Student Handbook

2021-2022

Disclaimers

This handbook contains information, policies and procedures specific for Temple College Associate Degree Nursing students. The information within is subject to change by the department as necessary. Students will be notified in writing of any departmental changes and asked to sign that they have received them.

This handbook contains policies, regulations, and procedures in effect at the time this publication was printed. Temple College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations.

Temple College EEO/AA Statement

Temple College is committed to nondiscrimination practices based upon race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, or veteran status. Our commitment is to provide equal opportunities as required by Title VI of the Civil Rights Act of 1964 and subsequent amendments, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, the Age Discrimination in Employment Act of 1967 and subsequent amendments, the Vietnam Era Veterans Assistance Act of 1974; the Equal Pay act of

1963 and subsequent amendments, the Americans with Disabilities Act and subsequent amendments, Texas Statute 6252-14-V.T.C.S., Executive Orders 11246 and 11758, and the Genetic Information Nondiscrimination Act of 2008 to students, employees, programs, activities, and applicants. Temple College is an Equal Opportunity/Affirmative Action institution.

Course Disruption

Due to circumstances beyond our control, for example COVID 19 pandemic, understand that class / labs / clinical could potentially be converted from face-to-face to remote learning or be disrupted, and result in an Incomplete for the course that was disrupted or possible delay in graduation. In that event, when courses can resume, the days and times to make up the content may be different from originally designated. All effort will be given to provide adequate notice of any possible day / time changes, and the learner understands that they are required to attend those adjusted days / times to complete the requirements of the curricula.

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Organizational Chart

Associate Vice President Health Professions

Shelley Pearson Ed.D., R.T. (M) ARRT

Executive Director, Nursing

Tracey D. Cooper MSN, RN, CNE

Lead Instructors

Rosemary Berumen MSN, RN Vocational Nursing Program

Claudia Turner MSN, RN Associate Degree Nursing Program

Coordinators

Corina Cain MSN, RN Clinical Coordinator

Nancy Eaton MSN, RN, CNE Simulation Coordinator

Erica Perrine MSN, RN Clinical Coordinator

Full Time Faculty

Rosemary Berumen MSN, RN

Elizabeth Collins BSN, RN

Niomi Quinteros BSN, RN

Jewell Welleh MSN, RN

Administrative Assistant II

William Jones BBA

Administrative Assistant I

Cecilia Morales

Temple College Nursing Department Mission Statement

The mission of the Nursing Department is to foster student success for professional licensure, lifelong learning, and entry-level practice which provides quality, compassionate care within the respective ADN or VN scope of practice to the diverse community we serve.

Values Statement

Learning- Temple College Nursing Department is committed to preparing students for a profession that requires lifelong learning to promote quality compassionate care. Articulation agreements are in place to facilitate academic progression.

Opportunity- Temple College Nursing Department provides three different entry points into nursing in order to provide opportunity for students to enter the profession.

Integrity- Temple College Nursing Department demonstrates legal-ethical principles expected within the ADN and VN entry-level scope of practice.

Community- Temple College Nursing Department serves the local community by partnering with local healthcare facilities to provide care and participating in community events.

Equity- Temple College Nursing Department is dedicated to a fair, impartial, and inclusive educational environment.

Spring 2018

Program Outcomes

1. Eighty percent or greater of admitted students will complete the program within two years.

2. Eighty Percent or greater of graduates will pass the NCLEX-PN on the first attempt.

3. Eighty Percent or greater of graduates will be gainfully employed within 6 months of graduation.

Revised 2018

History of the VN Program

Temple College began its Vocational Nursing Program in the fall of 1973. As the program developed, classes moved from Berry Hall on the main campus to the Olin E. Teague Veterans' Center. In 1982, the Nursing Education Building on the East Campus became its present home. A VN extension program was opened at the East Williamson County Higher Education Center in Taylor from 2004-2020. The Nursing Education Building underwent renovations in 2005 and became the Dell Martin Nursing Education Center.

The Vocational Nursing Program is an approved one-year certificate program. This program consists of three consecutive semesters. All course work is provided within the Nursing Department except BIOL 2401 Anatomy & Physiology I and BIOL 2402 Anatomy & Physiology II. The Temple College Vocational Nursing Program is approved by the Texas Board of Nursing (TBON).

Following completion of the program, the graduate is awarded a certificate of completion and is eligible to apply to the TBON to take the state licensing examination. The Temple College Vocational Nursing Program has maintained an outstanding reputation with an excellent pass rate on this examination.

Admission Requirements

Admission to the VN Program

Students desiring admission to the VN program must:

1. Complete the Temple College (TC) admission process. All college requirements must be met, including bacterial meningitis vaccination if applicable. Admissions & Records determines if courses taken at another college will equate to TC courses.
2. Take the HESI Admission Assessment Exam (HESI A2). ONLY math, reading, and vocabulary can be tested. A minimum composite score of 80 is required in order to be considered for admission. Two additional areas are also included, a Learning Styles Inventory and Personality Profile. These areas are not counted towards your admission score but will be utilized by your mentor to help you be more successful in the program. The exam will be given at the TC Testing Center. At TC, you may take the nursing admission exam twice per academic year (September 1-August 31).
3. Complete the VN application process. The application packet will be available online at the Temple College Nursing Website during the application period.
   www.templejc.edu/vocational-nursing
4. Print out and complete the application according to the instructions provided and submit complete application packet to the Dell Martin Nursing Education Center by the deadline. Incomplete packets will not be accepted.
   a. The application process includes furnishing to the TC Admissions & Records Office official transcripts of prerequisite course grades and any courses that may apply to the VN program.
   b. You must also submit official transcripts with your application packet to the Nursing office. Temple College transcripts must also be included in your application packet to the Nursing office, if you have taken courses at TC. Do not have transcripts sent to the office without an application.

c. You must have a minimum of a "C" in every course that applies toward the nursing curriculum.
d. Biology courses must have been taken within ten years of acceptance into the program.

5. Applicants will be notified by email of whether or not they are conditionally accepted into the program. If conditionally accepted into the program, the following must be completed:
   a. An acknowledgment that you are able to meet the Core Performance Standards for Nursing will be required.
   b. Required immunizations: 2 injections Measles, 1 injection Mumps, 1 injection Rubella, 2 injections Varicella, 3 injections Hepatitis B, OR positive titers for any of the preceding immunizations. Also required are Tetanus (valid for 10 years), documentation of current negative TB skin test (Specific instructions will be given), flu vaccine is required annually when it becomes available.
   c. Negative results on a drug screen will be required. (Specific instructions will be given).
   d. A satisfactory background check (specific instructions will be given). The Texas Board of Nursing will conduct the background check. The student must be cleared by the Board of Nursing before being allowed to register for nursing courses. Failure to be cleared by the Board of Nursing by the designated date will prevent admission. Any healthcare facility associated with Temple College may also require background checks. Permission to perform the background check must be given by the student. Failure to give permission will result in dismissal from the program. It may be necessary to deny admission or dismiss students from a program if they are barred from practicing at any healthcare facility.
   e. Written documentation of successful completion of an American Heart Association CPR course designed for health care providers (e.g., Basic Cardiac Life Support for Health Care Providers). No student will be permitted in the clinical setting without current documentation on file (must remain current throughout the VN program). On-line only CPR courses are not acceptable; all courses must include a hands-on skill portion.

Admission to the nursing program is determined during the spring for the summer semester. **Applications will not be processed if any of the stated admission requirements are missing or incomplete.**

Students seeking admission to the VN program are admitted on the basis of the following criteria, with maximum point totals awarded as indicated:

Points*	HESI A2 Composite Score	# of Co-Reqs Completed	Service Area Resident
1	80-83	1	Yes
2	84-87	2	
3	88-90		
4	91-93		
5	94-96		
6	97-100		

- Any nursing course failure*, while admitted to a nursing program, within the last 10 years in an RN or VN program will result in a deduction of an admission point.
- If there is one nursing course failure while admitted to a nursing program (RN or VN) during the two years prior to admission, the applicant will receive one admission only to the Temple College VN Program.
- The applicant is ineligible for admission if there are two or more nursing course failures in any VN program during the two years prior to the start date of the program.
- ***A nursing course failure is any grade lower than a "C".**

Admission to the nursing program is determined during the spring for the summer semester. In the case of competitive admissions, requirements over and above the minimum will be necessary.

Admission to Temple College does not constitute automatic acceptance into the nursing program. In the event the application is rejected, the applicant may request a review by the Executive Director of Nursing or designee.

Transfer to the TC VN Program from another Nursing Program

Transfer applicants who have been successful in a VN level nursing school will be considered for admission on a space available basis.

Transfer students who have more than one nursing course failure within two years of transfer will not be considered for transfer.

Students who have been dismissed from a nursing program for unsafe or unprofessional conduct will be required to provide information regarding the circumstances and be subject to a review to determine eligibility to be enrolled.

Transfer students must meet all VN Program requirements for admission.

All nursing courses must be completed within two (2) years of expected graduation date. Any nursing course work outside of this time frame will not be accepted for transfer. The student will be required to re-enroll in the nursing courses.

