on other units in the hospital while on duty. Students may not leave the unit without consulting their instructor.

Hours of Duty

Hours and days in the clinical area vary with individual clinical assignments. Students will be advised of the hours during clinical orientation.

Illness on Duty

Students who become ill while on duty are to notify the instructor. If illness is acute, the instructor will help make arrangements for the student to go home. Students should not contact a doctor for personal reasons in the clinical agency.

Nursing Care Maps

A written care map for all patients is required, unless otherwise designated.

If the care plan does not reflect safe patient care, the student will receive a clinical warning and may have to make up a clinical day. The care map will be completed and turned in to the instructor the next 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 should be labeled and kept in the conference room.

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.

Telephones and Cell phones on the Unit

Students are not permitted to use phones in the clinical area while on duty for personal calls (incoming or outgoing.) Cell phones and "smart watches" are not permitted in the clinical area. Texting or talking on cell phones is not permitted during the clinical day. Failure to comply with cell phone policy may result in a clinical warning and failure of the course. Students are required to have a watch with a second hand.

Texting Instructors

Students may be given the instructors cell phone number so they can report a clinical absence to the instructor. Students should NOT text instructors for any other reason. If a student needs to communicate with an instructor they can see the instructor during class or office hours or email the instructor through the course in Blackboard. Failure to comply with this requirement may result in disciplinary action.

CRITERIA FOR CLINICAL PROGRESSION

General conduct requirements – The student MUST:

- Comply with all college and Nursing Department policies at all times.
- be present and on time for clinical experience (Can only miss two days of clinical each semester in all clinical courses combined)
- Dress according to clinical dress code policies (student uniform). Student uniforms will be worn for clinical check-off's in the NRC lab.
- Be in good mental and physical health. A student may be required to obtain a medical doctor's statement attesting to his/her mental and physical health in order to remain in the program.
- Not use or possess alcoholic beverages during program hours. Student's use of alcoholic beverages during non-program hours must not impair their physical and mental faculties when they return to class or clinical.
- Not be involved in the illegal (violation of any local, state, or federal laws) use of drugs or alcohol. It is not necessary that an arrest or final conviction result from such activity for suspension from the program.
- Students are expected to dress conservatively when attending class. No halter tops, short shorts, pajama pants, are allowed. Student dress can be casual but professional when attending class. Faculty may dismiss a student from class if they deem that the student is dressed inappropriately. No inappropriate logos or t-shirts with in appropriate writing is acceptable.
- At all times comply with the policies of the health care agency in which clinical experiences are gained. Copies of the Affiliation Agreements with the health care agencies are available from the Nursing Department Chair.
- Not smoke in the student uniform and follow "no smoking" rules of clinical agencies. Clinical simulation is a clinical experience and students must follow the same clinical rules and regulations.
- Take all ATI exams as part of their clinical experience. Absence from any ATI exam will result in a clinical absence and possible clinical warning.
- Not cheat or intend to cheat on any clinical assignment. Cheating is taken very seriously and questions the student's integrity. Cheating or the intent to cheat will result in dismissal from the program.

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. Students are discouraged from wearing the clinical uniform out in public when consuming alcoholic beverages. When you wear the uniform, you are representing Amarillo College. In addition, students must leave the clinical area/facilities after clinical and may not wear the uniform if visiting friends or family after the rotation has ended. Please change clothing before visiting.

If a student is asked to leave the clinical unit due to failure to follow the dress code, he/she will be counted absent and required to make up the missed time.

LVN student uniform requirements are as follows:

The Student Uniform should include:

- Cherokee Infinity Navy Scrubs: one top and one pair of pants minimum. Navy Cherokee Jackets are suggested but optional. Please note: no personal jackets, sweaters, or sweatshirts are allowed in clinical; if you are a cold-natured person, you might consider the jacket). Students may not wear a jacket without a scrub top under it.

- When wearing the uniform, it should fit properly, be clean, and neatly pressed with AC LVN patches sewn onto the garment.

