



# **Student Handbook**

**2024-2025**

## Disclaimers

This handbook contains information, policies and procedures specific for Temple College Vocational 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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## Organization

### Organizational Chart

#### **Dean Health Professions I**

##### **Department Chair EMS**

Jeff Fritz M.Ed., LP, NRP

#### **Dean Health Professions II**

##### **Department Chair Nursing**

Tracey D. Cooper MSN, RN, CNE

#### **Lead Instructor**

VN Program

Audra Xenakis DNP, RN

#### **Coordinators**

Clinical Coordinator &  
Nursing Success Coordinator

Erica Perrine MSN, RN

Simulation Coordinator

Nancy Eaton MSN, RN, CNE

#### **Administrative Assistant II**

Kerry Tilley

#### **Administrative Assistant I**

Elena Tavai

### Vocational Nursing Department Faculty and Staff

#### **Full Time Faculty**

Niomi Quinteros BSN, RN

Paula Reeves MSN, RN

Audra Xenakis DNP, RN

## 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 was among the first communities to train and hire licensed vocational nurses in Texas. Scott & White in 1953 teamed up with King's Daughters Hospital in Temple and the Temple Independent School District to begin the Temple School of Vocational Nursing. Vocational nursing students studied for a year in a task-oriented curriculum at the college. Student Bobbie Jean Dyess Waskow (1931-2013) of Temple and Rogers was the first licensed vocational nurse graduate in the state. She would go on to enjoy a long career as an LVN, including 20 years at an assisted living center.

Eventually, King's Daughters Hospital assumed full responsibility for the program. Students also rotated through both King's Daughters and Scott & White for clinical training. As training for licensed vocational nurses advanced, King's Daughters Hospital transitioned its program to Temple College 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.

In 2021 a bond package was passed that will fund multiple projects across campus including a new Health Sciences Center which will provide a new Nursing Simulation Center and classroom space to accommodate the current need and future growth.

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. **Apply to Temple College:** If you have not already applied to Temple College:
  - Submit a completed application for admission by clicking on the gold colored [Apply Now](#) tab from any TC webpage.
  - Create an account (My Leopard Profile), and then apply to Temple College.
  - **If you have applied in the past but have not attended TC for a year or more, then you need to reapply to Temple College.** To do this, log in to your [My Leopard Profile](#) by clicking the Apply Now button on any Temple College webpage, and selecting *CREATE A NEW APPLICATION*, and Start a New Temple College Application.
  - You must meet all Temple College requirements for testing, transcripts, etc., and you must be TSI compliant.
2. **Transcripts:** Request official transcripts (**from EVERY program/college/university you have ever attended**) be sent to TC Admissions & Records (A&R). Transcripts must be received by Admissions & Records by the application deadline listed on the Fact Sheet found on the [VN Webpage](#).
  - If you transferred credits from one college to another, submit an official transcript from the original college as well. Failure to meet this requirement by the time your nursing application is received could jeopardize the processing of your nursing application.
  - **Applying to Temple College is a separate application process from the nursing application process.** The Nursing Department will check with Temple College A&R to make sure all of your requirements have been met prior to processing your nursing application.
3. **Prerequisite Course Equivalencies:** **You** are responsible for ensuring that you have met the Nursing prerequisite requirements, and to determine whether or not the prerequisite courses that you have taken at other colleges/universities are equivalent to our Temple College courses. This must be done **BEFORE** you apply to the Nursing program.
  - Contact the Temple College Advising Office at: [advisingcenter@templejc.edu](mailto:advisingcenter@templejc.edu). All of your transcripts must have been received by A&R, in order for them to evaluate your courses.
4. **Take the HESI A2 exam:** You are required to take the exam through the Temple College Testing Center.
  - You can take the HESI in person or remotely through Proctor U.
  - For more information on these options, and to schedule your exam, contact the TC Testing Center at: [testingcenter@templejc.edu](mailto:testingcenter@templejc.edu). You can take your exam at either the Temple or Hutto campus. A photo ID is required to test. **Fees:** In-person \$65 and Proctor U \$60.

### **Nursing Application Instructions:**

1. Application Window: The application dates are listed on the Fact Sheet that is on the VN webpage.
2. All VN applicants must be 18 years of age or older by the first day of class. **All applicants must be U.S. citizens in order to attend clinical at the Veteran's Healthcare System (VA).** All students must be eligible to attend clinical at the VA.