All policies specified by Temple College for accepting transfer students will apply (see the College Catalog).

Required non-nursing courses will be evaluated for transferability by the Director of Admissions and Records. The student must have all official transcripts sent directly to the Admissions and Records office. In addition, if a course description is necessary, the student will be responsible for providing a copy of the appropriate course description prior to the final determination.

Required nursing courses will be evaluated for transferability by the Executive Director, Nursing. The student will be responsible for providing a copy of an official transcript to the Nursing Department. The student may also be asked to provide a course description, syllabus, and/or course objectives. Prior to the final determination, the Executive Director, Nursing may request the student to provide further

information and may consult with specific faculty regarding the acceptability of potential nursing transfer courses into the Temple College curriculum. Some learning activities may be required to review and validate the student's knowledge and skills.

Upon final determination of the transferability of any courses, the Executive Director of Nursing will approve the curriculum plan to be followed by the transfer student. Any student transferring into the nursing program from another nursing program will enter Temple College VN program with only one attempt to complete the program.

Promotion

Once a student is accepted into and begins the VN program curriculum, it is expected that the student will continue to progress directly to the next semester's courses. In order to do this, the student must:

1) Have completed all previously required courses with a "C" grade (2.0 based on a 4.0 scale) or better,
2) Be concurrently enrolled in required non-nursing courses scheduled for that semester, or have previously passed these courses with a minimum grade of "C" (2.0);
3) Maintain good academic standing (see the College Catalog);
4) Meet all general Temple College requirements (be approved for registration).
5) **No more than one failed nursing course may be repeated during the program, and that course may be repeated only once.**

In all nursing courses, the following grading scale will be used:

Numerical Value	Letter Grade	Points
90-100	A	4.0
80-89.99	B	3.0
75-79.99	C	2.0
74.99 and below	F	0

There is no rounding of grades in the VN Program. In all courses, both nursing and non-nursing that count toward graduation, the minimum passing grade is a "C" or 2.0 on the 4.0 scale. Further grading criteria can be found in each course outline.

Withdrawal/Dismissal from the VN Program

A student who intends to withdraw from the VN program should schedule an appointment with the Executive Director of Nursing **prior to making a final decision to withdraw** from the program. In addition, the student must complete any necessary procedures as outlined by the Admission and Records office (see College Catalog).

A student may be dismissed from the VN program for:
1) Failure to achieve minimum acceptable grades (in required courses);
2) Unsatisfactory clinical performance that endangers others or is potential danger for others, as determined by the clinical instructor;

3) Failure to meet Essential Requirements of Core Performance Measures;
4) Failure to meet attendance requirements;
5) Violation of VN program or Temple College Policies;
6) Failure to follow instructions from an instructor, and/or Director.

Returning Students

If a student is unsuccessful in one course, the student must return within one academic year. A student is allowed to withdraw from courses one semester only and the student must return within one academic year. Upon returning, the student must be successful in all remaining coursework throughout the program. If the student does not return within that time frame, they must reapply to the program as a new student and repeat all nursing coursework.

Students that are returning must sign a contract and successfully complete an Academic Success Plan in order to remain in the VN Program.

Readmission to the VN Program

If a student is unsuccessful in two or more courses, or withdraws from any course as a returning student, then they will be dismissed from the program. The student must wait two years to reapply. At that time, they will be required to apply as a new student and repeat any previous nursing courses. All policies specified by Temple College for readmitting students will apply (see the College Catalog). Students who were dismissed from the nursing program for **unsafe practice or for unprofessional conduct are not eligible for re-admittance.**

Curriculum Requirements

Student Learning Outcomes

1. Utilize clinical reasoning and knowledge as a basis for vocational nursing practice.

2. Provide a safe environment for patients, self, and others.

3. Provide safe, compassionate, basic nursing care to a diverse population.

4. Communicate and collaborate with the patient and interdisciplinary healthcare team to facilitate

   quality patient-centered care.

5. Practice nursing within a legal-ethical framework consistent with nursing practice standards.

Vocational Nursing Level 2 Certificate Curriculum

Nursing courses must be taken in the semester listed below:

Summer Semester: 12 SCH

VNSG   1204   Foundations of Nursing
VNSG   1260   Clinical-LVN Training I
VNSG   1423   Basic Nursing Skills
BIOL   2401   Human Anatomy & Physiology I

Fall Semester: 17 SCH

VNSG   1119   Professional Development
VNSG   1230   Maternal-Neonatal Nursing
VNSG   2331   Advanced Nursing Skills
VNSG   1331   Pharmacology
VNSG   1409   Nursing in Health & Illness II
VNSG   1460   Clinical-LVN Training II

Spring Semester: 17 SCH

VNSG   1201   Mental Health & Mental Illness
VNSG   1234   Pediatrics
BIOL   2402   Anatomy & Physiology II
VNSG   2461   Clinical-LVN Training III
VNSG   2510   Nursing in Health & Illness III

Total 46 Semester Credit Hours

Course Descriptions

Numbers in parentheses: (Semester credit hours: Lecture hours – lab/clinical hours)
"R-W-M" TSI compliance is required in Reading, Writing & Math

VNSG 1119 Leadership and Professional Development (1:1-0)
Course description: Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
Prerequisites: VNSG 1204 Foundations of Nursing

VNSG 1201 Mental Health & Mental Illness (2:2-0)
Course Description: Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.
Pre-requisites: VNSG 1204 Foundations of Nursing

VNSG 1204 Foundations of Nursing (2:2-0)
Course Description: Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.
Co-requisites: VNSG 1260 Clinical I

VNSG 1230 Maternal-Neonatal Nursing (2:2-0)
Course Description: A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.
Pre-requisites: VNSG 1204 Foundations of Nursing
Co-requisites: VNSG 1460 Clinical II

VNSG 1234 Pediatrics (2:2-0)
Course Description: Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.
Pre-requisites: VNSG 1204 Foundations of Nursing
Co-requisites: VNSG 2461 Clinical III

VNSG 1260 Clinical-LVN Training I (2:0-6)
Course description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. $25 liability insurance fee.
Co-requisites: VNSG 1423

VNSG 1331 Pharmacology (3:3-0)
Course description: Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
Prerequisites: VNSG 1423 Basic Nursing Skills

VNSG 1409 Nursing in Health & Illness II (4:4-0)
Course description: Introduction to health problems requiring medical and surgical interventions.
Prerequisites: VNSG 1423 Basic Nursing Skills
Co-requisites: VNSG 1460 Clinical II

VNSG 1423 Basic Nursing Skills (4:3-4)
Course description: Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Laboratory experiences are required. Lab Fees apply.
Co-requisites: VNSG 1260 Clinical I

VNSG 1460 Clinical-LVN Training II (4:0-12)
Course description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: VNSG 1260 Clinical I
Co-requisites: VNSG 1409 Nursing in Health & Illness

VNSG 2331 Advanced Nursing Skills (3:2-3)
Course description: Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Laboratory experiences are required. Lab and Testing Fees apply
Prerequisites: VNSG 1423 Basic Nursing Skills
Co-requisites: VNSG 1460 Clinical II

VNSG 2461 Clinical-LVN Training III (4:0-12)
Course description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: VNSG 1460 Clinical II
Co-requisites: VNSG 2510 Nursing in Health & Illness III

VNSG 2510 Nursing in Health and Illness III (5:5-0)
Course description: Continuation of Nursing in Health and Illness II. Further study of medical-surgical problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Testing Fees apply.
Prerequisites: VNSG 1409 Nursing in Health and Illness II
Co-requisites: VNSG 2461 Clinical III

Students must pass the theory and clinical components of the curriculum to progress in the program. A grade of C or better must be earned in all course work to receive a certificate of completion in vocational nursing. After receiving the certificate of completion from the VN program, the student is eligible to apply for the National Council Licensure Exam (NCLEX-PN). Students who successfully pass this exam may enter the workforce as Licensed Vocational Nurses.

Essential Requirements of Candidates for VN Admission, Progression, and Graduation

Temple College's Vocational Nursing, signifies that the holder of that degree has been educated to competently practice the profession in all healthcare settings and to apply for licensure with the Texas Board of Nursing (TBON). **The education of a vocational nurse requires assimilation of knowledge, acquisition of skills, and development of clinical judgment through patient care experiences in preparation for practice.** Vocational nursing as defined by the TBON *means a directed scope of nursing practice including the performance of an act that requires specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science.* (Texas Administrative Code 301.002 Definitions).

The Temple College Vocational Nursing Program utilizes the following state and national standards to determine **Essential Requirements** for *admission, progression and graduation* from the program.

TBON 213.29 Fitness to Practice (a) Each individual who seeks to practice nursing in Texas must possess current fitness to practice. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas and applies in all eligibility and disciplinary matters. **Each individual has a duty to self-evaluate to ensure that he/she is fit to practice before providing nursing care.**

TBON Rule 213.27 Good Professional Character Every individual who seeks licensure to practice professional nursing in Texas must have good professional character. The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors, which indicate that an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice. An individual must maintain good professional character to ensure that he/she is able to consistently act in the best interest of patients/clients and the public.

