Amarillo College

Associate Degree Nursing Program

Student Handbook

2020-2021

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

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

Revised 09/16

Revised 04/18

Revised 08/18

Revised 11/18
Revised 01/19

Revised 05/19

Revised 07/19

Revised 08/19

Revised 12/19

Revised 8/20

Revised 01/21

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK

TABLE OF CONTENTS

GENERAL INFORMATION

Foreword

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

Amarillo College Associate Degree Nursing Approval and Accreditation

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

Texas BON:

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

ACEN

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

Amarillo College is accredited by the Southern Association of Colleges and Schools Commission of Colleges. Contact information:

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

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

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

ADA Policy

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

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

Sherri O' Daniel, Coordinator of Disabilities, SSC 112, (806) 371-5436 sherri.odaniel@actx.edu

Message from the Associate Degree Nursing Program Faculty

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

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

Administrative Information

The President of the College has the overall responsibility for the organization and administration of the

College. The President is responsible to the elected members of the Amarillo College Board of Regents. The Vice President of Academic Affairs (VPAA) is responsible for the academic divisions of the College.

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

- Organizing the ADN Program educational activities

- Employing qualified ADN faculty and staff

- Developing the philosophy, purposes, outcomes, and organizing framework for the ADN Program in cooperation with the faculty members

- Recruiting and advising of ADN students

- Budgeting and financial accountability of the ADN Program

- Developing policies and procedures that are specific to the ADN Program

- Promoting involvement of community agencies as partners in the education of ADN students, including the initiation of affiliation agreements.

- Representing the ADN program within the college, the community, the state, and on a national level

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

- Being a resource for faculty and staff of the ADN Program and college

- Performing duties at the discretion of the ADN Program Director

- Being a resource person in relation to the rules and regulations of the Texas Board of Nursing and Accreditation Commission for Education in Nursing standards

- Communicates information between teams and the ADN Program Director and information to others outside the team as indicated.

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

- Assumes the overall responsibility for the functions of the team in the classroom and clinical settings

- Assigns specific teaching activities to individual team members as needed

- Coordinates teaching activities of team members

- Communicates between the teaching team and students enrolled in team courses

- Communicates information within the team from other team members and from one team to another team

- Communicates information between teams and the ADN Program Director and information to others outside the team as indicated

- Reports to the ADN Program Director on teaching activities of the team, both in the classroom and clinical area

- Provides for orientation of new team members to curriculum, teaching responsibilities, community resources, and agencies ADN faculty members work closely with nursing service personnel of the affiliated health care agencies to provide the best learning opportunities for the students. The faculty actively promotes close, working relationships between the nursing education and clinical practice arenas.

Nursing Curriculum Development, Implementation, and Evaluation

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

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

The Department of Nursing provides a curriculum which facilitates the student's educational and career choices, encourages life-long learning, and advances the nursing profession through faculty scholarship and professional involvement. In order to implement the curriculum, faculty has a major responsibility to maintain excellence in nursing education by identifying and providing the best learning environments possible for nursing students. The Nursing Resource Center and various healthcare agencies, clinics, offices, and schools are utilized to meet the laboratory and clinical learning needs of nursing students in the ADN Program. Students play a key role in assisting the faculty to identify and to provide the best learning environments through participation with faculty in ongoing evaluation processes. Upon completion of the program, students will meet the requirements to sit for the National Council of State Boards Licensure Examination (NCLEX-RN).

ADN Program Mission

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

Statement of Purpose

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

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

Vision Statement

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

AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

PHILOSOPHY AND ORGANIZING FRAMEWORK
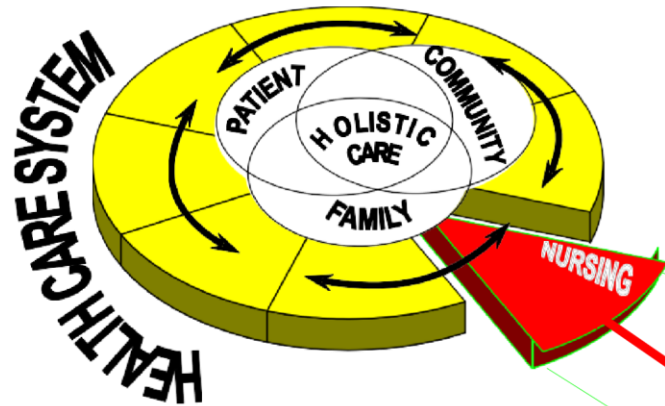
NURSING

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

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

CARE COORDINATION
CLINICAL REASONING
COMMUNICATION
COMPASSION
DIVERSITY
DEVELOPMENTAL LIFESPAN
ETHICAL/LEGAL/PROFESSIONAL
EVIDENCE-BASED PRACTICE
HEALTH MAINTENANCE
HEALTH PROMOTION
HEALTH RESTORATION
INFORMATION SYSTEMS/TECHNOLOGY
PRACTICE COMPETENCY
QUALITY
SAFETY
SYSTEMATIC PROCESS

EDUCATION

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

GRADUATE

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

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

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

6

Major Concepts

The Amarillo College Department of Nursing integrates caring, communication, competence, clinical reasoning/judgment and decision-making in response to patient and family needs across the lifespan. During the educational process, students organize and blend knowledge from scientific courses and the liberal arts. This process enhances to progression of clinical judgment/reasoning, making responses to the patient/family needs active, thus encouraging active participation with regard to safety, health promotion, maintenance, restoration, and end-of-life issues.

Caring behaviors encompass showing concern, patience, compassion, attention to detail, and being the patient/family advocate. According to Watson (2008), compassion is an emotion felt when others are perceived to be in need, and form a cooperative and trusting interpersonal relationship. Demonstrating patience is the essential quality, and showing attentiveness in a timely manner. Having an authentic connection is taking time to be genuine and sensitive to others needs (both verbal and non-verbal). The students and faculty will provide an atmosphere which promotes and offers hope.

Communication is a dynamic, interactive process involving information, and attitude between two or more persons. There are many forms of communication including verbal, non-verbal, written, and electronic. Characteristics of communication include caring, empathy, sympathy, acceptance, encouraging the expression of feelings, and understanding. The nurse interacts with patients/families, and the healthcare team by adapting communication techniques based on the patient/family's communication patterns, cultural background, and developmental level (Oermann & Gaberson, 2016). I-SBAR (I-introduction, S-situation, B-background, A-assessment, R-recommendations and read-back) is taught as the preferred method of communication among the healthcare team.

Competence is the demonstration of the knowledge, skills, and attitudes (KSAs), judgment and professional behaviors derived from nursing and general education. Professional behaviors include accepting responsibility, demonstrating safe, outcome driven professional nursing care within the legal and ethical guidelines of the Texas Nursing Practice Act and the American Nurse's Association's Standards of Care, valuing the need for lifelong learning and demonstrating self-assessment skills.

Clinical reasoning and decision making uses the tools of critical thinking, the nursing process, and clinical experiences to aid in meeting the needs of the patient/family. These skills include: interpretation, analysis, explanation, inference, evaluation, and self-reflections (Johns, 2004). Clinical reasoning and decision making are found in the nursing process in the form of assessment, analysis, and formation of a nursing diagnosis, implementation, evaluation, and re-evaluation of a situation.

Adult Learning: Learners have flexible schedules, can learn from multiple teaching strategies, make time for study, have time management skills, and apply life skills in the real world to educational experiences. Faculty work to facilitate student's movement toward more self-directed and responsible learning. Faculty assist students to use life experiences in problem-solving, reflection and applying clinical reasoning/decision making. Learners are goal-oriented.

Interactive learning theory promotes active participation in and among students. Learning activities may be faculty, computer, or student lead. Self-evaluation and self-reflection are encouraged. Studying in groups increases the student's ability to be successful.

Experiential learning is learning through a reflection on doing. Students engage in clinical experiences where they learn caring for patients/families by performing skills, observations, communication and interactions with members of the healthcare team.

ADN Program Outcomes

- A three (3) year mean for NCLEX-RN licensure examination pass rate at or above the 80% state requirement for the same three year period.
- At least 40% of graduates will have secured employment by graduation and 95% of graduates will be successfully employed in nursing one year of graduation.
- At least 75% of all traditional students will complete the program within seven (7) semesters
- At least 75% of all transition students will complete the program within four (4) semesters

Curriculum Statement

The program mission and philosophy about nursing, education and the associate degree graduate provide the foundation from which the program student learning outcomes (SLOs) are derived. The program SLOs are organized by nursing roles and emphasize contemporary nursing practice concepts, such as safe, quality, compassionate, patient-centered care, interdisciplinary collaboration, care coordination, and clinical reasoning. The level SLOs flow from the program SLOs in a sequenced manner. Course SLOs are derived from the level SLOs. Course objectives are determined from the course SLOs, and course content is arranged and delivered in modules within the courses. Required activities are planned to direct and promote student learning for each unit of content within the course modules.

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

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

ADN Program Student Learning Outcomes

The graduate of the ADN Program will:

In the Role of Member of the Profession:

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

In the Role of Provider of Patient-Centered Care:

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

In the Role of Patient Safety Advocate:

6. Utilize evidence-based data to reduce patient risks and promote a safe and quality patient-care environment.

7. Comply with professional standards and regulations to promote and ensure patient safety.

In the Role of Member of the Healthcare Team:

8. Collaborate with patients, families, and the interdisciplinary healthcare team to promote and provide quality, holistic patient-centered care.

9. Utilize information systems and technology to efficiently manage and improve holistic patient-centered care.

10. Coordinate the nursing care of other team members through effective assignment, delegation, and supervision.

PROFESSIONAL CONDUCT

Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the nursing profession and thus assume specific responsibilities toward society, which are delineated in the Code of Ethics for Nurses, American Nurses Association (ANA), 2015. The provisions of the code and their interpretation provide guidance for nursing student behavior in relation to carrying out nursing responsibilities within the framework of ethical decision-making.