3. Submit the online Nursing Application during the application window (see dates listed on the VN Webpage):
  - A. Go to the Temple College [Vocational Nursing webpage](#).
  - B. Read the following documents located at that webpage under the **Application Procedure** tab:
    - CPR, Drug Screen and Immunization Information
    - Core Performance Standards
    - Texas Board of Nursing Background Check Process
  - C. Click on the **Apply to Nursing** button at that page. (this link can only be used once)
  - D. To continue/review your nursing application and/or upload the required documents you will access it by going to the gold colored Apply Now button from any TC webpage and logging in to your [My Leopard Profile](#) account.

Once you submit your nursing application, you will then upload the following supplemental items to the Supplemental Items & Documents tab of the nursing application.

- Unofficial transcripts that contain the following:
  - VN and/or RN education courses and/or attendance of any other nursing program
  - All prerequisite and any completed co-requisite courses in our degree program
  - **DO NOT** upload Temple College transcripts. If you have taken courses at TC, we will obtain your TC transcripts directly.
- **HESI Admission Assessment Exam Cumulative Report** that **MUST** meet the following criteria:
  - Be dated within 1 year of the application deadline
  - Be taken through the Temple College Testing Center
  - **A Minimum Cumulative score of 80** is required in the following categories: reading comprehension, vocabulary & knowledge, and math
  - Contain your full legal name

To obtain your HESI score report login to your [Evolve Account](#) and download your HESI Admission Assessment Exam Cumulative Report.

- **OPTIONAL:** If you completed your CMA/CNA certification from Temple College please upload your certificate into the supplemental items tab in your [My Leopard Profile](#) account.

**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	Highest grade in either A&P 1 or A&P 2	CNA or CMA Certificate from TC or Service Area Resident**
1	80-83	B	Yes
2	84-87	A	
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 start date of the program, 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”.**
- \*\*Must provide transcript or certificate for verification
- \*\*We use the address that you have on file with Temple College Admissions & Records to determine if you are in the Temple College Service Area (even if it differs from the address you put on your Nursing application). Make sure to keep your address with TC up to date.

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 Nursing Department.

1. 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, Complete Hepatitis B series, OR positive titers for any of the preceding immunizations and be fully vaccinated for COVID 19. 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. Must keep all immunization requirements current in order to attend clinical.
  - 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.**

## 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 apply and meet all VN Program requirements for admission.

All nursing courses must be completed within one (1) year prior to program start date in order to be eligible for transfer. 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 Nursing Department Chair. 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 Nursing Department Chair 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 Nursing Department Chair 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.

**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) Maintain good academic standing (see the College Catalog);
- 3) Meet all general Temple College requirements (be approved for registration).
- 4) **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:

<u>Numerical Value</u>	<u>Letter Grade</u>	<u>Points</u>
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 Nursing Department Chair **prior to making a final decision to withdraw** from the program. The Nursing Department Chair will provide a form that will need to be presented to Advising in order to withdraw from the course(s).

A student may be dismissed from the VN program for:

- 1) Failure to achieve minimum acceptable grades (in required courses);
- 2) Failure to pass all required skills
- 3) Unsatisfactory clinical performance that endangers others or is potential danger for others, as determined by the clinical instructor;
- 4) Failure to meet Essential Requirements of Core Performance Measures;
- 5) Failure to meet attendance requirements;
- 6) Violation of VN program or Temple College Policies;
- 7) 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 complete an Academic Success Plan in order to return to 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 admittance to either Temple College ADN or VN programs.**

## 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. Completion of all courses at any level is a requirement to progress to the next level.

### Prerequisites

**8 SCH**

BIOL 2401 Human Anatomy & Physiology I  
BIOL 2402 Human Anatomy & Physiology II

### Summer Semester

**10 SCH**

VNSG 1201 Mental Health & Mental Illness  
VNSG 1204 Foundations of Nursing Practice  
VNSG 1260 Clinical-LVN Training I  
VNSG 1423 Basic Nursing Skills

### Fall Semester

**16 SCH**

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

### Spring Semester

**12 SCH**

VNSG 1119 Leadership and Professional Development (1<sup>st</sup> 8-weeks)  
VNSG 1234 Pediatrics  
VNSG 2461 Clinical-LVN Training III  
VNSG 2510 Nursing in Health & Illness III