Factors used to evaluate Good Professional Character include:
- whether the individual is able to distinguish right from wrong;
- whether the individual is able to think and act rationally;
- whether the individual is able to keep promises and honor obligations;
- whether the individual is accountable for his/her own behavior and/or accepts responsibility for his/her actions;
- whether the individual is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;
- whether the individual is able to make appropriate judgments and decisions that could affect patients/clients and/or the public;
- any other behaviors bearing on the individual's honesty, accountability, trustworthiness, reliability, or integrity.

TBON Rule 217.11 Standards Applicable to Professional Nurses All registered nurses shall:
- know and conform to all rules and laws affecting professional nursing practice;
- provide for the safety of the client and others;
- know the reasons for and effects of drugs administered;
- accurately report and document client care;
- respect a client's right to privacy;
- obtain instruction and supervision as needed when performing tasks;
- maintain professional boundaries;

- not commit abuse, exploitation, or fraud;
- demonstrate knowledge, skill, judgment, and conscientiousness when performing client care;
- provide professional nursing care without discrimination;
- collaborate with the client, family, and members of the health care team to provide continuity of care;
- utilize the nursing process to provide patient centered care;
- delegate responsibility appropriately;
- and be responsible for one's own continuing competence and professional growth.

The Texas Board of Nursing Rules and Regulations may be found in their entirety at:
https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp

The American Nurses Associate (ANA) Code of Ethics establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting.

Provision 1 Respect for Others
Provision 2 Commitment to the Patient
Provision 3 Advocacy for the Patient
Provision 4 Accountability and Responsibility for Practice
Provision 5 Duty to Self and Duty to Others
Provision 6 Contribution to Healthcare Environments
Provision 7 Advancement of the Nursing Profession
Provision 8 Promotion of Community and World Health
Provision 9 Promotion of the Nursing Profession

ANA Position Statement Incivility
ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source.

All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum.

This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.
https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/

The National League for Nursing (NLN) Outcomes and Competencies for Graduates of Vocational and Associate Degree Programs in Nursing

Graduates should be prepared:
1) to promote and enhance human flourishing for patients, families, communities, and themselves;
2) to show sound nursing judgement;
3) to continually develop their professional identity; and
4) to maintain a spirit of inquiry as they move into the world of nursing practice, and beyond.

Competencies for Graduates of Vocational Nursing Programs

Human Flourishing: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

Nursing Judgement: Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

Professional Identity: Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

Spirit of Inquiry: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York: National League for Nursing.

As illustrated, nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements **for the provision of safe quality client care.** The following competencies identify **essential performance requirements** for participation in the nursing program.

If you believe, at any time throughout the program, that you cannot meet one or more of these standards without accommodations or modifications, you may request appropriate assistance and guidance. Accommodations and modifications requests will be evaluated on an individual basis, to determine if they can reasonably be implemented.

The **Essential Requirements** necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission, progression, and graduation by candidates for the Vocational Nursing Certificate from Temple College include, but are not limited to the following Core Performance Standards:

Core Performance Standards

Requirements	Standard	Examples of Necessary Activities
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation. TBON 213.29 Fitness to Practice TBON Rule 213.27 Good Professional Character TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 4 NLN Nursing Judgement & Spirit of Inquiry	• Identification of cause/effect relationships in clinical situations. • Use of the nursing process in the development of patient care plans. • Evaluation of the effectiveness of nursing interventions implemented. • Solve problems and make valid rational decisions using logic, creativity, and reasoning. • Respond instantly to emergencies. • Exhibit arithmetic competence that would allow the student to read, understand, and perform calculations for computing dosages.
Professional Behavior	Student Nurses are expected to respect the nursing profession to which they aspire and perform and behave in a respectful, ethical and professional manner with others in class, lab and clinical. TBON 213.29 Fitness to Practice TBON Rule 213.27 Good Professional Character TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 1, Provision 2, Provision 3, Provision 4, Provision 5, NLN Human flourishing, Professional Identity, Nursing Judgement & Spirit of Inquiry	Integrates ethical behavior in nursing practice. • Performs activities safely, so as not to injure or harm others. • Interacts respectfully with peers, superiors, and patients. • Capacity to engage in successful conflict resolution. • Recognizes that as a student they represent the nursing profession, and must behave accordingly. • Respects and adheres to the policies and procedures of the College,

		ADN Program and clinical agencies.
		• Reflects on personal behavior and practice performance with patients, engages in self-evaluation.
		• Refrains from disruptive behavior as described in the Temple College Student Handbook including sleeping in class, belligerent attitude, ignoring instructor's directions, talking at inappropriate times, use of unauthorized personal devices (e.g. gaming, browsing the internet, texting, listening to music, etc.)
Communication	Communication abilities sufficient for verbal, written and electronic format. TBON 213.29 Fitness to Practice TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 1, Provision 2, Provision 3 NLN Human flourishing & Nursing Judgement	• Write and speak English effectively in order to be understood by the public. • Communicate therapeutically with clients, families, and groups in a variety of settings. • Communicate appropriately with faculty and peers. • Documentation and interpretation of nursing actions and patient/client responses. • Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations.

		• Remember pertinent information and communicate to all interdisciplinary team members, client and family where consented.
Physical Ability	Physical abilities sufficient for movement from room to room and in small spaces. Gross and fine motor abilities sufficient for providing safe, effective nursing care. TBON 213.29 Fitness to Practice TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 4, Provision 5, NLN Professional Identity & Nursing Judgement	• Movement about patient's room, workspaces, and treatment areas. • Administration of rescue procedures- cardiopulmonary resuscitation. • Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self. • Stoop, bend, squat, and reach overhead as required to safely reach equipment and provide nursing care. • Correctly administer oral and parenteral medications to maintain client safety. Calibration and use of equipment. • Provide or assist with activities of daily living such as bed bath, hygiene, and toileting, positioning clients, making an occupied or unoccupied bed.
Sensory	Auditory ability sufficient for monitoring and assessing health needs. Must be able to hear without the aid of an interpreter. Visual ability sufficient for observation and assessment necessary in patient care. Tactile ability sufficient for physical assessment. Olfactory ability sufficient for observation and assessment necessary for safe client care.	• Ability to hear monitoring device alarm and other emergency signals. • Ability to discern auscultatory sounds and cries for help. • Ability to observe patient's condition and responses to treatments

	TBON 213.29 Fitness to Practice TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 4, Provision 5, NLN Professional Identity & Nursing Judgement	and recognize subtly physical changes. • Ability to palpate in physical examinations and various therapeutic interventions. • Recognize environmental odors.
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. TBON 213.29 Fitness to Practice TBON Rule 213.27 Good Professional Character TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 1, Provision 4, Provision 5 NLN Human flourishing, Nursing Judgement & Professional Identity	• Establish therapeutic interpersonal boundaries. • Provide clients with emotional support. • Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness, or belligerence. • Poses no threat to self or others. • Manage and respond to multiple priorities in stressful situations.

Derived from the Southern Regional Education Board
(The Americans with Disabilities Act Implications for Nursing Education, 2016)
http://www.sreb.org/publication/americans-disabilities-act

Differentiated Essential Competencies

The Texas Board of Nursing Differentiated Essential Competencies (DECs) purpose is to outline expected behaviors of graduate nurses in the state of Texas (Texas Board of Nursing, 2010). The entry-level graduate of a VN program provides nursing care within a directed scope of practice under appropriate supervision. Patient safety issues have an increased focus in the DECs, as has the nurse as a member of the health care team. The 4 roles and competencies for each role identified in the DECs are presented:

Member of the Profession – focuses on the nursing profession;

Provider of Patient-Centered Care – emphasis on patient-centered care;

Patient Safety Advocate – increased emphasis on patient safety;

 Member of the Health Care Team – nurse's role as a health care team member.

Member of the Profession: A nurse exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.

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: A nurse who, based on educational preparation and scope of practice, accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families. The nurse incorporates professional values and ethical principles into nursing practice. For ADN-educated nurses, the patients include individual patients and their families.

1) Use clinical reasoning and knowledge based on the 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 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 healthy 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: A nurse who promotes safety in the patient and family environment by following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm.

1) Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government, and accreditation organization safety requirements, and standards.
2) Implement measures to promote quality and a safe environment for patients, self, and others.
3) Formulate goals and outcomes using evidence-based data to reduce patient risks.
4) Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
5) Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
6) Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

Member of the Health Care Team: A nurse who provides patient-centered care by collaborating, coordinating, and/ or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the patients and their families.
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.

See the TBON website for the detailed list of all the DECs.
https://www.bon.texas.gov/education_documents.asp

Marketable Skills for Nurses

The Texas Higher Education Coordinating Board 60X30TX Marketable Skills goal emphasizes the value of higher education in the workforce. Texas public two and four-year institutions must ensure that students are aware of, and graduate with marketable skills. Marketable skills include interpersonal, cognitive, and applied skill areas, are valued by employers, and are primary or complementary to a major. Marketable skills are acquired by students through education, including curricular, co-curricular, and extracurricular activities. They include both technical and soft skills. The marketable skills are designed to help students market themselves to employers.