ANA Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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

6. The nurse, through individual and collective effort. establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

GENERAL NURSING POLICIES
Admission to the Traditional ADN Program

1. Apply for admission to Amarillo College (AC)

- Applications are available on the AC web site, www.actx.edu, at any AskAC counter, or by contacting the AskAC Center at 371-5000.

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

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

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

2. Contact the Nursing Office for an Application Orientation appointment

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

- During these 1 ½ to 2 hour-sessions, academic advisors and nursing faculty members assist students to develop individual programs of study for the Associate Degree in Nursing (ADN).

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

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

3. Apply for admission to the ADN Program

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

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

- The completed application must be submitted to the Nursing Office no later than the close of business on Wednesday of the 13th week of the semester prior to planned enrollment in RNSG 1309: Introduction to Nursing and RNSG 1105: Nursing Skills I.

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

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

- Candidates for admission must be eligible to enroll in a college-level math course and Anatomy & Physiology I.

- Students must reapply each semester to be considered for program admission.

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

Grade point average (GPA)		
Must have overall GPA of 2.5 or equivalent in general education requirements for the ADN program of study		
HESI A2 Admission Assessment Exam – (There will be no rounding of the HESI (A2) Exam content scores.)		Maximum total points
• Vocabulary & General Knowledge (% score x 0.30)	(% score x 0.30)	30 pts.
• Reading	(% score x 0.30)	30 pts
• Math	(% score x 0.25)	25 pts.
Number of required general education courses completed with a C or better.	4 -7 courses	5 pts.
Associates Degree and above		5 pts.
Degree in Health Care related discipline		5 pts.
Total Possible Points		100 pts.

4. Progression Criteria

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

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

- Students admitted to the Traditional Generic Program are ineligible to continue in the Program when they have two or more course failures. A course failure means a course grade of "D","F", or W (while failing).

<div align="center">**Admission to the LVN to ADN Transition Option**</div>

1. Qualifications

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

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

2. Admission Criteria

- Meet all requirements for admission to Amarillo College (AC).

- Meet the admission requirements for the Transition Option of the ADN Program.

  ➢ Attend a Transition Application Orientation session.

  ➢ Take the HESI Admission Assessment (A2) Exam. Applicants must score 80 or greater on each of the three required content exams during a single test period in order to be eligible to apply for admission to the Transition Option. The HESI A2 Exam may be taken one time during each admission period.

  ➢ HESI A2 scores are valid for one year. For example, HESI A2 taken on October 10, 2016 is valid through October 10, 2017.

  ➢ Currently enrolled AC VN Level 2 students who have achieved 80 or above on each section of the HESI A2 from only a single testing period for admission to the AC VN Program may use these scores to apply to the Transition Option of the ADN Program if the student has not had any failures or withdrawals in the VN Program. Scores are only valid when the student graduates from the VN Program and begins the Transition Option the following semester. For example, a student would have to repeat the HESI A2 if they graduated from the AC VN Program in spring 2016 and did not make application for admission to the Transition Option until spring 2017. AC VN Level 2 students not achieving 80 or above in each section of the HESI A2 upon admission to the VN Program, may take the exam one time during a current application period for the Transition Option.

  ➢ Complete an application for admission to the Transition Option.

  ➢ Provide two letters of reference from current work supervisors or, if not employed, then provide two letters of reference from current or former vocational nursing (VN) program instructors.

  ➢ Provide copies of all general education academic transfer course work. Acceptance of general education academic transfer course work will be governed by AC policy.

  ➢ Complete all academic courses, which are prerequisites to the Transition Option with grade "C" or better.

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

Grade point average (GPA)		
Must have overall GPA of 2.5 or equivalent in general education requirements for the ADN program of study		
HESI A2 Admission Assessment Exam – (There will be no rounding of the HESI (A2) Exam content scores.)		Maximum total points
• Vocabulary & General Knowledge (% score x 0.30)	(% score x 0.30)	30 pts.
• Reading	(% score x 0.30)	30 pts
• Math	(% score x 0.25)	25 pts.
Number of required general education courses completed with a C or better.	4-7 courses	5 pts.
Associates Degree and above		5 pts.
Degree in Health Care related discipline		5 pts.
Total Possible Points		100 pts.

3. Progression Criteria

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

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

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

- Students admitted to the Transition Option in spring 2015 and thereafter, are ineligible to continue in the Program when they have two course failures. A course failure means a course grade of 'D', 'F' or W (while failing).

4. Awarding of Credit

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

- A posting fee of $5.00 per credit hour is required and is payable to the Amarillo College Business Office.

  Payment of the petition for credit fee is required prior to enrollment in any Level IV course: RNSG 2231, RNSG 2262, RNSG 2221, RNSG 2263.

Academic Progression and Graduation Requirements for All Students

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

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

- Meet the special academic progression and graduation requirements of the ADN Program.

- After admission to any ADN program option, a student is guaranteed a space in each sequential nursing course(s) as long as the student is enrolled and attending each fall and spring semester. See program policies for re-enrollment and re-admission.

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

Admission and Progression Policy

- Students with a total of two nursing course failures (defined as "D", "F", or "Withdraw while failing") of either didactic or clinical nursing courses will be dismissed from the ADN Program for a period of two years. After the two year period, students may re-apply in the same manner as other incoming students. This readmission process to the ADN program is available one time only. Students who are unsuccessful in the Program after readmission are ineligible for future readmissions.

- Students may begin the readmission's process no sooner than 2 years from the end of the unsuccessful semester.

  Example: If the second course failure ("D", "F" or "withdraw while failing") occurred in May 2019 the earliest start of the admission process would be May of 2021.

- 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 previous didactic or clinical nursing courses.

General Conduct Requirements

The student must:

- Comply at all times with all college and ADN Program policies.

- Be present and on time for class and clinical experiences.

- Wear the student uniform during clinical experiences and meet the minimum dress code standards of the healthcare agency.

- At all times be in good mental and physical health. A student may be required to obtain a physician's statement attesting to his/her mental and/or physical health in order to remain enrolled in a nursing course and/or the ADN program.

- At all times comply with the policies of the healthcare agency in which clinical experiences are obtained.

Disciplinary Action and Program Dismissal

Nursing students are obligated to function at all times within the framework of the ANA Code of Ethics for

Nurses and the Amarillo College Student Code of Conduct, which is published in the Amarillo College Student Rights and Responsibilities bulletin. Both professional misconduct and scholastic dishonesty by nursing students are subject to disciplinary action, up to and including program dismissal.

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

- Evidence of actual or potential harm to patients, clients, or the public;

- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;

- Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and

- The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the faculty, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, Texas Board of Nursing rules and regulations, and generally accepted standards of nursing practice including , but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

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

Due Process

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

Procedure for Communicating and Resolving Student Concerns

Course or Grade Complaints

Academic Grievances

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

1.   Instructor.

2.   Team/Level Coordinator

3.   Assistant Program
       Director

4.   Program Director.

5.   Academic Dean.

6. Vice President of Academic Affairs.

7. College President.

General Complaints

Purpose

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

Representation

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

Discrimination Complaints

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

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 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.

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 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.

Criminal Background Check

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

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

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

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

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

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

Texas Board of Nursing Requirements for RN Licensure

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

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

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

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

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

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

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

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

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

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

- Once Identigo has completed the CBC with the DPS, they will transmit the results to the BON. The BON will then do one of the following:

- (1) Mail a blue card to those students who have a clear CBC,

- (2) Correspond with students who have a positive CBC and request a petition for a Declaratory Order or

- (3) Correspond with students who have a rejected fingerprint scan and request another fingerprint scan.

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

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

- After receipt of BON blue postcard or Declaratory Order Outcomes Letter, Operations Outcome Letter or Eligibility Order, students who were required to withdraw from nursing course(s) must be

approved to re-enroll in nursing course(s) in a subsequent semester by the Program's Admission and Progression Committee. Students must a petition letter to this committee for re-enrollment.

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

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

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, prior to patient contact, acceptable evidence of vaccination of two doses of a **measles**-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).

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

- Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of **rubella** vaccine.

- Students are required to receive a complete series of **hepatitis B** vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

- Documentation of two doses of Varicella vaccine at least 28 days apart or laboratory evidence of immunity to Varicella must be submitted. If titer reflects negative or equivocal result, student should receive 2 doses of varicella-containing vaccine at least 28 days apart.

The deadline for completion of all Texas DSHS immunization requirements will be <u>at the time of application for program admission</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-year period preceding, and at least 10 days prior to, the first day of the first semester in which the student initially enrolls at an institution of higher education in Texas. Students, including nursing students, who fail to provide evidence of bacterial meningitis vaccination to the college as required will not be allowed to register for courses. See the AC web site, www.actx.edu for the definition of an entering student, exemptions to bacterial meningitis vaccination, and the Evidence of Vaccination against Bacterial Meningitis form.

All immunization, excluding the influenza vaccine, are required to be current the first day of class each semester.

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

Students who entered up to the Fall 2019 semester will follow Castle Branch instructions for storing immunizations, drug screens, criminal background checks, and CPR. Click here for Castle Branch instructions.

Students entering in the Spring 2020 semester and after will follow Complio for storing immunizations, drug screens, criminal background checks, and CPR. Use the link here for Complio instructions.

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 program.** The TB test must be current on the first day of class each semester.

If a student's TB skin test is positive, evidence of a normal chest x-ray within the last year must be submitted. When first turning in a positive TB skin test and each semester thereafter, the student must fill out the Positive TB Test Follow-up Form provided by the Level Immunization Coordinator. This form will be passed from one Level's immunization coordinator to the next, following the student throughout the program. Repeat chest x-rays are not needed during nursing school unless signs and symptoms of TB appear.