**Total 46 Semester Credit Hours (SCH)**

## 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 (4:3-3)**

**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

Successful Completion of Temple College's Vocational Nursing program signifies that the holder of that certificate 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. Failure to meet the Essential Requirements may result in being denied admission or being dismissed 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 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 All Nurses:** All 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](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 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	<p>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 &amp; Spirit of Inquiry</p>	<ul style="list-style-type: none"> <li>• Identification of cause/effect relationships in clinical situations.</li> <li>• Use of the nursing process in the development of patient care plans.</li> <li>• Evaluation of the effectiveness of nursing interventions implemented.</li> <li>• Solve problems and make valid rational decisions using logic, creativity, and reasoning.</li> <li>• Respond instantly to emergencies.</li> <li>• Exhibit arithmetic competence that would allow the student to read, understand, and perform calculations for computing dosages.</li> </ul>
Professional Behavior	<p>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.</p> <p>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 &amp; Spirit of Inquiry</p>	<p>Integrates ethical behavior in nursing practice.</p> <ul style="list-style-type: none"> <li>• Performs activities safely, so as not to injure or harm others.</li> <li>• Interacts respectfully with peers, superiors, and patients.</li> <li>• Capacity to engage in successful conflict resolution.</li> <li>• Recognizes that as a student they represent the nursing profession, and must behave accordingly.</li> <li>• Respects and adheres to the policies and procedures of the College, ADN Program and clinical agencies.</li> </ul>

		<ul style="list-style-type: none"> <li>• Reflects on personal behavior and practice performance with patients, engages in self-evaluation.</li> <li>• 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.)</li> </ul>
Communication	<p>Communication abilities sufficient for verbal, written and electronic format.</p> <p>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 &amp; Nursing Judgement</p>	<ul style="list-style-type: none"> <li>• Write and speak English effectively in order to be understood by the public.</li> <li>• Communicate therapeutically with clients, families, and groups in a variety of settings.</li> <li>• Communicate appropriately with faculty and peers.</li> <li>• Documentation and interpretation of nursing actions and patient/client responses.</li> <li>• Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations.</li> <li>• Remember pertinent information and communicate to all interdisciplinary team</li> </ul>

		members, client and family where consented.
Physical Ability	<p>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.</p> <p>TBON 213.29 Fitness to Practice TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 4, Provision 5, NLN Professional Identity &amp; Nursing Judgement</p>	<ul style="list-style-type: none"> <li>• Movement about patient's room, workspaces, and treatment areas.</li> <li>• Administration of rescue procedures- cardiopulmonary resuscitation.</li> <li>• Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self.</li> <li>• Stoop, bend, squat, and reach overhead as required to safely reach equipment and provide nursing care.</li> <li>• Correctly administer oral and parenteral medications to maintain client safety. Calibration and use of equipment.</li> <li>• Provide or assist with activities of daily living such as bed bath, hygiene, and toileting, positioning clients, making an occupied or unoccupied bed.</li> </ul>
Sensory	<p>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.</p> <p>TBON 213.29 Fitness to Practice TBON Rule 217.11 Standards Applicable to Professional Nurses ANA Provision 4, Provision 5, NLN Professional Identity &amp; Nursing Judgement</p>	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals.</li> <li>• Ability to discern auscultatory sounds and cries for help.</li> <li>• Ability to observe patient's condition and responses to treatments and recognize subtly physical changes.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to palpate in physical examinations and various therapeutic interventions.</li> <li>• Recognize environmental odors.</li> </ul>
Emotional Stability	<p>Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.</p> <p>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 &amp; Professional Identity</p>	<ul style="list-style-type: none"> <li>• Establish therapeutic interpersonal boundaries.</li> <li>• Provide clients with emotional support.</li> <li>• Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness, or belligerence.</li> <li>• Poses no threat to self or others.</li> <li>• Manage and respond to multiple priorities in stressful situations.</li> </ul>

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 legal scope of practice for licensed nurses in Texas is dependent upon the educational preparation in vocational, professional, and graduate nursing education programs. Licensed vocational nurses (LVNs) and registered nurses (RNs) provide a wide range of nursing care through the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

The Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs include 25 basic competencies within the four nursing roles and describe the required outcomes for VN and RN nursing education with progressive differentiation of competency level for each educational level [Vocational Nursing Education (VN), Associate Degree Nursing Education (ADN), and Baccalaureate Degree Nursing Education (BSN)]. Further delineation of the competencies is expanded through sub-competencies with accompanying required subject content (Knowledge) and expected Clinical Judgments and Behaviors. Texas-approved nursing education programs are required to operationalize the DECs in the curriculum to assure that graduates have been educated to carry out the competencies. The competencies for each educational level build upon the competencies from the previous level.