Graduates of the VN Program will have the identified Marketable Skills listed below.

- Building Effective Relationships
- Clinical reasoning
- Communication Skills
- Computer Skills & Typing
- Conflict Management
- Creativity
- Critical Thinking
- Customer Service
- Detail-Oriented
- Documentation skills
- Dosage Calculation
- Evidence Based Practice
- Initiative
- Leadership Skills
- Listener
- Multi-Tasking
- Organizational Skills
- Planning
- Positive Disposition
- Presentation and Teaching Skills
- Prioritizing Tasks
- Problem Solving
- Quality Assurance & Control
- Team Player
- Time Management

Standardized Testing

All students enrolled in the VN Program must complete standardized testing throughout the curriculum. Specific instructions will be given during the semester the exams are administered.

1.   The student is required to complete all assigned preparation and review for the exams.

2.   The ATI Fundamentals Exam is administered during the fall semester of the program.

3.   The level achieved on the exam will be converted to a grade in VNSG 2331 Advanced Nursing Skills. This grade will represent a percentage of the total course grade as specified on the course outline.

4.   The PN Comprehensive Predictor Exam will be given during the spring semester.

5.   The score provided on the exam results will be entered as a grade in VNSG 2510 Nursing in Health & Illness III. This grade will represent a percentage of the total course grade as specified on the course outline.

Graduation Requirements for Vocational Nursing Level 2 Certificate

Vocational Nursing students must meet all of the requirements for the Vocational Nursing Certificate as specified by the VN Program and Temple College.

All holds must be resolved on the student's record.

Students who expect to graduate should complete an application for graduation. Students will be notified by Temple College email of the deadline to apply for graduation.

In order to receive a certificate, it is necessary to apply for graduation prior to the deadline.

Licensure

All students seeking licensure as a registered nurse must pass the NCLEX-RN and jurisprudence exams administered by the Texas Board of Nursing. The Board may delay or refuse to admit persons to their examinations or refuse to issue a license or certificate of registration for any of the following reasons:

1) For any criminal offense, including those pending appeal, have you:
    a. Been convicted of a misdemeanor?
    b. Been convicted of a felony?
    c. Pled nolo contendere, no contest, or guilty?
    d. Received deferred adjudication?
    e. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
    f. Been sentenced to serve jail or prison time? Court-ordered confinement?
    g. Been granted pre-trial diversion?
    h. Been arrested or any pending criminal charges?
    i. Been <u>cited</u> or charged with any violation of the law?
    j. Been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(<u>You may only exclude Class C misdemeanor traffic violations</u>.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to the BON office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of nondisclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

2) Are you currently the target or subject of a grand jury or governmental agency investigation?
3) Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate, or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
4) Within the past five (5) years, have you been addicted to and/or treated for the use of alcohol or any other drug?
5) Within the past five (5) years, have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

Background Check Process

Students are required to pass the Texas Board of Nursing (TBON) background check process by a deadline to be admitted to the program in that admission period. Students must also meet Health Care facility background check standards throughout the program. Students may be dismissed from the program if barred from practicing in any clinical facility.

Students must notify the Clinical Coordinator if their employment at one of our partnering healthcare facilities is terminated, while they are in the nursing program. This could lead to an issue with the facility allowing the student to attend clinical there.

It is the responsibility of the student to report to the Executive Director, Nursing within 30 days of any offense with or without arrest, or the diagnosis or treatment for a mental health issue as specified in items 4 and 5 of the BON Licensure questions. Failure to comply with this reporting requirement can result in immediate dismissal from the program. Depending on the nature of the offense, the student may be subject to immediate dismissal from the program until approval by the TBON and/or agency standards is given.

Declaratory Orders of Eligibility for License

The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in Texas. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with article 213.30(a) of the Nursing Practice Act. Further instructions and forms can be obtained at www.bon.state.tx.us

Jurisprudence Examination

The Texas Board of Nursing will administer a **mandatory** jurisprudence exam, to students who apply to take the NCLEX exam. This exam must be passed prior to taking the NCLEX exam (see the TBON application process for specific details). The exam will cover the laws in the Nursing Practice Act and Board Rules that regulate the education and practice of nursing in Texas.

Special Accommodations for the NCLEX Exam

In compliance with the Americans with Disabilities Act (ADA), the Texas Board of Nursing provides reasonable accommodations for candidates with disabilities that may interfere with their performance on the National Council Licensure Examination for Registered Nurses (NCLEX- RN). Disability is defined in the Americans with Disabilities Act as a "physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment." Major life activities means "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working." (28CFR35.104-Nondiscrimination on the Basis of Disability in State and Local Government).

Documentation Required

Candidates requesting special accommodations must submit the following documentation to support the request:

1) A completed Special Accommodations Request form.
2) A Professional Documentation of Disability form completed by an appropriate professional within the last three years. Please see Qualifications for Diagnostician. Complete a Consent to Release Information form and together with the Qualifications for Diagnostician form give it to the diagnostician who will be completing the Professional Documentation of Disability. This will enable the Board and the National Council of State Boards of Nursing, Inc. to obtain additional information or clarification from the diagnostician, if necessary, while processing the request.
3) A Nursing Program Verification form completed by the dean or director of the nursing program attended.

Time Frame

Applicants for special accommodations are urged to submit their requests and supporting documentation as early in the application process as possible, preferably before submitting the registration to the testing service, to facilitate the review. If there is a need for further verification of the disability from the applicant or the professional verifying the disability and the need for modification, it is possible that the decision on granting the modification will be delayed and consequently the date when the candidate can take the examination.

Once the request is received together with all the required documentation, the Board will process the request and notify the candidate of the decision. If you have any questions, please contact the Board examination staff.

Policies

Temple College Policies

Nursing students are expected to abide by the policies and regulations of Temple College, as set forth in the Temple College Catalog and Student Handbook. In addition, students must abide by the policies and regulations specific to the VN program as explained in this handbook.

Academic Integrity

All Temple College VN students are subject to the Temple College Academic Integrity Policy. This policy is found in the online Temple College Student Handbook.

All assignments in this program will be individual assignments unless otherwise indicated.

The teaching team believes that cheating is not acceptable in a nursing program.   Cheating and plagiarism will not be tolerated. Texas Board of Nursing, Texas Administrative Code, 217.27, Good Professional Character states:
1) *Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.*
2) *A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character, which, in the judgment of the Board, is sufficient to ensure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:*
    a. *is able to distinguish right from wrong;*
    b. *is able to think and act rationally;*
    c. *is able to keep promises and honor obligations;*
    d. *is accountable for his or her own behavior.*

Professional Behavior

The teaching team believes that professional behavior should be maintained in all learning environments.

Nursing students are expected to display professional, respectful behavior toward patients, peers, staff and faculty at all times. Profane, belligerent, aggressive language and/or actions in any program setting will be subject to disciplinary action. Reports of lateral violence or bullying, including intimidation, toward others will be investigated and subject to the Disciplinary Policy. Please refer to the Temple College Student Handbook Disruptive Behavior Policy for more details.

The American Nurses Association Code of Ethics states:

Provision 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. (American Nurses Association, 2015)

Student Conduct in Learning Environments

Classroom, lab, and clinical activities are an essential part of the nursing program. Students are expected to come prepared and participate fully.

Due to the confidential nature of some material, visitors are not permitted in the classroom, lab or clinical during class activities. In addition, students are expected to maintain confidentiality outside the classroom.

Unattended children are not allowed at any College location at any time. Hats/caps are not permitted during exams.

The VN Program abides by the Temple College Food and Drink Policy, which is found in the TC Student Handbook. According to the TC Policy, professors may enforce stricter policy standards than those outlined. You must be aware of specific policies outlined in your course syllabi. Professors may revoke food and drink privileges if students fail to comply with any of the requirements.

No food or drinks are allowed in the Simulation Lab or Computer Labs at any time.

The teaching team believes that everyone has the right to learn. Therefore, disruptive behavior will be directly addressed. Disruptive behavior examples include: sleeping in class, entering and leaving the room during class activities, ignoring instructor's directions, displaying a belligerent attitude, eating during class, talking when the instructor is teaching, texting during class, phones (or other electronic devices) making noise of any kind, not staying focused on the topic in any manner (focusing on the cell phone, focusing on computer sites other than those needed for class, etc.). Students may be asked to leave until the next break, or they may be asked to leave the classroom for the day with a resulting loss of attendance time. Violations will be handled through the Disciplinary Policy.

The teaching team believes that all students wish to achieve their maximum potential in the nursing program to become the best professional nurse possible. We believe students want to become highly competent professional nurses. Feedback, both positive and constructive, will be provided to the student regarding performance. We believe you want this feedback to help you achieve your goal, thus we will honor you by sharing our observations. We ask that you trust the sole purpose in sharing both positive and constructive feedback is to help you achieve your goal. This feedback is designed to assist the student in making the transition to the professional nurse (RN) role. Feedback may be difficult to hear but it is provided to the student to help meet your goal of excellence.

The teaching team believes that students need to be present and actively participate in the learning activities to achieve their goals. Students are expected to be present and actively involved in classroom/lab/clinical activities. Students should refer to the Nursing Attendance policy.