CPR Certification

All students must be certified in American Heart Association Cardiopulmonary Resuscitation for Healthcare Providers prior to clinical experiences. Cardiopulmonary Resuscitation for Healthcare Providers courses are offered in the community. Students are expected to show proof of current CPR certification prior to participating in the clinical courses. Expiration date to exceed expected graduation date. CPR must be current the first day of class each semester.

Student Records

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

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

Attendance Policy

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

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

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

CLINICAL POLICIES

Clinical Agency Policy and Procedure

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

Clinical Affiliate Access

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

Professional Liability Insurance

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

Policy on Professional Liability Insurance refunds:

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

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

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

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

Clinical Information

1. Accident or Injury on Duty

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

2. Assignments

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

3. Attendance

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

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

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

4. Clinical Pre-Conference

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

5. Clinical Post-Conference

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

6. Breaks and Mealtime

Students will be given a twenty (20) minute break in the morning or afternoon and a thirty (30) minute meal break. Students should organize their workload to allow for breaks. Continuity of patient care should be maintained. Students should not leave the unit unless the needs of their patients have been met. Students should report to their assigned nurse before leaving the clinical area. Smoking, eating or drinking beverages in the clinical area is not permitted.

7. Fire/Disaster Procedures

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

8. Going off Duty and Leaving the Unit

Students should report to their assigned nurse and clinical instructor before going off duty or leaving the unit for any reason. Students may accompany their patients to other areas in the agency after informing the assigned nurse and the clinical instructor. Students should not visit friends or family members on other units in the agency while on duty.

9. Hours of Duty

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

10. Illness on Duty

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

11. Nursing Plans of Care

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

12. Parking Facilities

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

13. Permits

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

14. Personal Possessions

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

15. Physician's Orders

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

16. Telephone on the Unit

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

17. Appeals and Grievances

Consult the Responsibilities bulletin for details.

18. Patient Safety

The nature of clinical nursing courses is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients are also of paramount concern. Nursing clinical courses are structured so that as students' progress through the program, they are expected to demonstrate increasing independence of competence in providing nursing care.

Students are expected to demonstrate achievement of clinical outcomes by the end of a clinical course, and, in usual circumstances, are allowed to continue in a clinical course until the end of that course. In the unusual circumstances that, in the instructor's professional judgment, a student is unable to provide safe nursing care to patients and, if this deficit is such that it cannot be remedied in the given clinical time within the limits of available faculty supervision, the student will be removed from the clinical setting and will receive a grade of F in the course.

19. Care of Inmates

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

20. Incident Report

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

21. Emergency Notification

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

Clinical Warnings

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

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

- **Student Handbook Clinical Policies:** arriving late for clinical, not following the student dress code

- **Performance of Skills:** medication errors, providing substandard care, performing a procedure incorrectly, not completing patient care on time, non-medication errors jeopardizing patient safety

- **Communication and Interaction:** inappropriate communication (verbal or nonverbal) to patients, faculty, staff or other students, breaching patient confidentiality

- **Written Work and Preparation:** not turning in written work on time, plan of care incomplete when arriving at clinical, unsatisfactory written work, not able to verbally articulate pathophysiology, or relate theory content to clinical setting

Clinical Failure Policy

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

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

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

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

5. The clinical and didactic/lecture course must be repeated together. Clinical courses are companion courses to the didactic courses.

Medication Administration and Intravenous Therapy

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

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

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

Chemotherapy/Cytotoxic/Experimental

These medications may not be administered by nursing students.

Blood and Blood Products

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

Level I Students

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

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

Level II Students

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

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

Level III Students

- Students must be knowledgeable about medications prior to administration. Students must be under the direct supervision of the clinical instructor or registered nurse in the preparation and administration of medications including topical, oral, injections (intramuscular, subcutaneous, intradermal), IV fluids, IV flushes and IVPB. After completing IV medication competency, students must obtain approval from the clinical instructor to give additional IVP medications with the assigned Registered nurse.

  - ➢ Students must not give any IVP medication without prior instructor's approval.
  - ➢ Students must not give any IVP opioid medication without instructor present.
  - ➢ Students who give ANY IVP medications without approval will FAIL clinical.

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

Level IV Students

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

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

Student Dress Code Policy for Clinical

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

The Student Uniform will be:

- Royal blue (BEP) Landau® or Urbane uniform jacket, top, and pants. Brands cannot be mixed
- Clean, neatly pressed, and well-fitting. Pants may not drag the floor.
- Athletic shoes that cover entire foot.

The Student Uniform should not include:

- Uniform that is too baggy or too tight.
- Uniform pants made of knit material.
- High top tennis shoes, clogs, sandals, open toes or backless shoes.

Amarillo College School of Nursing patches, purchased from the Amarillo College Bookstore, are to be visible at all times on a student's clothing. The patch is to be firmly attached to the upper left chest 4 inches from

the shoulder seam on the lab jacket and on the left sleeve of the scrub top 2 inches from shoulder seam. Amarillo College uniform is to be worn only for Amarillo College clinical.

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

Hair, jewelry, and make-up should be used conservatively.

- Hair is to be fashioned in a manner that prevents it from falling into any patient areas.

- Hair MUST be secured away from the face, and groomed so that vision is not hampered.

- Hair longer than collar length must be secured in a ponytail.

- Hair clips may be worn, but must match the color of the students' hair as closely as possible. Hair bows may not be worn.

- Conservative hair color (not blue, purple, green).

- A student may only wear wedding rings and watch.

- Any piercing jewelry must be a stud and not be larger than 5mm.

- Make-up is to be used conservatively.

- Tattoos that are explicit, profane or gang related must be covered. Exposed tattoos must be approved by faculty.

- Fragrances should not be worn in the clinical setting.

- Smoking or other use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, pipes, cigars, snuff, or chewing tobacco) is prohibited in any Amarillo College building and at all clinical site healthcare facilities, including SimCentral. In addition, smoking is not allowed within 20 feet of any Amarillo College building entrance. A student that smells of smoke may be asked to leave the clinical setting.

- Fingernails need to be clean and not extend over ¼ inch past the fingertip. If nail polish is worn, it should be clear. Artificial nails may not be worn in the clinical setting.

The clinical uniform with name badge shall be worn when picking up patient assignments.

NURSING STUDENT SUPPORT SERVICES

Nursing Resource Center (NRC) and Clinical Simulation Lab

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

1. The NRC is located on the 3ʳᵈ floor of Jones Hall on the West Campus of AC. Students may access the NRC via stairway or elevator.

2. Please remember to login when entering the NRC and logout upon leaving. The login computer is located just inside the main entrance.

3. The NRC is comprised of several areas in which students can (1) practice patient-centered situations (2) view required media, (3) complete computer tutorials and simulations, and (4) study and utilize educational materials.

4. The following is a general listing of skills/procedures that students may practice/perform while in the NRC (not inclusive):

   - Vital sign monitoring

   - Patient hygiene care

- Enema administration

- Urethral catheter insertion

- Nasogastric tube insertion, gavage and lavage

- Medication administration

- Wound care and sterile dressing change

- Use of walkers and crutches

- Ace bandage and antiembolic hose application

- Physical assessment

- Oxygen administration

- Intravenous catheter insertion

- Gowning and gloving

- Isolation techniques

- Swan-Ganz catheter monitoring

- Care of chest tubes and drainage systems

- Patient-centered clinical simulation

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

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

7. Scheduled labs will be posted in the NRC.

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

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

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

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

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

13. **Children <u>are not</u> allowed in campus labs. This is to prevent injury to a child.**

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

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

16. Please turn cell phones or pagers <u>off</u> or <u>to vibrate</u> while in the NRC.

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

<div align="center"><u>Guidelines for Student Success in Return Demonstration of Nursing Skills</u></div>

Purpose

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

Student Responsibilities

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

    • read textbook assignments related to the skill being performed

    • review lecture content related to the skill being performed

    • view any media/computer programs related to the skill being performed

    • ask instructors and NRC staff questions about the skill being performed ☐ get involved with study groups who are <u>goal-directed</u> for success.

    • **<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 students' questions.

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

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

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

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

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

Procedural Steps

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

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

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

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

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

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

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

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

Advising

Advising services are available on West Campus Jones Hall, 2nd floor. Office hours are generally 8:30 a.m. to 5:00 p.m., unless other hours in the evening are scheduled. Please e-mail the Nursing Academic Advisor to schedule your appointment.

Susan McClure:

E-mail: shmcclure@actx.edu
Schedule an appointment: http://susanhol...e.youcanbook.me
Business phone: 806-356-3603

Sandra De La Rosa:

E-mail: smdelarosa@actx.edu
Business phone: (806) 371-5456

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 tutor and a student(s) is the learner. Tutors help students become more confident in their critical thinking and clinical reasoning skills in the classroom, clinical setting and on examinations.

B. Tutoring is not the same thing as teaching. Tutors will reinforce the content and concepts taught by the instructor and help students to be independent learners. Students have already been in the classroom and clinical setting and do not generally need to repeat that experience.

C. Tutoring may include a one-to-one relationship between tutor and one student or between a tutor and small groups of students who have similar learning needs. Small group tutoring sessions help students to learn from and support each other while being guided by a tutor.

III. WHAT DO TUTORS DO?

A. Tutors will help ensure that students are following the directions and/or assignments correctly.

B. Tutors help students to identify their point of confusion, ask questions, figure things out and develop their own ways of understanding the information, how to retain it, and how to organize their study.

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

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

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

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

IV. WHAT TUTORS WILL NOT DO:

A. Tutors will not assume the role of instructor, counselor or advisor.

B. Tutors will not "Re-teach" the classroom or clinical content or concepts.

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

V. WHAT MUST STUDENTS DO 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.

VI. WHEN SHOULD A STUDENT SEEK TUTORING?

A. The West Campus Tutoring Resource Center is open to all nursing students. Any student may schedule an appointment at the center regardless of their academic progress in a course.