- Amarillo College School of Nursing patches can be purchased from the AC Bookstore and should always be visible on the uniform.
    - Scrub Top Patches: firmly attach 3 inches from the shoulder seam to the left upper shoulder.
    - Scrub Jacket: firmly attach 4 inches from the shoulder seam to the upper left chest.

- For comfort, students may choose to wear a white, black, or gray long-sleeve collarless t-shirt under the navy uniform top.

- Appropriate footwear should be worn at all times. Athletic shoes or Clogs ARE allowed in solid colors, mostly white, black, gray, or navy blue. No rainbow, bright colors, or prints are allowed. Socks must be white, black, navy, or gray.
    - Please note: NO shoes of any type with holes or open backs are permitted. Crocs shoes are not permitted due to the slick surface and openings.

- ***An Amarillo College picture ID name tag must be worn and visible at all times, or you will be unable to participate in clinical due to facility requirements.***

- o **Please note: Any badge other than Amarillo College picture ID cannot be worn. Students may not wear a badge from their place of employment to clinical with the AC badge.**

The Student Uniform should NOT include:

- Visible undergarments, G-String or Thong underwear

- A uniform that is too baggy or too tight.

- High-top tennis shoes, Crocs (with holes), sandals, open-toed shoes, or backless shoes. The feet must be fully enclosed.

Hair

- Conservative hair color (Please note: blue, purple, green, pink, bright red, or any other bright, non-natural color may NOT be added to hair during clinical rotations).

- Hair longer than collar length must be secured in a ponytail, bun, or braid. Hair must be secured away from the face so that vision is not obstructed. Students must also ensure that it does not fall forward in front of their body, thus falling into patient areas and food.
  - o Please note: NO messy buns

- ONLY Barrettes, bobby pins, and headbands may be worn to secure hair. Approved colors: white, black, gray, and navy blue.
  - o Please note: NO claw clips, clasp clips, banana clips, crocodile clips, comb clips, of any type or bows may be worn. If you are unsure if your clip is allowed, you may ask your faculty member BEFORE attending clinical or simulation.

Jewelry

- A student may wear one wedding band, one analog watch, and one small pair of stud earrings (limited to one per earlobe).
  - o Please note: No raised stones on rings or necklaces/chains are allowed due to safety concerns during patient care). If you have a religious reason to wear a pendant on a chain, consider choosing a safety pin to secure it inside of your uniform or pocket. If you still need to, you must get approval from the Director.

- Tongue, eyebrow, nose rings or studs, or multiple ear earrings are not allowed and must be removed or replaced with a clear spacer. You are only allowed one stud per ear. Band-Aids cannot be used to cover facial piercings.

Make-up

- Make-up is to be used conservatively; please, consider not using false eyelashes due to the risk of falling in patient areas.

Tattoos

- Tattoos that are considered vulgar, crude, or offensive to patients, visitors, or colleagues must be covered.

- The Program Director has sole discretion over which tattoos fall into the above categories.

- No gang-related symbols are permitted.

- Students with non-approved tattoos may not wear "sleeves" to cover arm tattoos. A long-sleeve white, black, or gray t-shirt must be worn under the scrub top.

- No facial tattoos are permitted.

Hygiene

- Students may not SMOKE in the student uniform at any time. If you are around smokers, please know this smell can linger in clothing and on papers. Any students that smell of smoke will be sent home due the sensitive nature of compromised patients.

- Students that smell like illegal substances (i.e., marijuana smoke, etc.) will be sent home from the clinical facility and must complete a drug screening within 24 hours at the cost of the student.
  - Failure to comply with a repeat drug screen will result in program dismissal

- Please note: Fragrances, hair gels, lotions, soaps, and body odor can be strong and overpower our patient's sensitive respiratory system, those students will have to be sent home, which will result in a Clinical warning/write-up and a clinical absence.

- Fingernails must be clean and not extend over 1/4 inch past the fingertip.

- Nail polish including clear coat and clear color is not allowed. No gels, acrylic, Shellac, etc. may not be worn in the clinical setting.

Miscellaneous

- NO GUM is permitted in clinical settings, l including simulation areas!