The teaching team believes every student can be successful. Students need to maintain a balance between school, work, and family to achieve success. Students are encouraged to meet with faculty regarding issues and to obtain assistance with course work. If a student determines it is necessary to withdraw from a course, it is the responsibility of the student to contact the Executive Director of Nursing prior to initiating the withdrawal process. Failure to properly withdraw may result in a grade of "F" for the course. Withdrawal deadlines are located in the academic calendar on the Temple College website.

Simulation/Skills Lab Policies

The policies and procedures for Temple College Nursing Skills and Simulation Lab have been established for the following purposes:

A. To provide a safe, clean and well-maintained environment.

B. To protect and maintain costly equipment.

C. To provide all users the best learning environment possible.

It is understood that this Policy & Procedure Manual does not cover all situations and that as need arises, new policies will need to be established. We reserve the right to revise and /or add to this document as needed.

1) No students are to be in the Simulation Center without a Coordinator, faculty member, or lab personnel present.

2) No food or drinks are allowed in the Simulation Center.   There are student & faculty break rooms where food & drinks are allowed.

3) All students will sign in when utilizing the lab.

4) No children or visitors will be allowed in the lab; this allows for a safe, distraction free learning environment.

5) Professional dress is required for all activities in the nursing lab. When participating in simulation activities the TC uniform must be worn according to TC ADN/VN Handbook. Students not dressed professionally may be asked to leave.

6) All users of the lab will be expected to display professional conduct at all times. This includes no use of foul language and/or remarks or behavior that could be considered offensive.

7) The Simulation Lab staff attempts to maintain a Latex Free environment; however, it is imperative that anyone with a latex allergy notify the Simulation Lab Coordinator and Faculty prior to any activities in the center.

8) No cell phones, pagers or other electronic devices are allowed in the Simulation Center or Clinical Informatics Center. These items must be kept in your backpack **turned off (not just silenced).**

9) No equipment, computers or supplies may be removed from the Simulation Lab without prior consent of the coordinator.

10) Any damage to equipment or supplies should be reported immediately to Simulation Lab Coordinator.

11) Students may be held responsible for damaged equipment so handle it carefully!

12) Any malfunction of the simulation manikins or equipment must be reported immediately to the Simulation Lab Coordinator.

13) Any malfunction of computers should be reported immediately to the Simulation Lab Coordinator.

14) No markers or pens are allowed near the manikins. No betadine may be used on the manikins. These substances cannot be removed!

15) Student expectations include: be prepared for learning, bring necessary supplies for skills performance, and ATI login information when necessary.

16) Students will clean and wipe down workspace after each use and empty trash can.

17) Students are responsible for notifying the Simulation Lab if they are going to be tardy or are unable to keep their appointment; this will also be documented in their attendance in the corresponding course. No-Call, No-Shows will fall under the Disciplinary Action Policy.

Remediation Policy

Students who are unsuccessful on their first attempt to check-off a skill will be sent to the Simulation Lab for remediation prior to being allowed an additional attempt to pass the skill. Students must schedule remediation with the Nursing Simulation Lab and complete it by the due date listed. Refer to your course syllabus for specific requirements regarding successful completion of skills.

Clinical Guidelines for Students

1) Students are expected to provide care to assigned patients according to the Texas Board of Nursing, Texas Administrative Code, 217. 11, Standards of Nursing Practice. The Standard states: *(L) Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served.*

2) Students are expected to prepare for clinical. Clinical preparedness includes, but is not limited to:
   a. Arriving on time
   b. Student is in full uniform with professional appearance
   c. Prep work is completed, as assigned.
   d. Prepared & rehearsed for assigned skills, (assessments, medication administration, and team lead)
   e. Prepared and assertive to engage & apply knowledge in clinical nursing activities at clinical start time
   f. Equipped with required pre-printed clinical paperwork
   g. Has required computer sign-in codes
   h. Remains focused on client care (Refrains from including personal issues in the clinical experience)
   i. The student is well rested, nourished, and in state of health which allows for them to provide appropriate care to patients.

3) Students who will be late or absent from the clinical experience must notify the instructor no later than 30 minutes prior to the scheduled start time. Individual faculty will provide instructions for notifications. Refer to the Nursing Attendance Policy for details.

4) Students are not allowed to smoke/vape while in uniform.

5) Students are not to receive personal phone calls while on the clinical unit and are not to answer the business phones. No personal visitors are to be received by the student during clinical hours.

6) Students may not leave or return to the clinical agency without prior approval of the clinical instructor.

7) Personal belongings taken to the clinical unit are the responsibility of each individual. It is recommended that personal belongings not needed to carry out clinical assignments be secured in the trunks of students' cars. Approved textbooks may be taken to the clinical area as space on the clinical unit allows.

8) Problems of a personal nature are not to be discussed with the hospital staff or patients.

9) Conflicts between hospital staff and students will be resolved by the instructor. The student should notify the instructor immediately if a conflict of this nature seems to be developing.

10) Students are not permitted to witness any permits or similar legal documents.

11) No cameras, video cameras, computers, or tablets are allowed on the clinical unit. **No smart watches with camera or recording capabilities are allowed in the clinical setting**. Cell phones and other communication devices may only be used in accordance with the agency policy. If the agency has no specific restrictions regarding communication devices, student cell phones must be turned to the silent mode. Cell phones may only be used for verbal and text communications, and clinical information searching necessary for clinical

performance. No photos or videos may be taken in any clinical setting. Refer to the use of Electronic Technology policy for additional information.

12) Patient medical records may not be photocopied, faxed, e-mailed or transmitted in any format electronic, digital or hard copy.

13) Students must park in designated student parking areas at the clinical facilities during clinical rotations. (See Campus and Clinical Parking policy).

14) A satisfactory background check was completed on admission to the program. Any healthcare facility associated with Temple College may also require background checks. Permission to perform the background check must be given by the student. It may be necessary to dismiss students from a program if they are barred from practicing at any healthcare facility. Refer to the Nursing Admissions Policy.

15) A satisfactory drug screen was completed on admission to the program. See the Health, Safety, and Welfare and Student Substance Abuse Prevention policies for additional information.

16) Students are not allowed to eat or drink in any work area, such as the nurse's station or report room, or in any patient care area.

17) Students must comply with any special badge policy of an agency. Any fees associated with the replacement of a lost or damaged badge must be paid promptly. Depending on the agency's policy, a student may not be allowed on clinical until restitution has been made, with loss of absence time. In all cases, an incomplete grade for the clinical course will be given until all fees associated with the use of an agency's badge are paid, or the incomplete grade reverts to an F grade, according to Temple College policy.

18) TB testing and flu vaccinations must be kept current and be done annually throughout the program. CPR completion must also be kept current throughout the program. Failure to provide appropriate documentation will result in loss of clinical attendance hours.

19) Students are expected to perform clinical activities and procedures under the supervision of the clinical instructor. Students are expected to arrange with the instructor to obtain approval prior to performing any invasive procedures within the scope of practice. Medication administration is considered an invasive procedure.

20) If students are assigned to an "Observation Only" site, then they may not have any direct patient contact.

21) Post Conference is a part of the clinical day therefore students are expected to remain in uniform and maintain a professional appearance.

22) Following completion of the clinical day, students must change out of the student uniform before visiting anyone in a health care facility or remove their nametag to denote off duty status.

23) The clinical instructor will be responsible for determining if a guideline/policy has been violated.

Students should refer to the following set of guidelines for clinical skills performance.

Faculty MUST ALWAYS be present	Student may perform or assist in presence of staff nurse with prior approval from faculty	Student may perform independently with prior approval from faculty
Medication Administration	Flushing NG Tube	Vital Signs & Assessment
Indwelling Catheter insertion	Tracheostomy Care/Suctioning	Oxygen Therapy
Initiating Enteral feeding	Check placement or discontinue NG Tube	Oral Suctioning
NG insertion	Staple Removal	Discontinue Peripheral IV
Enema	Discontinue enteral Feedings	Glucose Finger Stick
IV insertion/therapy	Ostomy Care/appliance change	Indwelling Catheter removal
Sterile Procedures		Empty Ostomy or Foley Bag
Bladder Irrigation		Dressing change
		Condom Catheter
		Placement/Removal of Telemetry
		Placement of Compression Hose/PCDs

Medication Administration Policy

Medication Administration Requirements

Students may administer medication after successfully completing the dosage calculation exam and passing medication administration skills in the Simulation Lab. Students that are unable to discuss medications comprehensively will not be allowed to administer the medications in the clinical setting. Students that are not able to administer medications competently will be sent to the Simulation Lab for remediation.

1) Students may give medications to the patients they are caring for, provided clinical faculty (or preceptor in 3rd Semester) supervise all dosage calculations, preparation, administration, patient education and documentation of medications.
2) No medications will be administered by the students without faculty supervision and approval.
3) Prior to administering medications, the student must be aware of the site-specific policies and procedures, i.e. Pyxis, med cart, medication records, etc.

4) No student may accept or initiate telephone or verbal orders including for medication administration.