B. Students who do not achieve a minimum passing score of at least 75% on a unit and/or module exam are **required** to meet with the instructor to review the exam. Students will complete tutoring either during the exam review or at the West Campus Tutoring Resource Center 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 the required tutoring will not be allowed to take the course's next scheduled Module exam and will receive a grade of zero (0) for that exam.

C. If required tutoring is to be completed at the West Campus Tutoring Resource Center, the student will make an appointment with a professional tutor and attend the prescribed tutoring. The student will then return the completed prescription, verified by the tutor's signature, to the ordering faculty member.

VII. WEST CAMPUS TUTORING RESOURE CENTER:

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

AWARDS/SCHOLARSHIPS
Nursing Awards

Outstanding Major

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

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

Nursing Leadership Excellence Award

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

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

Clinical Award

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

- Clinical competencies
- Professional activities

- Relationship with faculty and peer group

- Relationship with healthcare agency personnel

- Professional growth

- Potential for contribution to nursing

Honor Award

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

Scholarships

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

NURSING STUDENT ASSOCIATION (Student Nurses Association)

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

EVALUATION AND GRADING

Grading System

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

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

Grade Points	Quality Point
A = Excellent (90-100%)	4 grade points
B = Good (80-89%)	3 grade points
C = Average (75-79%)	2 grade points
D = Poor (60-74%)	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 prior to the granting of a grade of "I" (incomplete). If the course is not

completed by the specified deadline, the "I" will be changed to an "F". The student is entirely responsible for completing the work that will remove the "I".

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 in order to be eligible to enroll in the next level.

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

The grading scale for Amarillo College, Department of Nursing states:
- The nursing program grades are recorded as "A", "B", "C" (75% or above); "D", and "F". A minimum grade of "C" is required in ALL courses to remain in good standing in the Nursing Department. 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 acknowledgement form will be signed and maintained in the student's record. Nursing faculty will maintain a record of student progress in each course and communicate to the student progress or lack thereof in the course and require a success plan for remediation.
- Course requirements are communicated by Faculty orally and in writing.
- A grade point average (GPA) of 2.0 or higher is required for graduation

Grade Information Policy

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

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

<u>**Didactic Course Policies**</u>

<u>**Associate Degree Nursing Pedagogy/Andragogy**</u>

Students in the Department of Nursing at Amarillo College are charged with being a:

1.   Member of the Profession
2.   Provider of Patient-Centered Care
3.   Patient Safety Advocate
4.   Member of the Health Care Team

Therefore, the Department of Nursing uses an eclectic approach to nursing pedagogy/andragogy and theory of nursing. Nursing education is adult education, as Knowles (1980) states "andragogy is the art and science of helping adults learn" (pg. 43). Students make a commitment to set goals to meet personal and professional needs. They bring a degree of maturity and life experiences to the classroom. A variety of pedagogies are employed (depending on course content). These are some examples of different pedagogies used throughout the curriculum: simulation, critical thinking/reasoning/decision making, reflective practice, lecture, active learning and motivating students "with the capacity to go on learning after their college days are over" (Boyer, 1990). The Department of Nursing draws from a number of nursing theorist (this list is not inclusive—only serving as an example, faculty are encouraged to use others as the need arise:

- Florence Nightingale's Maintaining a Balanced Environment (Fundamental)
- Patricia Benner's Novice to Expert (Threaded though the curriculum)
- Jean Watson's Carative Factors (every course)
- Calista Roy's Adaptation Model (Medical/Surgical, Pediatrics, Obstetrics, Mental Health)
- Hildegard Peplau's Interpersonal Relations (Mental Health)
- Faye Abdellah's Patient-Centered Approaches (Every course)
- Rosemarie Parse's Human Becoming (Obstetrics)

These theories are threaded throughout the curriculum and may or may not be specifically identified in the course syllabus.

References:

Boyer, E. (1990). Scholarship Reconsidered: Priorities of the professoriate. The Carnegie foundation. Stanford, CA.

Knowles, M.S. (1980). The modern practice of adult education. Follett Publishing. Chicago, IL.

<u>**Theory Grade**</u>

Semester grading criteria is explained at the beginning of each course and is designated to measure the acquisition of leveled knowledge and the ability to apply what is taught. A grade of 75 (C) or better MUST BE achieved in order for a student to advance to the next level. The average of all grades must be 75% or higher to pass the course. The final grade will not consist of more than 6% of alternative assignments. GRADES ARE NOT ROUNDED WHEN CALCULATING THE AVERAGE (74.9 IS NOT ROUNDED TO 75).

<u>**Student Testing Policy**</u>

Specific to Testing and the West Campus Computing Center:

A student will:

1. Arrive at least 10 minutes prior to a test time at the Testing Center West Campus Computing Center. A student arriving after a test has started may not be allowed to take the test at that time. The student may need to reschedule with the course instructor.

2. Provide photo identification with Amarillo College ID with barcode or state-issued license at test time, in the event that an instructor cannot proctor the exam.

3. Have no personal belongings (i.e. books, papers, phones, smart watches, electronic devices, hats) at a testing station. Any outerwear is subject to proctor approval.

4. Be provided with scratch paper, pencil, and/or calculator when necessary.

5. Raise his/her hand to ask a question. An instructor or West Campus Computing Center personnel will come to the student. There will be no other talking during the test.

6. **Maintain Academic Honesty by:**

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

    b. Not giving help to students or receiving help from any student during a test.

    c. Not giving any test information with other students between and after testing times. Giving information may result in a "0" on the test and/or failure of the course and/or expulsion from the program. Security measures will be taken during tests, between testing times, and during test reviews.

    d. After the exam immediately exit the building; do not congregate on the back loading dock or around the Computing Center.

7. Contact the instructor about taking a make-up test.

8. Demonstrate ethical, professional behaviors and will adhere to the testing policy. Instructors and/or testing personnel will report to the Team Coordinator and ADN Program Director any incident where there is suspicion or evidence of cheating or infraction of this policy with possible consequences being:

    a. A "0" on the test and/or
    b. A failure of the class and/or
    c. Dismissal of the individual from the program

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

10. Students may review their individual exam results with an instructor after any module exam. Appointments should be scheduled within two weeks of the exam. No module exam may be reviewed after the next scheduled module exam is given. Final exam will not be reviewed.

Specific to Off-site and On-line Testing

A.   Off-site on-line testing requires the following:
   1. Quiet testing environment that is free of interruptions.
   2. Compatible device with webcam or external webcam
   3. Reliable internet

B.   It is the responsibility of the student to inform their instructor if they are unable to meet any of the requirements for off-site and on-line testing. Additionally, if the student has testing accommodations and is unable to meet their accommodations, while testing off-site and on-line, it is the responsibility of the student to notify their instructor.

C.   Follow all testing instructions given to them by their instructor.

D.   Use only those resources specifically authorized by this policy and their instructor.

E.   Be monitored for all exams. Monitoring may include but are not limited to live monitoring, video recording or third-party proctoring services using software or live proctors.

F.   Adhere to the Amarillo College Nursing Department's Student Testing, and the Academic Integrity and Accountability policies as well as the Amarillo College Student Rights and Responsibility policy.

G.   Review and follow the Student Instructions for Off-site and On-Line Testing.

STUDENT INSTRUCTIONS FOR OFF-SITE ON-LINE TESTING

The student will be monitored and/or video recorded from the point of logon and throughout the entire length of the exam until submission. The video will be watched and reviewed by the instructor for unusual activity. The video will be archived within the course

Testing Preparation

Student are responsible for:

- Self-testing the functionality of the system a minimum of one week prior to any off-site on-line exam so that any required troubleshooting can be accomplished. Students should check with their instructors for available practice exams.

- Inform their instructor if they are unable to meet their testing accommodations while testing off-site and on-line.
- Showing either their Amarillo College ID or a state approved means of identification to establish their identity prior to any exam.
- Having a compatible device with a webcam or external webcam, as well as reliable internet access; refer to the Nursing Department's device requirements.
- Ensuring their environment has appropriate lighting is mandatory during the entire examination time.

Testing Area

- A stable surface is needed to support your device. Devices may not be place on your lap. .
- Be sure the desk or table is cleared of all other material. This means the removal of all books, textbooks, papers, notebooks, calculators, etc. unless specifically permitted by the instructor per their testing instructions.
  - Additional computers, monitors, screens or tables should be removed before the exam.
- A 360-degree exam environment scan of the room is required. For students using a desktop computer a mirror may be used to show the testing environment behind and around the computer. The back of the mirror must also be shown.
  - Ensure that the environment is free of people and pets. No other person may remain or enter the testing room during testing.
  - No writing or papers should be visible on the desk, walls or device screen.
  - Cell phones are not allowed in the testing room.
  - The test taking environment should be quiet and free from distractions. There should be no music or television playing in the background.
- Maintain room lighting bright enough to be considered daylight quality. An overhead light is preferred but if not available the source of light should not be behind the test taker.
- All programs, applications and/or windows on the testing device must be closed before login into the exam. They must remain closed until the exam is complete and you are logged out of the class.
- Do not have a radio or television playing in the background

Behavior

- Dress as if in a public setting. Hats are not allowed. No watches of any kind are to be worn during the exam.
- Do not leave the room during the exam period at any time, unless specifically permitted by the instructor. Do not take the device you are testing on into another room to finish the exam. Exams must be finished in the same room as shown in the environmental scan.
  - Remain in the view of the camera during the entire exam. Keep gaze centered on screen.
- Do not use headsets, ear plus or buds. This includes Bluetooth ear buds. Foam ear plugs may be used but must be shown to the camera before the exam.
- Do not talk or communicate with anyone during the exam.
- Softly readying a question to yourself is permissible. Reading out loud at a conversational volume level is not allowed.