- Students are expected to bring all supplies (black pens, paper, stethoscope, pen-light, etc.) every clinical day, including simulation.

Revised 4-02   Revised 4/2016
Revised 12-02   Revised 4/2018
Revised 4-08   Revised 1/19
Revised 5-10   Revised 8/2024
Revised 3-11
Reviewed 4-14
Revised 05-15

Medication Administration and Intravenous Therapy

Students must complete a Dosage and Solution Exam given on the ATI platform prior to participating in the administration of medications in clinical.

Level I: All students must achieve 90% on the dosage calculation exam prior to the return demonstration of skills for medication administration. Students may only retake the dosage and solution test one time. Students will not be allowed to pass medications in clinical until the 90% requirement is met. Failure to pass the dosage test will result in the student failing to meet the objectives for VNSG 1331 and VNSG 1227. Students who do not pass the dosage calculation test cannot meet the course objectives and will be required to drop the following courses: VNSG 1331, 1227, 1400, and 1260.

Level II: A dosage calculation test will be given prior to the beginning of the clinical experience. A grade of 90% is required on the dosage and solution exam in order to administer medication in the clinical setting. Students may only retake the dosage test one time. Students will not be allowed to pass medications in clinical until the 90% requirement is met. Failure to pass the dosage test will result in the student failing to meet the objectives for VNSG 1261 and 2163. Students who do not pass the dosage calculation test cannot meet the course requirements and will be required to drop VNSG 1409, 1261, 2410, and 2163.

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

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

Level I Students:
Students must be knowledgeable about medications prior to administration. Students must be supervised by the clinical instructor (or another licensed nurse at the discretion of the clinical instructor) in the preparation and administration of all medications.

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

Level II Students:
Students must be knowledgeable about medications prior to administration. Students must be supervised by the clinical instructor (or a licensed nurse at the discretion of the clinical

instructor) in the preparation and administration of all medications.

Students are responsible to know the type and rate of IV solution ordered, observe the flow rate, and observe the IV insertion site for signs of infiltration or signs of reaction and report to the instructor or registered nurse.

Vocational Nursing Student Skills

Approved VN Student skills are listed on their "Skills Check-List"

VN Students **may not** perform the following skills. However, students may observe these skills if performed by a staff nurse:
- IV medication administration, including IV push medications
- IV fluid management*
- Central line fluid management
- Medication administration through a Central Line
- Insert an IV**
- Administer Blood products
- Initial assessment upon admission
- Draw blood
- D/C chest tube
- D/C PICC line/Central line

*Although students may not administer or manage IV fluids for a patient, they are still responsible for I&O's, including IV fluids, for that patient
**Although students may not insert peripheral IV's, they may D/C them with a written order and in the presence of an instructor or facility nurse.

Student Support Services in the Nursing Department

NURSING RESOURCE CENTER (NRC)

Welcome to the Nursing Resource Center (NRC) in the Department of Nursing at Amarillo College. We invite students to utilize the services we have to offer. The NRC staff looks forward to assisting students in having an optimal learning experience while in the nursing program. Best wishes to all students.

Learning Resources and Procedures for Students in the NRC:

1. The NRC is located on the third (3rd) floor of Jones Hall on the West Campus of Amarillo College. Students may access the NRC via stairway or elevator.

2. Please remember to login when entering the NRC and logout upon leaving. The login computer is located just inside the door of room 323.

3. The NRC is comprised of several areas in which students can:
   o practice patient-centered situations
   o utilize copying services
   o study and check-out educational materials from the NRC's collection of textbooks, journals, and other educational materials.

4. The following is a general listing of skills students may access while in the NRC (not inclusive):
   o Vital sign monitoring
   o Bathing
   o Enema administration
   o Urethral catheter insertion
   o Nasogastric tube insertion, gavage and lavage
   o Medication administration
   o Wound care and sterile dressing change
   o Walkers and crutches
   o Ace bandage and Antiembolism hose application
   o Physical assessment
   o Oxygen administration
   o Intravenous catheter insertion
   o Gowning and gloving
   o Isolation techniques
   o Sterile Dressing change
   o Chest tubes and drainage systems

o   Patient hygiene care

5. Students may access skills videos on the ATI website.

6. A large study area is available in Room 323. This area provides the following for student use:
    o   computer stations
    o   A collection of reference textbooks
    o   a media library

7. Please demonstrate courtesy while in the NRC.

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

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

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 staff.