Preparation
1) Students will be required to discuss medication information with the faculty prior to beginning medication preparation or administration. Conversations must be limited when anyone (student or staff nurse) is preparing or administering medications to avoid potential errors.
2) Nursing students will be able to retrieve, prepare and administer medications under the direct supervision of their clinical faculty (or preceptor in 3rd semester). Student competency is determined by clinical faculty.

Administration
1) The nursing student is responsible for administering only those medications which they have prepared to give according to the school and agency guidelines.
2) Nursing students are not permitted to administer the following:
    a. Medications that require an override in the electronic medication administration record
    b. Chemotherapy medications
    c. Epidural medications
    d. Moderate sedation medications
    e. Oxytocin for laboring patients
    f. PCA medications
    g. Opioids
    h. Other medications as indicated by the clinical site facility or the faculty
    i. Blood or blood products

Documentation
The student will document the administration of the medication on the administration chart which includes the dose, route, time and any additional information per facility policy. The student must sign the documentation according to facility policy.

After successfully passing the medication administration skills and with faculty supervision, VN Students are allowed to administer medications via the following routes:
topical, oral, eye, ear, nose, per gastric tube (NGT, gastrostomy), rectal, IM, SC, Intradermal, inhalation medications & IVPB medications According to IV Therapy Policy.

Under no circumstances will students administer medications without supervision and approval of the faculty. Failure to follow these requirements are grounds for dismissal from the program based on safety considerations.

IV Therapy Policy

The Temple College Vocational Nursing students will observe the following policy for managing patients with IV therapy in progress while under students' care.

1) The instructor must supervise students when starting an IV and managing any aspect of IV therapy on their assigned patients.
2) Students must be approved by the instructor prior to being able to remove a peripheral IV site.
3) Students may perform or assist in the changing of peripheral IV dressings in the presence of either the instructor or the staff nurse.
4) IV therapy will be limited to peripheral sites only, including tubing, dressing changes, and venipunctures.
5) Medication administration will be limited to plain IV solutions, pre-mixed IV piggyback solutions, and IV piggyback antibiotics.
6) Students may regulate peripheral IV infusions.
7) Students may maintain saline locks from previously inserted venipuncture devices, including flushing of site.
8) IV push medications will not be administered.
9) Each health care facility's policy for administering IV medications and managing IV therapy will be observed by the student and instructor. Students and instructors are responsible for knowledge of the particular facility policy.
10) Regarding PICCs and Central lines: IVPBs can be hung by a student with instructor supervision if this is considered within the LVN scope of practice at a specific facility.

Personal Appearance

Casual clothing is appropriate for the classroom. Students should NOT wear short shorts, low cut tops, or other revealing clothes to class. Undergarments should not be visible outside of clothing and the absence of undergarments should not be conspicuous (visible) or distracting. Clothing with inappropriate text or design cannot be worn to classroom or clinical activities. Room temperatures vary so layered clothing is recommended. Hats, caps, sunglasses and any wristband (including, but not limited to smart watches, fitness bands) are not permitted during exams.

When required to attend clinical orientation, workshop/seminars, or other functions where uniforms are not required, appropriate casual professional wear is expected. Shorts, blue jeans, halter type tops, cropped tops and other revealing clothing are considered inappropriate for these occasions.

Students will wear the designated black uniform in the clinical area, except in situations where they are specifically instructed not to do so. The uniform shall be clean and neat with shoes and laces clean. **The uniform must be worn in its entirety; you may not wear a partial uniform.** (Scrub top with jeans, hair down, flip-flops, large jewelry, etc.)

The Temple College student uniform includes the following:

Black scrubs with TC VN Patch on left shoulder 2 inches down from seam.
If the optional scrub jacket is worn, it must have the TC VN Patch on the left shoulder.

Students will be provided with the requirements for specific brand and styles of the uniform during orientation.

Professional Nursing shoes of a solid material; **(non-permeable, such as leather)**; **NO** mesh, canvas, or open holes on tops or sides; sling back style must have heel strap on heel, no boots. Any color is acceptable, designs are allowed as long as they could not be considered offensive. (Ex: Skull & Crossbones)

The following accessories are considered part of the uniform:

Name badge: Must be worn and visible on the upper left side of shirt/top while on campus, or on professional uniform in the clinical setting. Example on campus: (**All** areas of TC campus, classroom, sim lab, library, computer lab). Cloth badge holders and lanyards are NOT allowed. Must wear badge extender denoting student nurse status.

Equipment:
Penlight
Watch (with seconds timing) **No smart watches with camera or recording capabilities are allowed in the clinical setting**
Stethoscope
Bandage Scissors

Plain black t-shirts may be worn under the scrub top. Sleeve length must not go below mid-forearm in order to allow for correct handwashing and other infection control procedures. Cloth or jeweled lanyards, or stethoscope coverings are not permitted due to infection control concerns.

Neatness and a well-groomed appearance are expected at all times during the clinical rotation. Hair must be a natural color, pulled back from face and not falling below the chin when bending forward; no elaborate or decorative hair accessories are allowed; hair accessories should be a neutral color; surgical caps and headbands may be worn, but need to be a neutral color, non-distracting, and safe for patient care; sideburns will not extend below earlobe; neatly trimmed mustaches and beards will be acceptable.

Make-up should be appropriate for professional clinical appearance. No jewelry is to be worn except for small stud earrings (no hoops or gauges) which are not to exceed one per ear, and one simple ring (no stones). No other visible body piercing jewelry is allowed. Tongue studs are considered visible. Clear plastic piercing retainers are allowed; must wear a plug for gauges.

Nursing students have a responsibility for maintaining hand hygiene by adhering to specific infection control practices. Artificial fingernail enhancements contribute to nail changes that can increase the risk of colonization and transmission of pathogens to patients; and are therefore not allowed. Fingernails are to be neatly manicured and of reasonable length (1/8 inch or 3.1 mm beyond fingertip). **NO nail polish is allowed at the clinical site.** Artificial nail enhancements are not to be worn; anything applied to natural nails is considered an enhancement. This includes, but is not limited to, artificial nails, tips, wraps, appliqués, acrylics, gels, and any additional items applied to the nail surface.

Personal hygiene should include frequent bathing as well as the use of deodorants and mouthwashes as needed. No strong odors (colognes, perfumes, smoke, etc.) are permitted.

Along with being well groomed and clean while in uniform, the student must be constantly aware of the image he/she portrays to the public. No profanity, loud talking, etc. is permitted. No smoking is allowed when you are in uniform. No alcoholic beverages may be consumed while in uniform. Chewing gum while on clinical rotations is not allowed. Students with visible tattoos must follow clinical agency policies.

The clinical instructor will be responsible for determining if a requirement has been violated. Violations of the personal appearance policy requirements can result in the student being sent home and/or be reflected in the clinical grade.

Liability Insurance

All nursing students are required to carry malpractice liability insurance that will cover their clinical practice during school activities. This will be included in the course registration fees. Other malpractice liability insurance that the student may carry is optional. The school policy does not cover any nursing activity beyond required school clinical rotations.

Campus and Clinical Parking

Students must follow all policies for parking on campus (see TC Student Handbook) and at all clinical locations. This includes displaying a current student parking sticker and not parking in visitor or staff parking at any time.

Attendance Policy

Students should refer to the Temple College Student Handbook for general expectations. The following exceptions apply to students enrolled in nursing courses:

Being successful in a nursing program is dependent on the student being actively involved in all learning activities.

Classroom:

In the classroom, absent students do not receive the benefits of interacting with the instructor and their peers. Classroom experiences can assist the student in application of information, which is an integral component of success in a nursing program. The student's presence is essential; therefore, limits are set regarding the amount of allowable absence time.

Classroom Absences:

Classroom attendance expectations are consistent with the Temple College Attendance Policy found in the TC Student Handbook, which states, "A lack of regular attendance is defined as missing the equivalent of two weeks of instruction in a 16-week semester." If a class meets once a week, then missing more than two class periods is grounds for dismissal from the class. If a class meets twice a week (class and lab), missing more than four class periods in any combination (ex. 2 classes and 2 labs or 3 labs and 1 class) is grounds for dismissal from the class. If a class and lab meet together, (for example class meets 8-10:30 and lab meets 10:30-11:00) then it counts as one occurrence (11-week semesters are counted the same as 16-week semesters). In an 8-week semester class, missing more than one class period is grounds for dismissal. As successful completion of all courses is required for progression, students dropped from one course for non-attendance may be required to withdraw from other courses or dismissed from the program.

Arriving Late or Leaving Early from Class:

Arriving late or leaving early are considered disruptive behaviors. Students are allowed two occurrences without consequences. The third and any subsequent occurrences will result in a 5-point deduction for each occurrence on the **final course grade**.

A student is considered late if they arrive to class after the scheduled start time up to:

> 15 minutes for a 1-semester credit hour class (Ex. RNSG 1146)
> 30 minutes for a 2 or more-semester credit hour class (Ex. RNSG 2213)

After the time limits above the student will be considered absent. Leaving early is categorized by the same time frames. (Ex. If you leave with only 10 minutes left of class then it counts as a "leave early", if you leave more than 15 minutes early for a one-hour class or more than 30 minutes early for any other class then it counts as an absence.)