- Do not communicate with other student during the exam time. This is defined as the time that the exam first becomes available to students until the exam closes to students.
- No recording is allowed during the exam. This includes video, audio or any other type of recording.
  - No test item should be copied, saved or shared during or following the exam. Screenshots of test information are prohibited.
- Do not use a phone. The only exception is to contact the instructor in the event of a technical issue.
  - In case of technical difficulties, a cell phone may be used to contact the instructor. Cell phones should be out of view and at least 6 feet away from the testing area with all ringers, alarms and notifications silenced.
- If scratch paper allowed by the instructor, physically shred the paper upon completion of the exam but **before** hitting "submit".

Technical Failures

In case of a login failure, digital pause, technology failure or internet interruptions:

- Take a deep breath
- Speak to the web cam about what is happening
- If you are booted out of the exam, immediately refresh the browser then try to log back in
- If this does not solve the issue, immediately contact your instructor

Violation Consequences

- Students are required to adhere to these instructions as listed and any specific instructions from the instructor. Each exam is reviewed for violations.
- If a student deviates from these instructions during the exam, as soon as the student completes the exam, the student must contact the instructor explaining the nature of the policy violation. Failure to do so could result in an allegation of violation of the Nursing Department's Academic Integrity pledge, the Student Testing and the Academic Integrity and Accountability policies as well as the Amarillo College Student Rights and Responsibility policy.
  - https://www.actx.edu/nursing/files/filecabinet/folder2/Student_Handbook__2019_2020_Revised_8_22_19__Final_.pdf
  - https://www.actx.edu/president/flb-student-rights-and-responsibilities
- Whether or not the exam was flagged by monitoring software, if the student is suspected of a violation of the Nursing Department's Academic Integrity pledge, Student Testing and Academic Integrity and Accountability policies and the Amarillo College Student Rights and Responsibility policy, the student will be contacted directly by the faculty. If a violation occurred or if there is a concern of a violation, the Nursing Department's and Amarillo College policies will be followed.
- Students who engage in any form of cheating will receive a zero for the exam and may also be dismissed from the program.

Statement of Acknowledgement

Prior to each exam, each student must acknowledge understanding the Student Instructions for Off-site On-line Testing.

I acknowledge that I have reviewed the Student Instructions for Off-site On-line Testing and understand my responsibilities as a student. I will adhere to these instructions and recognize the potential consequences for violations.

I also acknowledge that I have reviewed and will abide by the Nursing Department's Academic Integrity pledge, the Student Testing and the Academic Integrity and Accountability policies and the Amarillo College Student Rights and Responsibility policies.

By clicking **Begin**, you are electronically acknowledging and accepting the above.

Reference

Bristol, T. (2017). Test and examination security technology, *Teaching and Learning in Nursing* 12, 320-322

Sherril, K., J. (Nurse Tim Inc,), 2020. *Offsite, Online, Proctored Nursing Exam Policy: A response to COVID-19*

Vanderbilt University (n.d.) remote Proctor Testing Policy, Retrieved from
https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/remote-proctor-testing-policy/

Written 8/20
Approved: 2/23/94
Revised: 3/29/95, 10/11/95, 1/9/97
Reviewed: 9/00
Revised: 2/03, 4/05, 4/ 09
Revised: 11/12
Revised: 4/15
Revised: 9/16
Revised: 3/18
Revised: 2/19
Revised: 8/20

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, 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. 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.

V. STUDENT TESTING RESPONSIBILITIES FOR ON CAMPUS TESTING

A. Have no personal belongings (i.e. books, papers, keys, phones, smart watches, electronic devices, hats) at a testing computer station. Any outerwear is subject to proctor approval.

B. Do not write on the provided scratch paper before the test begins.

C. Do not remove the privacy screens from the computer.

D. Raise your hand to ask a question. A proctor will come to you. There will be no other talking during the test.

E. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper and test printout information will be turned in to the proctor before leaving the testing room.

F. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.

G. Do not give any test information to other students.

H. Once the test is complete, review the exam and rationales while in the testing room.

I. Once the test is complete, leave the testing center immediately. Do not wait to ask peers/students their grade or discuss test questions.

J. Do not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

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

A. Off-site on-line testing requires the following:
1. Quiet testing environment that is free of interruptions.
2. Compatible device with webcam or external webcam
3. Reliable internet

B.   It is the responsibility of the student to inform their instructor if they are unable to meet any of the requirements for off-site and on-line testing. Additionally, if the student has testing accommodations and is unable to meet their accommodations, while testing off-site and on-line, it is the responsibility of the student to notify their instructor.

C.   Follow all testing instructions given to them by their instructor.

D.   Use only those resources specifically authorized by this policy and their instructor.

E.   Be monitored for all exams. Monitoring may include but are not limited to live monitoring, video recording or third-party proctoring services using software or live proctors.

F.   Adhere to the Amarillo College Nursing Department's Student Testing, and the Academic Integrity and Accountability policies as well as the Amarillo College Student Rights and Responsibility policy.

G.   Review and follow the Student Instructions for Off-site and On-Line Testing.

VII.   STUDENT RESPONSIBILITIES DURING TEST REVIEW/REMEDIATION

A.   Students may review their individual exam results with an instructor after any module exam. Appointments should be scheduled within two weeks of the exam. No module exam may be reviewed after the next scheduled module exam is given. Final exam will not be reviewed.

B.   Cell phones and audio recording equipment are to be turned off. All personal electronic devices should be placed in backpacks or purses away from the review area.

C.   Test questions in any form must not be shared, discussed or copied on social media. Examples include but are not limited to Facebook, Twitter, Instagram, blogs, etc.

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

References

Aaron, L., Simmons, P. & Graham-Webb (2011). Academic dishonesty and unprofessional behavior. Radiologic Technology, 83(2), 133-140.

ADN Faculty Handbook. *Faculty testing policy*.

ADN Student Handbook. *Student Testing Policy* and the *Social networking policy for students;* http://www.actx.edu/nursing/index.php?module=article&id=25

Arhin, A. O. (2009). *A pilot study of nursing student's perceptions of academic dishonesty. A generation Y perspective.* The Association of Black Nursing Faculty (ABNF) Journal, Winter 2009, 17-21.

Bristol, T. (2017). Test and examination security technology, *Teaching and Learning in Nursing* 12, 320-322

Morrison, S., Nibert, A., & Flick, J. (2006). *Critical thinking and test item writing.* (2nd ed.) Health Education Systems, Inc. Publishing: Houston, Texas.

National League for Nursing (2013). *Test policy and procedures.*
http://www.nln.org/testingservices/son/ts_son_testPolProc.htm

Simpson, E. & Yu, K (2012). *Closer to the truth: Electronic records of academic dishonesty in an actual classroom setting.* In Ethics and Behavior, 22(5), 400-408.

Sherril, K., J. (Nurse Tim Inc,), 2020. *Offsite, Online, Proctored Nursing Exam Policy: A response to COVID-19*

Stonecypher, K., & Willson, P. (2014). Academic policies and practices to deter cheating in nursing education. *Nursing Education Perspectives*, 35(3): 167-179

Vanderbilt University (n.d.) remote Proctor Testing Policy, Retrieved from
https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/remote-proctor-testing-policy/

TEXAS BOARD OF NURSING DIFFERENTIATED ESSENTIAL COMPETENCIES

The essential competencies of the Associate Degree Nursing graduate are:

Member of the Profession

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

Provider of Patient-Centered Care

1. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.
2. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
3. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
4. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

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

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

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

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

Patient Safety Advocate

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

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

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

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

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

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

Member of the Health Care Team

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

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

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

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

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

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

7. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

Source for Texas BON Differentiated Essential Competencies of Graduates of Texas Nursing Programs (Revised 10/2010): http://www.bon.texas.gov/nursingeducation/info.html

NATIONAL LEAGUE FOR NURSING EDUCATIONAL COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

Human Flourishing

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

Nursing Judgment

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

Professional Identity

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

Spirit of Inquiry

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

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

NURSING LAW AND RULES

Nursing Practice Act

Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov

Click on Nursing Law and Rules☐ Click on Nursing Practice Act

Rules & Regulations

Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov

Click on Nursing Law and Rules☐ Click on Rules & Regulations

PETITION FOR DECLARATORY ORDER

Consult Texas Board of Nursing (BON) website @ www.bon.texas.gov

Click on Verification & Licensing☐ Click on Download other Paper Applications and Forms☐

Scroll to Candidates for Licensure☐ Click on Declaratory Order Form

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Curriculum – A program of study comprised of specific courses required, including content, organization, structural arrangement, and presentation of the learning experiences as selected by the faculty to achieve the stated mission and student learning outcomes of the educational program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Patient-centered Care – A unique plan of care and decision-making in response to the values, beliefs, and preferences of patients and families.

Philosophy – The beliefs, concepts, and attitudes of a group that underlie a given branch of learning and provide the basis for the entire educational process.

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

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

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

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

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

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

Safety – Avoiding physical and psychological harm to others.