**Member of the Profession:** A licensed nurse (LVN or RN) who 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, self-care, 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 licensed nurse (LVN or RN) 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. The patients for LVNs and for Diploma and ADN educated RNs include individual patients and their families; the BSN-educated RN is also prepared to provide care to populations and communities.

- 1) Use clinical reasoning and knowledge based on the Vocational Nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.
- 2) Assist in determine the physical and mental health status, needs, and preferences influenced by cultural, spirituality, ethnicity, identity, and social diversity of patients and their families based on knowledge derived from the vocational nursing program of study.
- 3) Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- 4) Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- 5) Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- 6) Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- 7) Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- 8) Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

**Patient Safety Advocate:** A licensed nurse (LVN or RN) 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. The BSN-educated RN is also prepared to be a patient safety advocate for populations and communities.

- 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) Assist in the formulation of goals and outcomes 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 that take into consideration patient safety and organizational policy.

**Member of the Health Care Team:** A licensed nurse (LVN or RN) 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. The BSN-educated RN is also prepared to become a leader of the health care team as well as to provide care to populations and communities.

- 1) Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- 2) Participate as an advocate in activities that focus on improving the health care of patients and their families.
- 3) Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- 4) Communicate patient data using technology to support decision-making to improve patient care.
- 5) Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
- 6) Supervise nursing care by others for whom the nurse is responsible.
- 7) Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

**See the TBON website for the detailed list of all the [DECs](#).**

## 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 an Exit exam during their final semester in the program. Specific instructions will be given during the semester the exam is administered.

1. The student is required to complete all assigned preparation and review for the exam.
2. 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 on the student's record, which includes all financial obligations to the college, must be resolved in order to receive an Affidavit of Graduation for the Board of Nursing.

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

### Licensure

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

**To check your eligibility for renewing your license, please review the following questions:**

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

been arrested and have a pending criminal charge?

been convicted of a misdemeanor?

been convicted of a felony?

pled nolo contendere, no contest, or guilty?

received deferred adjudication?

been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

been sentenced to serve jail, prison time, or court-ordered confinement?

been granted pre-trial diversion?

been cited or charged with any violation of the law?

been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offense, 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 our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

**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. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to 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 non-disclosure. 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 any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. \*Are you currently the target or subject of a grand jury or governmental agency investigation?

8. \*Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

**NOTE:** Any positive response will remain confidential and not subject to public disclosure unless required by law.

### 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 Nursing Department Chair within 30 days of any offense with or without arrest, or the new diagnosis of any condition as specified in item 6 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](http://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 [TASB Board Policy Manual](#). 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](#).

**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.

Visitors, including children, are not permitted in the classroom, lab or clinical during class activities. Unattended children are not allowed at any College location at any time.

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 Vocational Nurse 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 Nursing Department Chair 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.

### 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 or vinyl); 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, appliqué, 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. Visible tattoos must not be considered offensive and 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.

### **Attendance Policy**

Students should refer to the Temple College [TASB Board Policy Manual](#) 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 [TASB Board Policy Manual](#), 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 may be 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) may be 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 may be 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 nursing courses also.

#### **Arriving Late or Leaving Early from Class:**

Arriving late or leaving early are considered disruptive behaviors. As soon as a student knows they will arrive late or need to leave early from class they need to contact their instructor to notify them. Students will be expected to discuss the reasons and develop a plan to avoid these behaviors in the future. Continuing to arrive late or leave early will be considered unprofessional behavior and the Disciplinary Action process will be initiated.

**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. Clinical evaluations may also be impacted by absences (Student's performance can't be evaluated if they are not present). Missed clinical time cannot be made up at the clinical site. Refer to Clinical Guidelines for more information about clinical absences.

### **Clinical Absences**

In an 8-week semester, missing more than one clinical period may be grounds for dismissal.

In a 10-week semester, missing more than two clinical periods may be grounds for dismissal.

In a 16-week semester, missing more than two clinical periods may be grounds for dismissal.