Students should plan on arriving to class a minimum of 10-15 minutes early to ensure they are on time.

Clinical:

The clinical experience is an essential component of the nursing program. When clinical is missed, the student cannot benefit from this learning experience. Missed clinical time cannot be made up at the clinical site.

Clinical Absences

In an 8-week semester, missing more than one clinical period is grounds for dismissal.
In an 11-week semester, missing more than two clinical periods is grounds for dismissal
In a 16-week semester, missing more than two clinical periods is grounds for dismissal.

Arriving Late or Leaving Early from Clinical:

Arriving late or leaving early are considered disruptive behaviors. Students are allowed two occurrences without consequences. The third and any subsequent occurrences will result in a 5-point deduction for each occurrence on the **final course grade**.

A student is considered late if they are not at the assigned location at the scheduled start time up to 30 minutes. After 30 minutes, the student will be considered absent. The same time frames apply for arriving late and leaving early from the clinical site. (Ex: if a student leaves more than 30 minutes early from clinical, it is considered an absence. If a student leaves 10 minutes early, it is considered a leave early.)

If a student arrives more than 30 minutes after clinical start time then the instructor may send them home and it will be counted as an absence. It is at the discretion of the clinical instructor to allow a student who is more than 30 minutes late to remain on the clinical unit. Even if the student is allowed to stay, they will still be counted absent.

Students should plan on arriving to clinical a minimum of 10-15 minutes early to ensure they are on time.

Clinical Reporting:

Students who will be late, absent, or need to leave early from clinical must contact the clinical instructor no later than one hour prior to the scheduled time. Instructors will specify the procedure to contact them.

WEATHER:

We have faculty and students from a large area drive to the campus and clinical locations. It may be extreme weather in one area and fine in another. **It is up to the student to decide if the student will be in danger due to storms, flooding, or icy road conditions. DO NOT ATTEND IF YOU BELIEVE YOU WILL BE IN DANGER.** Absences for **extreme** weather conditions may be waived at the discretion of the Executive Director of Nursing.

All students should sign up for Leopard Alert so they will be notified in the case of the college cancelling or delaying class. Faculty will notify students if they need to cancel class or clinical for any reason. If the college or faculty member cancels class or clinical then the student will not be counted as absent; **however, there may be an assignment for the missed time**.

Revised 2019

Student Disciplinary Policy

Nursing students are subject to the same disciplinary procedures as are all TC students. The Student Discipline statement in the TC Student Handbook should be referred to for details. In addition, Nursing students are subject to the Nursing Student Disciplinary Policy.

A student will be subject to the Nursing Department disciplinary procedure for the following conditions:
1) Displaying a disruptive behavior such as described in the TC Student Handbook Disruptive Behavior Policy. Incidents may occur in clinical, lab, classroom, or community settings.
2) Displaying behavior that is inconsistent with safe nursing practice or policies of the nursing program or any clinical affiliates.
3) Failure to comply with the Essential Requirements of Candidates for ADN Admission, Progression, and Graduation.

PROCEDURE
1) If a student is beginning to display a behavior or practice that is inconsistent with safe nursing practice or policies of the program, it is at the faculty member's discretion to discuss the behavior and corrective actions with the student prior to initiating the formal disciplinary procedure, this can be either verbal or written
2) When the Nursing Disciplinary Policy is initiated, the faculty member will immediately bring the problem to the attention of the student and a Disciplinary Action Form will be completed detailing the actions necessary to remain in the program.
3) All Disciplinary Action Forms will be reviewed with and signed by the student and copies will be distributed to the student and the Executive Director of Nursing to place in the student's file. Other faculty may receive copies of the Disciplinary Action Form, if indicated.
4) If the student has a second incident of the same type of behavior (ex. A second safety violation, or second disruptive behavior) or violates the conditions on the form then the student will be dismissed from the program. Refer to the Withdrawal/Dismissal from the nursing program for additional information.

Testing Policy

Most tests are administered online but may be administered via paper and pencil throughout the program.
1) All books, bags, purses, drinks, as well as any cell phones and other communication devices must not be taken into the computer lab. No hats or jackets may be worn during testing. Smart watches, any other device able to generate electronic messaging, or photographs must be removed during testing.
2) When testing online: If there are any technical issues during the test, you must **immediately** notify the instructor. If you wait until the end of the test then there is no recourse for assisting you.

3) If testing with a paper test; no writing on test, desk must be cleared with the exception of pencils and four-function calculators. All other items must be placed at the front of the classroom during tests. Cover sheets must be submitted with the test.
4) The student must leave the classroom/computer lab after completing the test and not return until everyone is finished.

Policy/Procedure for Student Review of Exams

The faculty believes that exams are not only evaluation tools but also learning tools. It is the policy of this department to give students the opportunity to review module exams and provide feedback about these exams. The student must contact the faculty within 2 weeks of the exam to schedule this review.
The following guidelines will be used:

1) Grades for each exam will be available immediately for online tests.
2) Students who do not achieve a passing score (75%) on an exam need to schedule a one-on-one exam review with the faculty who gave the exam.
3) During the session, students will have the opportunity to visually review the exam and ask questions about exam items. No note taking will be permitted during the review session.
   Before leaving the review session, any material containing exam questions or content will be collected.
4) Makeup exams and last exams of the semester may not be available for review, depending on available time. Final exams generally are not reviewed; faculty may make special arrangements as available, with individuals.

Make-Up Testing Policy

Students are expected to be present for all scheduled exams. If a situation arises that a student is unable to be present to take a scheduled exam, the student must contact the appropriate faculty member before the exam is given. Failure to contact the faculty may jeopardize the opportunity to take a make-up exam. Any missed module exams must be taken on the assigned date and time as stated in the course outline. Failure to complete any make-up exams will result in a grade of "0" for that exam. A total of 10 points will be deducted from the final calculated score on each make-up exam.

It is the responsibility of the student to contact the faculty member before the exam is given to notify them that the exam will be missed and to arrange to take a missed final exam. Any missed final exam must be completed prior to the beginning of the next semester in order to progress. Any final exam missed will result in the submission of an incomplete (I) for that course. The incomplete (I) for the course will be removed once the final exam has been administered or according to Temple College Policy. Failure to take a final exam will result in a grade of "0" for that exam and may result in failing the course.

Dosage Calculation Exam

Students in the Vocational Nursing Program are expected to have proficiency in dosage calculation throughout the curriculum. Students are required to pass a Dosage Calculation Exam each semester in the program with a minimum score of 75%. The exam score will count as a percentage of the clinical course grade. Students who score below the 75% will be required to complete remediation and retake the exam. The highest score that can be made on an exam after the first attempt is 75%. There will be a maximum of two attempts to pass the exam each semester. Absences for the any of the exam attempts count as an attempt. (Ex. Absent for 1st exam, only 1 attempt remains. Students MUST PASS the Dosage Calculation Exam in order to pass clinical each semester.

Use of Electronic Technology

While the Nursing Department recognizes the convenience and sense of security provided by access to and use of cell phones, headphones and ear pods it also acknowledges that personal use has no place in the context of classrooms, student study areas, laboratories, and testing areas in the Nursing Education Center due to the inevitable distraction they produce. They must be turned to silent during on-campus learning activities. There should be no texting during on-campus learning activities. Computers, tablets, etc. may be used only for classroom activities. Permission to record lectures must be obtained from each instructor. Use of cell phones or personal computers in the clinical setting is described in the Clinical Guidelines for Students policy.

Social Media

Professionalism is expected at all times including on Social Media Students should not post any information regarding clinical, lab, or any confidential information and are expected to follow the Texas Board of Nursing Position statement 15.29 Use of Social Media by Nurses, which can be found at the following URL:
https://www.bon.texas.gov/practice_bon_position_statements_content.asp#15.29
Posting any patient information, experiences, or about other professionals, faculty, fellow students, and so on, is considered unprofessional behavior, which will result in disciplinary action. No photos or videos may be taken in the Nursing Simulation Lab and anywhere on clinical agencies' campus. Violations should be reported to the clinical instructor or the Executive Director of Nursing. Implications for violations of clinical agency policies will be considered. Clinical facilities may bar students from clinical practice for violations. This will result in dismissal from the program. Future employment opportunities can be seriously jeopardized with nonprofessional behavior in this area.

Student Organization

The Nursing Student Organization (NSO) participates in service and education activities during the fall and spring semesters. Membership is open to all nursing students. Officers are elected each fall semester.

Student Participation on Department Committees

Student representatives serve on the Nursing Advisory Committee, which meets once a year.

Student Complaints

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. An example of an informal resolution is the student takes a concern to the faculty member and it is addressed.

A student may initiate the formal process described in the Student Complaints Policy found in the online Temple College Student Handbook. If a student chooses to file a formal complaint, the Level-One administrator is the Executive Director of Nursing.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

Health, Safety, and Welfare

Temple College is concerned about the general health, safety, and welfare of all its students, employees, and visitors. Several policies addressing safety and emergency information can be found in the TC Student Handbook.