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

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

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

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

Student Learning Outcomes:

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

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

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

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

Traditional ADN Program Track

Semester I (Introduction)

Course		Cr hrs
BIOL 2401	Human Anatomy & Physiology I	4
RNSG 1301	Pharmacology in Nursing	3
RNSG 1309	Introduction to Nursing	3
RNSG 1105	Nursing Skills I	1

Semester II (Level I)

Course		Cr hrs
BIOL 2402	Human Anatomy & Physiology II	4
PSYC 2301	General Psychology	3
RNSG 1331	Principles of Clinical Decision Making	3
RNSG 1362	Clinical-Principles of Clinical Decision Making	3

Semester III (Level II)

Course		Cr hrs
BIOL 2420	Microbiology	4
RNSG 1247	Concepts of Clinical Decision Making I	2
RNSG 1263	Clinical-Concepts of Clinical Decision Making I	2
RNSG 1151	Care of Childbearing Family	1
RNSG 1160	Clinical-Care of Childbearing Family	1
RNSG 2101	Care of Children and Families	1
RNSG 2160	Clinical: Care of Children and Families	1

Semester IV (Level III)

Course		Cr hrs
SPCH		3
ENGL 1301	Composition I	3
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical-Mental Health Nursing	1
RNSG 1248	Concepts of Clinical Decision Making II	2
RNSG 2261	Clinical: Concepts of CDM 2	2

Semester V (Level IV)

Course		Cr hrs
RNSG 2231	Advanced Concepts of Adult Health	2
RNSG 2262	Clinical-Advanced Concepts of Adult Health	2
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2263	Clinical-Professional Nursing: Leadership and Management	2
Language, Philosophy, and Culture	from approved list*	3
Total Semester Hours:		60

LVN to ADN Transition Track

Prerequisite General Education

Course		Cr hrs
BIOL 2401	Human Anatomy & Physiology I	4
PSYC 2301	General Psychology	3
BIOL 2402	Human Anatomy & Physiology II	4
BIOL 2420	Microbiology	4

Semester 1

Course		Cr hrs
RNSG 1227	Transition to Professional Nursing***	2
RNSG 1261	Clinical-Transition to Professional Nursing	2
RNSG 1151	Care of the Childbearing Family	1
RNSG 1160	Clinical: Care of the Childbearing Family	1
RNSG 2101	Care of Children and Families	1
RNSG 2160	Clinical: Care of Children and Families	1
Articulated credit will be awarded for the following courses upon successful completion of RNSG 1227 and RNSG 1261 and 18 credit hours in residence:		
RNSG 1309	Introduction to Nursing	3
RNSG 1331	Principles of Clinical Decision Making	3
RNSG 1362	Clinical-Principles of Clinical Decision Making	3
RNSG 1247	Concepts of Clinical Decision Making I	2
RNSG 1263	Clinical-Concepts of Clinical Decision Making I	2

Semester 2

Course		Cr hrs
SPCH:		3
ENGL 1301	Composition I	3
RNSG 1248	Concepts of Clinical Decision Making II	2
RNSG 2261	Clinical-Concepts of Clinical Decision Making II	2
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical-Mental Health Nursing	1

Semester 3

Course		Cr hrs
RNSG 2231	Advanced Concepts of Adult Health	2
RNSG 2262	Clinical-Advanced Concepts of Adult Health	2
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2263	Clinical-Professional Nursing: Leadership and Management	2
Language, Philosophy, and Culture	from approved list*****	3
	Total Semester Hours:	**60**

ADN Office Copy

AMARILLO COLLEGE DEPARTMENT OF NURSING COMMITMENT TO PROFESSIONALISM

Amarillo College Nursing students are prepared to join a community of professionals who are dedicated to advancing health education, health research, the well-being of the community, and quality patient care. The Amarillo College nursing community, though diverse in culture, educational backgrounds and beliefs, shares a common set of professional values. These values, or professional commitments, are outlined below:

Commitment to professional responsibilities: Every Amarillo College student nurse is considered a professional. We respect one another, work collaboratively and carry out duties at the highest level of quality. We evaluate our professional growth and performance, and we demonstrate continued competence and growth. We support remediation of problems and discipline of those who fail to act professionally.

Commitment to service: Every member of the Amarillo College student nurse community puts the interests of those being served before self-interest. Integrity, compassion and respect characterize this commitment to service.

Commitment to diversity: Every member of the Amarillo College student nursing community respects differences, honors choices, and works to eliminate discrimination. At the most basic level, each student addresses discrimination when he or she sees or experiences it,

Commitment to professional competence: Every member of the Amarillo College student nurse community is committed to lifelong learning and is responsible for maintaining the knowledge, skills, and attitudes learned here. We are each committed to maintain the learning required for continued professional high-quality performance.

Commitment to confidentiality: Every member of the Amarillo College student nurse community safeguards the privacy of personal and sensitive information about patients, families, co-workers, students and the institution.

Commitment to honesty: Every member of the Amarillo College student nurse community values honesty. We are truthful, trustworthy, and accountable. We do not cheat, steal, lie, or destroy or falsify information. Honesty and accountability also prevail when errors and injuries occur. We promptly admit our mistakes and take corrective actions.

Commitment to the responsible use of resources: Every member of the Amarillo College student nurse community is a good steward of the resources entrusted to the college. This commitment includes the responsible use of money, time, space, and personnel.

Commitment to quality: Every member of the Amarillo College student nurse community is committed to excellence. This commitment is met by continuously striving to achieve higher levels of performance. Each student, individually and as a group, develops and improves measures of quality that promote optimal professional and educational outcomes.

Commitment to managing conflicts of interest: Every member of the Amarillo College student nurse community recognizes, discloses, and addresses issues—whether real or perceived—that compromise institutional loyalty and personal integrity.

Commitment to knowledge: Every member of the Amarillo College student nurse community promotes ethical conduct in the gathering and use of new knowledge that will become our bedrock of professional knowledge.

This document has been adapted from Medical Professional in the New Millennium: A Physician Charter. Annals of Internal Medicine, 2002; 136(3): 243-246, created by the ABIM Foundation, ACP-ASIM Foundation and European Federation of Internal Medicine under the auspices of the Medical Professionalism Project.

PROFESSIONAL BOUNDARIES

Nurses must understand and apply the following concepts of professional boundaries:

- ❖ **PROFESSIONAL BOUNDARIES**: are the spaces between the nurse's power and the patients/clients vulnerability. The power of the nurse comes from their professional position and their access to private knowledge about the patient/client. Establishing boundaries allows the nurse to control this power differential and provides a safe connection to meet the patient/client's need.

- ❖ **BOUNDARY VIOLATION**: can result when there is confusion between the needs if the nurse and those of the patient/client. Such violations are characterized by excessive personal disclosure by the nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the patient/client, which may not be recognized or felt by the patient/client until harmful consequences occur.

- ❖ **SEXUAL MISCONDUCT**: is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, harassing or reasonably interpreted as sexual by the patient/client/faculty/staff/fellow student. Sexual misconduct is an extremely serious violation of the nurse's professional responsibility to the patient/client/others. It is a major breach of trust!

- ❖ **LEARNING ENVIRONMENT**: is the educational period in which behaviors will be examined and reinforced. Given the sensitive nature of classroom content and the importance of a learning and testing environment free from distraction, persons not enrolled in the course may not come to class, learning laboratory, or clinical experiences. This includes adults and children. Maintaining professional relationships with hospitals and other agencies, whose facilities we use, requires thoughtfulness and appropriate ethical conduct by both the faculty and students.

PERSONAL INTEGRITY POLICY

Promote an environment in the Nursing Department of intellectual honesty, professionalism, trust, and integrity. It is intended to guide the professional behavior of students, and applies to all endeavors and conduct pertaining to nursing education and the role of a professional nurse. All students of Amarillo College are representatives of the Department of Nursing and are expected throughout their tenure to engage in appropriate interpersonal conduct, act ethically, take responsibility for his or her own action(s), respect authority while taking appropriate instruction, comport themselves with civility, and be self-aware of their impact on all others at Amarillo College.

Social Networking Policy for Nursing Students

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

Supportive Information:

1. Social media or networks are Internet sites that provide a way for people to communicate with each other. Social networking is the process or practice of using social networks to create and maintain relationships among individuals, groups, organizations, and communities. Examples of sites include but are not limited to Facebook, Twitter, Myspace, YouTube, LinkedIn, 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 has the potential to either enhance or undermine the nursing profession (American Nurses Association, 2011).

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

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

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

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

How to Avoid Problems with Social Networking:

1. Remember that standards of professionalism 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 in professional boundaries, confidentiality, and privacy

7. <u>Be sure</u> 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 POLICYWILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING DISMISSAL FROM THE NURSING PROGRAM:

1. <u>Do not</u> identify patients by name or post information that may lead to their identification including but not limited to initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation in the Health Insurance Portability and Accountability Act (HIPAA). It is possible that someone could identify the patient and the patient's family based on context.

2. <u>Do not</u> 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. <u>Do not</u> 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. <u>Do not</u> post sexually explicit photos.

5. <u>Do not</u> post photos of manikin parts used for learning nursing skills.

6. <u>Do not</u> post photos of nursing skills performed in the Nursing Resource Center by faculty or students.

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

OTHER PROCESSES

Conduct: No personal communications are to be received while on the clinical unit(s). If an Emergency call is necessary, the family and/or persons needing to contact the student, should have be provided with information concerning contacting the clinical instructor or the main office in the Department of Nursing at Amarillo College (806) 354-6010. The clinical instructor will notify the student of the emergency situation.

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
STUDENT STATEMENT OF UNDERSTANDING
SOCIAL NETWORKING POLICY FOR NURSING STUDENTS

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

_____

Date

_____

Student's Signature

_____

Print Name

_____

Student I.D. #

Approved 2-12

ADN Student Copy

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

STUDENT STATEMENT OF UNDERSTANDING

SOCIAL NETWORKING POLICY FOR NURSING STUDENTS

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

_____

Date

_____

Student's Signature

_____

Print Name

_____

Student I.D. #

Approved 2-12

ADN Office Copy

**AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
ACKNOWLEDGMENT OF TRADITIONAL ADN REQUIREMENTS**

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

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

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

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

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

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

Date _____

Signature _____

Print Name _____

ADN Student Copy

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
ACKNOWLEDGMENT OF TRADITIONAL ADN REQUIREMENTS

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

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

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

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

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

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

Date _____

Signature _____

Print Name _____

ADN Office Copy

67

**AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
ACKNOWLEDGMENT OF LVN TO ADN TRANSITION OPTION REQUIREMENTS**

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

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

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

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

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

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

Date _____

Signature _____

Print Name _____

ADN Student Copy

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
ACKNOWLEDGMENT OF LVN TO ADN TRANSITION REQUIREMENTS

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

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

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

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

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

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

Date _____

Signature _____

Print Name _____

ADN Office Copy

AMRILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM STUDENT DISCLOSURE STATEMENT

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

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

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

  o establishing my own enrollment schedule, and o
  enrolling in specific courses for specific semesters.