12. Hours of operation (Fall and Spring) of the NRC are: Monday - Friday--8 am to 5 pm. Saturdays and summer hours vary and will be posted.

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

14. Please leave your work area in a clean and orderly manner.

15. Students are not allowed to have food or drinks in the NRC lab. Drinks may be left on the shelves provided as you enter the NRC.

Student Responsibilities in Successfully Completing Return Demonstrations of Nursing Skills Guidelines

Purpose:

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

Student Responsibilities:

1. Prior to return demonstration of skills, the student is expected to:

   a. Read textbook assignments related to the skill being performed

   b. Review lecture content related to the skill being performed

   c. View any videos/computer programs related to the skill being performed

   d. Ask instructors and NRC staff questions about the skill being performed

   e. Get involved with study groups who are <u>goal directed</u>

   f. **<u>PRACTICE</u>** 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 student's questions

2. The student should report to a scheduled lab <u>10 minutes prior</u> to their assigned demonstration time. Students often complete their demonstrations ahead of schedule. When students arrive late they may be asked to reschedule their demonstration time.
3. Students are encouraged to practice the skill prior to return demonstration with the faculty.
4. The student may not use books, notes, or ask assistance from faculty during the return demonstration of a skill.
5. Prior to each lab, the student should be fully aware of each step of a skill listed on the performance checklist. Deletion of criteria during the return demonstration may constitute a "non-pass" for the lab.
6. The student is responsible for rescheduling an appointment with NRC staff and/or faculty if she/he is not successful on the first attempt. A "skills lab deficiency" form will be issued. The repeat demonstration will generally be accomplished within one week of the first attempt.

Procedural Steps:

1. 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 prior to beginning the demonstration.
4. Proceed through each step in order, as the correct sequence is often times critical. The student will demonstrate and verbalize steps of the procedure.

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 proper diet before each testing procedures.

The NRC staff encourages all students to ask questions and seek help as necessary. We're happy to be of assistance to our students. GOOD LUCK and welcome to the NRC!

Scholarships & Honors

Scholarships

Scholarship applications may be obtained from the Amarillo College Foundation office in **October and April** of each year for the proceeding semester.

Honors

A pinning ceremony is held in December and May with the completion of the program. Students who have passed all subjects and clinical evaluations will be eligible to receive a school pin (to be purchased by the student in the West Campus bookstore). This will be an open ceremony for invited guests. The following student awards are to be decided upon by the VN faculty and will be announced at the pinning ceremonies:

- **ECHOLS/MILLER OUTSTANDING MAJOR AWARD**: This award is presented to the graduate who exhibits overall outstanding achievement while in the program. Criteria for receiving the award are:
    - Maintaining academic excellence while in the program
    - Clinical excellence
    - Professional growth
    - Potential for contribution to nursing

- **CLINICAL EXCELLENCE AWARD**: Criteria for receiving this award are:
    - Clinical competency
    - Professional activity
    - Relationship with faculty and peer group
    - Relationship with hospital personnel
    - Potential for contribution to nursing

- **CHARLENE ANGLIN AWARD**: Criteria for receiving this award are:
    - Professional growth while at Amarillo College
    - Potential for contribution to nursing

- **HONORS AWARD**: Criteria for receiving this award is:
    - Highest GPA for all courses taken toward the VN certificate

- **ANNA LAVON BARRETT LEADERSHIP AWARD**: Criteria for receiving this award are:
    - Maintaining academic excellence while in program
    - Leadership abilities
    - Qualities of humility, motivation, integrity, empathy, and compassion

Grading & Evaluation

Grading System

Students' semester grades in all courses are filed in the Office of the Registrar, and these are 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.