ADN students are required to sign that they are able to comply with the Essential Requirements of Candidates for ADN Admission, Progression, and Graduation. If at any point throughout the duration of the program a student is no longer able to comply then the Change in Health Condition Policy must be followed.

A satisfactory drug screen is required of all ADN students before beginning clinical rotations. Nursing students who are suspected or found to be involved in illegal, indiscriminate, or inappropriate use of drugs, including alcohol, will be subject to the procedures as outlined in the Student Substance Abuse Prevention Policy.

In addition, the student who is suspected of being under the influence of alcohol and/or drugs while in the clinical area is subject to the policies and procedures of that specific facility, which may include mandatory drug testing.

Temple College and affiliated agencies have no responsibility for providing health care services in case of illness or injury. It is strongly recommended that students carry health insurance since they are responsible for their own health care costs. In addition, students may be requested to acknowledge and sign liability release forms since area clinical facilities are not liable for injuries or communicable diseases. It is the student's responsibility to follow all infection control and safety procedures.

Change in Health Condition

If a student has any significant change in health or a health condition that may affect or be affected by school performance, he/she will be required to obtain a Health Care Provider (to include physicians, nurse practitioners and physician's assistants) release. The release must specify that the student is able *to return to classroom and clinical activities without restrictions.* Examples of these conditions include but are not limited to infectious diseases, and physical injuries. **This request may be made at the discretion of the instructor or director**. In some cases, clinical agencies may be consulted regarding restrictions placed on students who provide direct patient care, especially related to providing for patient safety.

COVID-19

Students must utilize the Campus Clear app to self-screen for COVID 19 prior to arriving on campus. If a learner is diagnosed with, has symptoms similar to, or has been in contact/close proximity to anyone with COVID 19, they MUST self-identify to the Executive Director of Nursing and follow the mandated protocol set forth by the CDC and Temple College. The COVID 19 Vaccine is **highly recommended** at this time but may become required at a future date by our clinical partners.

Mental Health

Temple College has a list of local mental health resources available to students.
https://www.templejc.edu/resources/mental-health-counseling/

Circle of Support

The Circle of Support program is a partnership between Temple College and the Temple community to make sure no students drop out of college because of barriers such as emergency expenses, child care, transportation, housing and food.

Students who need referrals for assistance with non-academic issues can stop by the Circle of Support Resource Center in Room 803 of the Arnold Student Union or complete the form on the website. https://www.templejc.edu/resources/circle-of-support/

Accommodations

Students needing accommodations can seek assistance with accommodations from the Temple College Coordinator for Student Accommodations, Misty Reid at misty.reid@templejc.edu or (254) 298-8335.

Sexual Harassment

It is the policy of Temple College that sexual harassment of students or employees at Temple College is unacceptable and will not be tolerated. The TC Student Handbook should be referred to for policy and procedure statements addressing sexual harassment concerns and issues.

Title IX Pregnancy Policy

Temple College does not discriminate against any student based on pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students who are requesting services related to pregnancy must disclose their need to their respective instructor and submit a signed diagnostic statement to the Temple College Title IX Deputy Coordinator for Pregnancy Services prior to or immediately upon learning of medical need. See TC Student Handbook for more information.

The Temple College Title IX Deputy Coordinator for Pregnancy Services is Adrian Sora, (254) 298-8328, One College Center, Room 1473. Adrian.Sora@templejc.edu

Infection Control Policy

During the performance of clinical laboratory duties, nursing students shall comply with standard precautions for preventing the spread of infection to clients, themselves, and others. The following measures shall be employed:

1) Hands should always be washed before and after contact with patients, even when gloves have been worn. If hands are exposed to blood, body fluid, human tissue, or contaminated surfaces, they should be washed immediately with soap and water.

2) Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces is anticipated.

3) Gowns or plastic aprons are indicated if spattering with blood or other potentially infectious materials is likely.

4) Masks and goggles should be worn if aerosolization or splattering is likely to occur, such as in certain oral and surgical procedures, wound irrigations, suctioning, and bronchoscopy.

5) Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle-disposal box.

6) Blood spills should be cleaned up promptly according to agency policy.

7) Blood specimens should be considered biohazardous and be so labeled.

8) At the start of each new clinical rotation, students need to locate emergency equipment.

These measures are recommended by the Center for Disease Control. All needle-stick accidents, mucosal splashes, contamination of open wounds, or other possible infection control accidents must be reported immediately to the instructor.

Student Substance Abuse Prevention Policy

Temple College is committed to a policy of prevention of the use of any controlled substance by students while they are engaged in College and College-sponsored activities.

Temple College has informed members of the Central Texas area, the State government, and the Federal government that it is striving to maintain a safe, healthful, and drug free environment. To that end, Temple College has adopted this student substance abuse prevention policy in an effort to decrease the danger of alcohol or drug abuse and the potential for any occurrence, which may adversely impact the quality of teaching or learning at the College or in any of the College instructional programs, no matter where the activity occurs.

Within the general framework of this policy, substance includes alcohol, legal, illegal, illicit and designer drugs, and any other substance that may be inhaled, injected, or taken by mouth, which may result in mental, physical, or functional impairment of the user.

Substance abuse shall mean the use of any substance in such a way that it impairs the individual's academic or clinical performance.

Expectations of Student Performance
All students at Temple College are expected to conform to this policy, and to refrain from any substance abuse.

1) They are not to use, possess, sell, or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on the campus or while engaged in any college instructional program. Further, they are not to engage in any substance abuse.

2) Because students in nursing and allied health programs are preparing themselves for a career in health care, this student substance abuse prevention policy carries special importance:

   a. Health care providers are expected to know the major differences between reasonable practices related to personal health care and practices which are detrimental to personal health care;
   b. Health care providers have an obligation to present themselves at a work site prepared to undertake their respective assignments. As such, they have an obligation to not use any substance prior to arrival at the work site, or while at the work site, which may impair their job performance.

3) Given the importance to Temple College that its students in nursing and allied health programs conduct themselves as future health care providers, the College mandates that those students certify, in writing, that they are not engaging in any substance abuse behaviors. Further, their signature will acknowledge that, in "for cause" situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. In addition to signing the form himself or herself, any student under the age of 18 must also submit a second copy of the form signed by his or her

parent or guardian. Note: "for cause" means indicators of impaired behavior such as erratic movement; dilated eyes; slurred speech pattern; loud, abusive, or uncharacteristic speaking; or the presence of an alcohol odor on the person's breath.

4) The refusal of a nursing or allied health student to sign the accompanying acknowledgment will result in the said student being denied enrollment in any of Temple College's nursing or allied health programs. Additionally, refusal to submit to "for cause" drug testing will trigger a review of the student's status by the faculty which will make a recommendation about possible action to the Program Chairman/Director. The Program Chairman/Director will counsel with the student before reaching a decision on the faculty recommendation. Refusal to submit to "for cause" drug testing may lead to disciplinary action up to and including dismissal from the Temple College program. Should the Program Chairman/Director decide to dismiss the student from the program, the student will have access to the College's appeals process.

5) In "for cause" situations, testing will be conducted at a state certified drug testing facility, and results, will be reported to Temple College's Vice President of Academic Affairs and Student Services. Note: any sample taken for conducting a drug test will remain in the custody of the facility, which accepts the responsibility of undertaking the test. Results reported to the Vice President of Academic Affairs will be discussed with the student. Positive results will be reported to the appropriate department chairman or division director. A student who tests positive may be denied continued access to Temple College education opportunities. Such action will only be taken after the student is provided an opportunity to appeal the decision. Should such a student enter a professionally directed rehabilitation program, Temple College will consider reinstatement of the student upon receipt of proof that the student successfully completed that program.

Accident and/or Incident Reports

The school holds no liability for accidents that occur to students during scheduled school hours.

In the event of unusual occurrences involving student, employee of the clinical facility, and/or patient, an institutional incident/accident report should be completed. The student will notify the instructor immediately of any unusual occurrences. Examples of these include such incidents as a medication error, patient injury witnessed by the student, and/or student injury.

In the event that a student is injured on clinical and requires medical treatment, the Medical Treatment Policy will be implemented.

Medical Treatment Policy

Due to non-coverage of immediate medical care by the clinical site, a "Medical Treatment Policy" has been developed. This is to be instituted with options for the student in the event of a clinical incident requiring medical treatment.

The clinical instructor will strongly encourage the student to seek medical care. The option of immediate care at the clinical site should be presented with the understanding by the student that he/she will assume all costs for the treatment. The student may also elect to seek his/her own private medical care elsewhere with proper documentation of such medical treatment received and total assumption by the student of all cost.

A final option will be decline of total medical treatment. For this action, the student will need to sign the "Decline of Medical Treatment" form, thus releasing Temple College of all responsibility. In such an event, the instructor may dismiss the student from the clinical site and require medical release before the student may return to class or clinical.

The clinical instructor will submit a copy of the incident form with further explanation of the incident to the Executive Director, Nursing for filing in the student's records. If implemented, a signed copy of the "Decline of Medical Treatment" form will be maintained in the student's record.