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

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

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

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

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

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

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

_____   _____

Date   Student's Signature

                                      _____

                                      Print Name   I.D. #

                                      ADN Student Copy

70

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM STUDENT DISCLOSURE STATEMENT

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

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

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

    o establishing my own enrollment schedule, and o
    enrolling in specific courses for specific semesters.

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

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

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

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

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

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

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

_____   _____

Date   Student's Signature

                                           _____

                                           Print Name, I.D. #

                                                              ADN Office Copy

71

<h1 style="text-align: center">AMARILLO COLLEGE</h1>

<h2 style="text-align: center">ASSOCIATE DEGREE NURSING PROGRAM</h2>

<h2 style="text-align: center">STATE OF TEXAS</h2>

<h2 style="text-align: center">COUNTY OF POTTER</h2>

<h3 style="text-align: center">RELEASE AND WAIVER OF LIABILITY</h3>

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

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

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

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

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

Student does hereby:

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

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

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

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

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

THE UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion

thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF

LIABILITY AND INDEMNITY AGREEMENT, and agrees that no oral representation, statements or inducements apart from the foregoing written Agreement have been made.

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

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

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

DATED this_____day of 20____   Student ID_____

Student's Signature_____   Print Name _____

ADN Student Copy

AMARILLO COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM

STATE OF TEXAS

COUNTY OF POTTER

<u>RELEASE AND WAIVER OF LIABILITY</u>

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

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

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

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

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

Student does hereby:

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

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

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

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

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

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

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF

LIABILITY AND INDEMNITY AGREEMENT, and agrees that no oral representation, statements or inducements apart from the foregoing written Agreement have been made.

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

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

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

DATED this_____day of 20____   Student ID_____

Student's Signature_____   Print Name _____

ADN Office Copy

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

LICENSURE ELIGIBILITY NOTIFICATION FORM

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

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

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

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

_____

Student Name (Print)

_____

Student I.D. #

_____   _____

Signature   Date signed

                                                               ADN Student Copy

AMARILLO COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

LICENSURE ELIGIBILITY NOTIFICATION FORM

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

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

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

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

_____

Student Name (Print)

_____

Student I.D. #

_____   _____

Signature   Date signed   ADN Office Copy

ENGLISH AS A SECOND REFERRAL FORM

Is English your Native Language? Yes _____No _____

If you answered "NO" on question #1, would you benefit from additional English as a Second Language (ESL) support and resources as you learn? Yes_No

NOTE: If you answered "YES" on question #2, you will be referred to the West Campus Success Center located on the west campus in Building B -Room 112.

_____

Student Name (Print)

_____

Student I.D. #

_____   _____

Signature   Date signed

_____

Date of Referral by ADN Program

ADN Student Copy

COMPETENT STUDENT/CLASSROOM CLINICAL PRACTICE

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

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

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

Student's Name: _____   Student ID #_____
                              Print
Student's Signature: _____   Date_____

COMPETENT STUDENT/CLASSROOM CLINICAL PRACTICE

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

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

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

Student's Name: _____   Student ID #_____
                        Print
Student's Signature: _____   Date_____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

The clinical facilities may require:

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

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

Student's Name: _____ Student ID #_____
                    Print

Student's Signature: _____ Date_____

<div align="right">ADN Student Copy</div>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

The clinical facilities may require:

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

Students who want to cancel this release must do so in writing submitted to the Nursing Department.

I will comply with the requirements as delineated. It is my understanding that this signed form will become part of my permanent file.

Student's Name: _____   Student ID #_____

                    Print

Student's Signature: _____   Date_____

ACADEMIC INTEGRITY PLEDGE

As a student enrolled in the Amarillo College Department of Nursing, I affirm the principle of academic integrity and commit to upholding integrity by completing all academic assignments in the manner expected, informing the instructor of suspected instances of academic misconduct by my peers, and fully engaging in the class and its related assignments for the purpose of learning.

_____   _____

Signature   **Date**

CONFIDENTIALITY STATEMENT

It is to preserve the confidentiality of all medical and personal information concerning patients, as well as all confidential information concerning activities, clinical affiliates and their staff. I understand that a breach of confidentiality at any time during my enrollment will result in dismissal from the Nursing Program.

_____   _____

Printed Name   **Signature**

Term: _____ Year: _____ Date: _____

ADN Student Copy

ACADEMIC INTEGRITY PLEDGE

As a student enrolled in the Amarillo College Department of Nursing, I affirm the principle of academic integrity and commit to upholding integrity by completing all academic assignments in the manner expected, informing the instructor of suspected instances of academic misconduct by my peers, and fully engaging in the class and its related assignments for the purpose of learning.

_____   _____

Signature   **Date**

CONFIDENTIALITY STATEMENT

It is to preserve the confidentiality of all medical and personal information concerning patients, as well as all confidential information concerning activities, clinical affiliates and their staff. I understand that a breach of confidentiality at any time during my enrollment will result in dismissal from the Nursing Program.

_____   _____

Printed Name   **Signature**

Term: _____ Year: _____ Date: _____

AMARILLO COLLEGE
DEPARTMENT OF NURSING
STUDENT CIVILITY CONTRACT

CIVILITY is behavior which:

1. Shows respect towards one another
2. Causes another to feel valued, and
3. Contributes to mutual respect, effective communication, and team collaboration

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

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

Student Nurses' Responsibilities:

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

- **Attentiveness:**
  - The student regularly attends class.
  - All absences are for relevant and serious reasons, communicated to, and approved by the appropriate authority.
  - The student is consistently on time for lectures and stays until the end of the presentations.
  - The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
  - The student understands they must have no less than 90% attendance in all nursing didactic classes, and 100% attendance in clinical courses.

- **Demeanor:**
  - The student has a positive, open attitude towards peers, faculty and others during the course of nursing studies.
  - The student maintains professional interpersonal relations.
  - The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

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

- **Cooperation:**
  - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving, and accepting freely in the interchange of information.
- **Inquisitiveness:**
  - The student acquires an interest in his/her course and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:**
  - The student has nursing school performance as his/her primary commitment.
  - Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.
- **Authority:**
  - The student shows appropriate respect for those placed in authority over him/her both within the College and in society.
- **Personal Appearance:**
  - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.
  - Appearance is expected to be clean, professional, and appropriate for class and clinical.
- **Communication:**
  - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, patients, and members of the health care team
- **Professional Role:**
  - The student conducts self as a professional role model at all times and in compliance with the American Nurses' Association (ANA) Code of Ethics.
  - The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.
- **Judgment:**
  - The student shows the ability to think critically regarding options, reflecting his/her ability to make intelligent decisions.
- **Ethics:**
  - Student conduct is in compliance with the ANA Code of Ethics.
- **Moral Standards:**
  - The student respects the rights and privacy of all individuals and does not violate laws.

This Policy governs inappropriate behaviors which may arise within the nursing department, including but not limited to bullying, combative/threatening behaviors, or behaviors which are considered demeaning or demoralizing.

As Professional Student Nurses at Amarillo College, we commit to:

1. Follow conventions of good classroom manners and the student responsibilities as outlined above.
2. Ask permission to tape record and respect the faculty's decision to allow or disallow
3. Refrain from verbal, emotional, or sexual harassment
4. Refrain from the use of the internet unless it is part of the classroom activity.

5. Listen respectfully to each other
6. Respond respectfully and reflectively to ideas aired in the classroom
7. Refrain from electronic harassment, slander, or demeaning/demoralizing behaviors via e-mails, text messages, phone calls and/or social media outlet posts (Examples include but are not limited to private groups on Facebook, blogs, Instagram, Twitter, etc.)
8. Refrain from personal insults, profanity and other communications-stoppers
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty.
10. Issue "gentle reminders" when these guidelines are breached
11. Arrive timely to class/clinical sessions
12. Bring the required supplies and be ready to be actively engaged in the learning process
13. Focus on the business at hand – the class, its content, learning, and the faculty
14. Turn all cell phones off or to vibrate before class starts
15. Do not text during class
16. Pick up your trash upon leaving the room
17. Do not sleep in class (laying your head on the desk or sleeping is unacceptable and distracting to others)
18. Turn assignments in on time
19. Be courteous at all times.
20. Be respectful about questions others have. Questions are encouraged.
21. Make arrangements if an emergency arises which requires any absences from class. You are responsible for getting the notes and all other information covered in class from a peer.
22. Adhere to the syllabus, course manual and student handbook.

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

Student Name (Printed):_____

Student Signature_____
Date:_____

ADN Office Copy

**AMARILLO COLLEGE
DEPARTMENT OF NURSING
STUDENT CIVILITY CONTRACT**

CIVILITY is behavior which:

4. Shows respect towards one another
5. Causes another to feel valued, and
6. Contributes to mutual respect, effective communication, and team collaboration

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

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

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

- **Attentiveness:**
    - The student regularly attends class.
    - All absences are for relevant and serious reasons, communicated to, and approved by the appropriate authority.
    - The student is consistently on time for lectures and stays until the end of the presentations.
    - The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
    - The student understands they must have no less than 90% attendance in all nursing didactic classes, and 100% attendance in clinical courses.