Grade Points	Quality Point
A = Excellent (90-100%)	4 grade points
B = Good (80-89%)	3-grade points
C = Average (70-79%)	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: Final Course Grades of 74.5% or higher will be rounded up to 75.00% for progression. This is the only rounding of grades in the LVN Program. This includes all didactic (classroom and online) and clinical grades.

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

- The Nursing Programs grades are recorded as "A", "B", "C" (70% or above); "D", and "F". A minimum grade of "C" is required in ALL courses to remain in good standing in the Nursing Programs 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

Examination Policies

- Examinations will be given periodically throughout the course.
- A comprehensive final examination may be given at the completion of the course.
- The placement of examinations will be designated in each course syllabus or calendar.
- Final examination will constitute no more that 25% of the course grade. The grading policy for each course will be included in each syllabus.
- Security measures will be followed regarding examination policies. (Refer to "Student Testing Policy").
- Time allotment for objective-multiple choice examinations will be one minute per question. Other types of questions may require varying timeframes.

Revised 05/06   Revised 4/2016
Revised 5-08   Reviewed 4/2018, 2019
Revised 3-11   Revised 8/2024
Revised 5-12
Revised 5-13

Student Testing Policy

Specific to Testing and the Testing Center:
A student will:

1. find the schedule for tests on the class calendar.

2. arrive 10 minutes prior to start of test in the Testing Center.

   a) A student arriving after a scheduled test has started will not be allowed to take the test at that time.

   b) The student will need to reschedule with the course instructor.

> ### c) A 5-point deduction from the exam will be enforced for students unable to test due to tardiness or failure to comply with testing center procedure.

3. provide picture identification and student ID# at a test (student ID badge will fulfil these requirements).

   a) Students without acceptable identification will not be allowed to test and must reschedule with their instructor.

   ### b) A 5-point deduction from the exam will be enforced for students unable to test due to tardiness or failure to comply with testing center procedure.

4. sit in the assigned seat as identified by the instructor(s).

5. have no personal belongings (i.e., books, papers, or reading materials) at a testing station.

   a) Scratch paper, pencil, and/or calculator will be provided when necessary.

   b) Students will not be allowed to bring personal calculators or supplies into the testing center.

6. be required to leave hats, scarves, gloves and coats outside the testing room.

   a) Provisions are made for religious and cultural dress.

7. be required to leave all, tablets, smart watches, mp3 players, fitness bands, jump drives, cameras or any other electronic devices outside of the testing room.

   a) Students will be provided a holder for keys and cellular devices in the testing center.

   b) The student will place these items in the holder prior to the exam.

   c) Students will not be able to access these items during the exam.

   d) Student may retrieve items only after their exam has been submitted.

8. raise his/her hand to ask a question.

   a) Instructor or Testing Center personnel will come to the student. There will be no other talking during a test.

9. bring no food or drinks in the Testing Center

10. be permitted to take a test one time only.

11. Tests are computerized and will be taken in the nursing testing center and will be multiple choice questions. Make-up tests may be essay/short answer questions and must be taken within one week of the scheduled test. Make-up exams may result in a deduction of 5 points (this will be at the discretion of the instructor). Failure to notify instructor of a missed exam may result in a grade of 0 for that exam.

12. **Level II**: PrepU and assigned ATI must be complete before the exam

a) Failure to complete assignments will result in a 5-point deduction from the exam grade at the discretion of the instructor.

13. Take all exams including the final, no exemptions. Students will receive the grade earned on all exams, including the final.

14. Students may review their exam results with an instructor after any module exam. Appointments should be scheduled within one week of the exam.

   a) No module exam may be reviewed after the next scheduled module exam is given. The final exam will not be reviewed.

15. demonstrate ethical, professional behaviors and will adhere to this testing policy.

   a) Instructors and/or testing personnel will report to the Nursing Department Chair any incident where there is suspicion or evidence of cheating or infraction of this policy with possible consequences:

      i.   Invalidation of test scores for the class or for the individual

      ii. Loss of grade for the individual, or

      iii. Dismissal of individual from the program

A student will maintain honesty by:

1. not removing any materials, documents, or recordings with any test information from the room after taking or reviewing a test.