- **Demeanor:**
    - The student has a positive, open attitude towards peers, faculty and others during the course of nursing studies.
    - The student maintains professional interpersonal relations.
    - The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

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

- **Cooperation:**
  - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving, and accepting freely in the interchange of information.
- **Inquisitiveness:**
  - The student acquires an interest in his/her course and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:**
  - The student has nursing school performance as his/her primary commitment.
  - Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.
- **Authority:**
  - The student shows appropriate respect for those placed in authority over him/her both within the College and in society.
- **Personal Appearance:**
  - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.
  - Appearance is expected to be clean, professional, and appropriate for class and clinical.
- **Communication:**
  - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, patients, and members of the health care team
- **Professional Role:**
  - The student conducts self as a professional role model at all times and in compliance with the American Nurses' Association (ANA) Code of Ethics.
  - The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.
- **Judgment:**
  - The student shows the ability to think critically regarding options, reflecting his/her ability to make intelligent decisions.
- **Ethics:**
  - Student conduct is in compliance with the ANA Code of Ethics.
- **Moral Standards:**
  - The student respects the rights and privacy of all individuals and does not violate laws.

This Policy governs inappropriate behaviors which may arise within the nursing department, including but not limited to bullying, combative/threatening behaviors, or behaviors which are considered demeaning or demoralizing.

As Professional Student Nurses at Amarillo College, we commit to:

23. Follow conventions of good classroom manners and the student responsibilities as outlined above.
24. Ask permission to tape record and respect the faculty's decision to allow or disallow
25. Refrain from verbal, emotional, or sexual harassment
26. Refrain from the use of the internet unless it is part of the classroom activity.

27. Listen respectfully to each other
28. Respond respectfully and reflectively to ideas aired in the classroom
29. Refrain from electronic harassment, slander, or demeaning/demoralizing behaviors via e-mails, text messages, phone calls and/or social media outlet posts (Examples include but are not limited to private groups on Facebook, blogs, Instagram, Twitter, etc.)
30. Refrain from personal insults, profanity and other communications-stoppers
31. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the faculty.
32. Issue "gentle reminders" when these guidelines are breached
33. Arrive timely to class/clinical sessions
34. Bring the required supplies and be ready to be actively engaged in the learning process
35. Focus on the business at hand – the class, its content, learning, and the faculty
36. Turn all cell phones off or to vibrate before class starts
37. Do not text during class
38. Pick up your trash upon leaving the room
39. Do not sleep in class (laying your head on the desk or sleeping is unacceptable and distracting to others)
40. Turn assignments in on time
41. Be courteous at all times.
42. Be respectful about questions others have. Questions are encouraged.
43. Make arrangements if an emergency arises which requires any absences from class. You are responsible for getting the notes and all other information covered in class from a peer.
44. Adhere to the syllabus, course manual and student handbook.

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

Student Name (Printed):_____

Student Signature_____
Date:_____

ADN Student Copy

Skills Lab and Simulation Lab Rules

1. Be attentive
2. Participate and be an active learner
3. Do not sit on beds
4. Wear closed toe shoes
5. Dress in clinical attire
6. No eating, drinking, or chewing gum in the skills/sim lab
7. Remain quiet while waiting
8. Do not prop feet on the walls, tables, chairs, or desks
9. Keep the lab clean and neat
10. Do not move mannequins or remove their parts
11. Do not use Betadine or other unapproved substances on mannequins
12. Handle sharps with care and dispose of sharps in the proper container
13. Be Prepared- bring your supplies and skills books to class
14. When not in the lab, work on designated written assignments and/or practice a skill.

HOW TO RESPOND TO AN ACTIVE SHOOTER

This section provides students and faculty with a sequential, step-by-step guide of actions required to comply with response to an active shooter.

AVOID

If there is an accessible escape path, attempt to evacuate the premises. Be certain to:

1. Have an escape route and plan in mind and proceed to a predetermined safe location;
2. Evacuate even if others do not agree to follow:
3. Leave your belonging behind;
4. Help others to evacuate, if possible; Prevent individuals from entering an area where the active shooter might be;
5. Keep your hands visible;
6. Follow all instructions given by law enforcement officers;
7. Call 911 when you are safe. Provide law enforcement or police dispatcher with
   a. Location of the active shooter and direction of movement;
   b. Number of shooters (if known);
   c. Physical description of the shooter, if you have seen the shooter;
   d. Number and type of weapons displayed by the shooter; and
   e. Number of victims at a specific location.

DENY

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. That hiding place should:

1. Be out of the active shooter's view;
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door):
3. To prevent the active shooter from entering your hiding place:
   a. Lock the door, if possible; barricade the door with heavy furniture, cabinets, or equipment;
   b. Silence your cell phone; turn off any source of noise; hide behind large items (i.e., cabinets, desks, large equipment; and
   c. Remain quiet.

DEFEND

If evacuation and hiding are not possible:

1. Remain calm;
2. Dial 911, if possible, to alert the police to an active shooter, or contact the Amarillo College Operator so campus police can be activated;
3. If you cannot speak, leave the line open and allow the police dispatcher to listen;
4. Take aggressive action against the active shooter. As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by
   a. Acting as aggressively as possible;
   b. Yelling and throwing things.
   c. Acting in a coordinated manner if others are present;
   d. Taking deliberate actions and committing to them: Improvising weapons and using weapons against the active shooter (i.e., a fire extinguisher or heavy blunt object).

CORE PERFORMANCE STANDARDS

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

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

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

To practice nursing, a licensee must possess a multitude of knowledge, skills, and abilities in order to provide safe and effective patient care (National Council of State Boards of Nursing, Inc., 1992). It is the Nursing Department's responsibility to ensure that this requirement is met before a graduate is certified. Core Performance Standards (CPS) are the required basic cognitive, psychomotor, and affective activities that are essential to successful completion of the nursing program and are categorized as communication, cognitive, and motor and sensory skills. Students enrolled in the nursing program at AC must be able to perform the following CPS with or without reasonable accommodations.

CORE PERFORMANCE STANDARDS:

Academic Progress

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

1. Profit from learning experiences relevant to program objectives, including such means as:
    a. Attending scheduled class lectures, laboratory and simulation sections, etc.

b. Satisfy specific course/program objectives specified in course syllabi.

c. Complete degree plans and other student progress records as required by the program and college.

2. Demonstrate critical thinking skills deemed appropriate for the academic level and discipline content, including such means as:

    a. Successfully complete the nursing degree plan.

    b. Comprehending appropriate professional literature.

    c. Integrating professional literature and evidence based practices.

    d. Articulating information specific to the academic major.

    e. Demonstrating critical thinking/clinical reasoning and cognitive abilities sufficient for problem solving and clinical judgment.

3. Demonstrate eligibility to assume a professional role at program completion, including such means as:

    a. *Meeting all matriculation requirements specific to the nursing program.

    b. *Interacting in a productive manner with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.

    c. *Demonstrating communication skills sufficient for interaction with others in verbal and written form. (Communication is understandable to others).

    d. *Demonstrating mobility sufficient to move independently from room to room and maneuver in small spaces.

    e. *Demonstrating motor skills sufficient to provide safe and effective nursing care.

    f. *Demonstrating auditory and smelling ability sufficient to provide safe and effective nursing care.

    g. *Demonstrating visual ability sufficient for observation and assessment necessary for nursing care.

    h. *Demonstrating tactile abilities sufficient for physical assessment and therapeutic interventions.

    i. *Completing certification/licensure requirements if needed for employment.

        • Elements specific to nursing

Conduct Within the Department of Nursing

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

1. Demonstrate competencies through evaluation procedures adopted by the Nursing Program.

2. Demonstrate behaviors appropriate to study at the post-secondary level, including such means as:

    a. Abiding by the current College policies for student conduct

    b. Interacting appropriately with peers, faculty, and the professional community

          c.   Core Performance Standards

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

COMMUNICATION:

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

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

COGNITIVE:

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

ELEMENT	DESCRIPTION	EXAMPLE
Critical Thinking, Cognitive Ability	Critical thinking sufficient for clinical judgment	Ability to handle multiple tasks and problem solve simultaneously, identify cause-effect relationships in clinical situations, utilize the nursing process in developing nursing care

		plans, and perform dosage calculations in a time frame to deliver safe care.

MOTOR AND SENSORY SKILLS:

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

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

OBSERVATION:

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

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

TACTILE:

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

ELEMENT	DESCRIPTION	EXAMPLE
Tactile	Tactile ability sufficient for physical assessment.	Finger dexterity to perform palpation and percussion functions of physical assessment

		and/or those related to therapeutic intervention, e.g., insertion of a catheter. Perceives attributes of object such as size, shape, temperature, or texture.

HEARING:

Applicants and students need to have sufficient ability to accurately hear normal speaking levels of sounds 9E>G>< PERSON_TO PERSON REPORT), hear faint voices and body sounds (e.g., blood pressure sounds, assessment placement of tubes), hear in situations when not able to see and read lips (e.g., wearing a mask), hear auditory alarms (e.g., monitors, fire alarms, call bells), and hearing acuity sufficiently enough to assess changes in heart, breath, abdominal, and vascular sounds.

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

SMELL:

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

PSYCHOMOTOR SKILLS:

Applicants and students need to have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers to fulfill the professional roles toward which each program educates. For example, be able to move within confined spaces (e.g., accompany immobile patients or hospital beds in elevators), sit and maintain balance, stand and maintain balance, reach above shoulders (e.g., IV poles), reach below the waist (e.g., plug electrical devices into low wall outlets), perform cardiopulmonary resuscitation (e.g., move above patient to compress chest and sustain repetitive movements). Squat (e.g., empty Foley catheters and other drains), move quickly (e.g., respond to a code or other emergency). Climb (e.g., ladders/stools/stairs), push/pull (e.g. transport a stretcher, transfer a patient), lift at least 30 pounds, and complete assigned clinical practice and duties within a safe time period.

ELEMENT	DESCRIPTION	EXAMPLE
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, work spaces, and treatment areas and can administer cardiopulmonary procedures. Able

		to coordinate eyes and hands/fingers rapidly and accurately in making precise movements with speed when providing patient care.

Approved: July 2019

Next Review Date: 2022