2. not discussing examination items with peers.

3. not giving help to students or receiving help from any student during a test.

4. not sharing any test information with other students between and after testing times.

5. Violations of academic code of conduct will be subject to disciplinary action as per the *Amarillo College Student Rights and Responsibilities*.

Student Responsibilities During Test Review/Remediation

1. Students may review their individual exam results with an instructor after any module exam. Appointments should be scheduled within one week of the exam. No module exam may be reviewed after the next scheduled module exam is given unless deemed necessary by the instructor. Final exam will not be reviewed.

2. Cell phones and audio recording equipment are to be turned off. All personal electronic devices should be placed in backpacks or purses.

3. 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.

4. Students will not engage in any cheating activities, including but not limited to those scenarios listed above.

Security measures will be taken during tests, between testing times, and during test reviews.

Approved 2/23/94
Revised: 3/29/95, 10/11/95, 1/9/97
Revised: 3/03
Revised: 4/05, 05/05, 5/08, 3/11, 4/14,
Reviewed: 4/2016, 4/2018, 2019
Revised 8/2024

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 Nursing Division that promotes student success.

II.   WHAT IS TUTORING?

     A. Tutoring is an organized learning experience in which one person serves as a teacher and a student is the learner. Tutors help students become more confident in their critical thinking and clinical reasoning skills in the classroom, clinical setting and on examinations.

     B. Tutoring may include a one-to-one relationship between tutor and one tutee 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 will reinforce the content and concepts taught by an instructor.

     C. Tutors will explain the content and concepts that students are having problems with or have specific questions about, so that they are able to 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 teaching strategies to help students understand, apply, and analyze patient-centered data

.

     F. Tutors will not correct, grade, or check assignments or papers.

     G. Tutors will provide students with constructive feedback and encouragement.

     H. Tutors will provide students with study tips and other self-help resources.

     I. Tutors will work closely with the instructor to apprise them of a student's progress

IV.   WHAT MUST STUDENTS DO PRIOR TO MEETING WITH A TUTOR?

A. Students are required to complete their assigned reading and bring with them the class textbook, syllabus and their 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.

V. WHEN SHOULD A STUDENT SEEK TUTORING?

A. The West Campus Tutoring Outreach 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 **<u>required</u>** to meet with the instructor and/or tutor prior to the next scheduled exam. The purpose of this requirement is to help students improve in their critical thinking and clinical reasoning skills and in test-taking techniques. The course syllabus and course student contract include this requirement. Students who do not complete required tutoring may have a 5 point deduction on the next exam in the course. Students who do not receive tutoring by the assigned date (determined by instructor) on more than one occasion may receive a grade of 0 on the next exam.

C. The classroom instructor will issue a Required Tutoring Prescription to a student when they do not achieve a minimum score of at least 75% on a unit/or module exam.

D. 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. The instructor may require a student to complete the ***Required Remediation Assignment*** prior to allowing the student to review the failed exam. Following appropriate required remediation, a student may be allowed at the instructor's discretion to review a failed examination.

VI. WEST CAMPUS TUTORING OUTREACH CENTER:

A. The West Campus Tutoring Center is located in Building D next to the Bookstore. The center hours will vary and are posted in the tutoring center.

Student Academic Violations Policy

Cheating of any nature will not be tolerated and may end in dismissal from the nursing program. The following behaviors would be considered a violation of "Student Conduct and Responsibilities" policy as published in the Amarillo College Student Rights and Responsibilities document:

TESTING. Looking toward another student's test paper, scantron, computer screen or scratch paper. Communication with another student in any way during testing procedures. Memorizing questions or answers to share with other students after a test has been taken or reviewed is considered cheating and will not be tolerated.

CARE MAPS. Copying any part of another student's care map and submitting as one's own work.

PLAGIARISM. Taking ideas, writings, etc. from another individual and passing it off as one's own. Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing. When paraphrasing, the source must be cited.

ATI and PrepU Online Testing Programs. Students must do their own individual work. There may be no sharing of answers for either of these programs. Students are not to write down questions or answers for either of these programs. Students may not take screen shots of any questions for either of these programs. Not completing the required non-proctored ATI and PrepU quizzes will result in failure of the connected course. Any cheating in any form will not be tolerated and will result in course failure.

Academic Integrity and Accountability Policy

I.   PURPOSES: The purposes for 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 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, Scantron, 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 own work; submitting one's own 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 nursing program, the following behavior is considered cheating and may result in dismissal from the nursing program.

D. Cheating on Care Plans – copying any part of another student's care plan and submitting it as one's own 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 nursing program. Scholastic dishonesty is clearly discussed in the Amarillo College Students' Rights and Responsibilities, as is academic honesty in the Associate Degree Nursing Program Student Handbook. Additionally, students are expected to be aware of the Associate Degree Nursing 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 on 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 in order 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 or care plan. 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 prior to 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. In an effort 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 own 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, screen shot 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 was 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 sends the student a copy of their work which is then turned in by the student as their own work.
CHEATING SCENARIO 17	A group of students work together to complete a clinical assignment. They each turn in the care plan as their individual work.
CHEATING SCENARIO 18	A student uses clinical assignment given to them by a former student and turns this work in as their own.

Students will not engage in any cheating activities, including but not limited to those scenarios listed above. Students who engage in cheating activities or dishonesty will be subject to the policies within the *Amarillo College Student Right and Responsibilities*.

Approved 5/2014
Revised 9/2016
Revised: 3/2018
Revised: 5/2019
Revised: 8/2024

Amarillo College Vocational Nursing

Attestation Statement for Academic Integrity

I, _____, a student enrolled in the Vocational Nursing 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 Vocational Nursing program at Amarillo College.

Student Signature: _____   Date: _____

AMARILLO COLLEGE

VOCATIONAL NURSING

SOCIAL NETWORKING POLICY

Students in the Vocational Nursing 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, Instagram and any other social networking site. You must use these sites with the following CAUTION:

- o It is your responsibility to keep your site appropriate and your profiles clean.
- o Do NOT post threats or derogatory remarks about anyone associated with the Vocational Nursing 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.
- o Any photos of yourself must be made out of uniform, make no reference to Amarillo College, the Vocational Nursing 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.
- o Cell phone use is prohibited during classroom and clinical hours.

My signature acknowledges I have been informed of the Social Networking Policy for the Vocational Nursing program at Amarillo College.

_____   _____

Student Signature   Date

HONOR CODE POLICY

AMARILLO COLLEGE VOCATIONAL NURSING

Amarillo College nursing students are expected to conduct themselves in accordance with the high ethical standards expected of vocational 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 Vocational Nursing 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

VOCATIONAL NURSING 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 Vocational Nursing 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 VN courses will make the student ineligible to return to the program.***

I have an understanding of the purposes, philosophy and curriculum requirements of the nursing program and I am aware of the graduation requirements of the Vocational Nursing 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

AMARILLO COLLEGE

VOCATIONAL NURSING PROGRAM

STUDENT DISCLOSURE STATEMENT

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

- I have received a copy of and read the Admission, Progression, Dismissal and Graduation Policies of the LVN Program at Amarillo College, including the "General Conduct Requirements" in the Licensed Vocational Nursing Program Student Handbook.

- Approved criteria and limitations for enrollment in specific courses may prevent me from:

    o establishing my own enrollment schedule, and

    o 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 nursing 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.#

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

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 nursing program and acknowledgment of Student of the following facts:

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

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

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

Student does hereby:

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

2. Release, waive and covenant not to sue Amarillo College, its officers, agents, employees and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called 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 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

_____

STUDENT ACKNOWLEDGEMENT OF UNDERSTANDING

Medical Insurance Coverage

As of January 2015, the Affordable Care Act (ACA) requires all United States citizens and legal residents to have 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
VOCATIONAL 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 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 receive a deduction of 5 points for that exam. This is at the discretion of the instructor.

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

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 Nursing Programs (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

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