### **Arriving Late or Leaving Early from Clinical:**

Arriving late or leaving early for clinical is not acceptable. Clinical assignments have been made and the student is responsible for care of the assigned patient from the time that clinical begins until it ends. As soon as a student knows they will arrive late or need to leave early from clinical they need to contact their clinical instructor to notify them and get further instructions. It is at the discretion of the clinical instructor to allow the student to arrive late or send them home; if the student is sent home it will be counted as an absence.

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

### **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.**

### **Covid-19 and other Infectious Diseases**

If the student is required to isolate at home due to Covid-19 or other infectious diseases there are options to attend class live via streaming or watch a recording of the class at a later time. **These options are for special circumstances only; students must contact the course faculty for approval.**



Streaming is not available for Labs, Skills, or Clinical due to the hands-on nature of these experiences. It is the responsibility of the student to contact the instructor ahead of time if this option is needed and to schedule any make-up tests, assignments or skills check-offs.

### Rules for Class Streaming

- Students wishing to stream a class **MUST contact the instructor** teaching the class **at least ONE HOUR prior** to the start of the class session.
- The class will stream as long as the college internet works. If the internet goes down or there are technical problems in the classroom, we will not be able to stream.
- If streaming is permitted, **the student will still be counted as being absent.**
- Students are not allowed to record, save, or copy any information presented in the class.
- Students are not allowed to share and/or post the live-streaming class with anyone else nor allow anyone else to record on their behalf.
- During the designated class time, students should be in a quiet, private section of the home or office, away from background noise and distractions to achieve best results. Students should NOT be in public places where others can view or hear the class in progress.
- Students should mute their microphone as this can be disruptive to the class. Questions should be placed in the chat function for the streamed class. Students may also “raise their hand” utilizing functions within the streaming software.
- The teaching microphone will be muted on breaks. Please do not leave the session until the class is over.

*NOTE: Not all classroom activities are compatible for streaming. In addition, the faculty cannot guarantee the quality of the session due to internet status and internet providers utilized by students.*

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### 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, scarves, outerwear, or gloves 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.
- 5) Students that arrive after testing has begun will not be allowed to test and will be required to schedule a make-up exam.

### 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 within the time frame as stated in the course outline. Failure to complete any make-up exams will result in a grade of "0" for that 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.

### 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 are highly recommended 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.

### 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

All nursing courses are supplemented with online material through D2L Brightspace. Students are required to have access to a laptop computer, minimum requirements will be listed in the New Student Orientation course as well as a link for discounted Dell computers.

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, 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](https://www.bon.texas.gov/practice_bon_position_statements_content.asp#15.29)

You may not post any patient information, patient experiences or interactions, or any identifying information about the clinical site. You may not post about other professionals, faculty, or fellow students. This is considered unprofessional behavior, and will result in disciplinary action. No photos or videos may be taken in the Nursing Simulation Lab and anywhere on clinical agencies' campuses. Violations should be reported to the clinical instructor or the Department Chair, 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.

## 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.

### Simulation Lab Scheduling Protocol

**PURPOSE:** This SIM Lab policy is to clarify independent study and remediation protocols involving simulation.

**Policy:** Simulation-based experiences for independent study and/or remediation purposes may be scheduled in the simulation labs.

#### **Student Responsibilities:**

- A. Learners may schedule independent study-practice time (open lab) by online reservation via scheduling program.
- B. Independent study time (open lab) is where students can schedule themselves in the lab to practice either on their own or with a classmate. It is encouraged to have a buddy to practice with. Faculty will be available for questions.
- C. Independent study or remediation activities will be accommodated based on available space, time, equipment, simulators and supplies in the simulation lab.
- D. Remediations that are related to an unsuccessful checkoff, cannot be scheduled the same day of the student's skills checkoff.
- E. Remediation is additional review and practice with faculty. This is not a check-off. The student will not be checked off at the time of remediation. Subsequent check-off's will be scheduled at a later time/date by classroom faculty.
- F. Remediation is required prior to students' subsequent checkoff(s).
- G. Students who are sent back from Clinical for remediation will contact the Sim Lab to schedule their appointment.
- H. Student expectations include: be prepared for learning, bring necessary supplies for skill performing, and ATI sign-on when indicated.
- I. If the student needs to cancel their lab appointment (independent study) prior to 24 hours of scheduled appointment, they **MUST** cancel through the online reservation scheduling program.

J. If the student needs to cancel their lab appointment (independent study/remediation) within 24 hours of their scheduled appointment, they **MUST** call the simulation lab (254-298-8660), Do not email the lab.

K. For “No Call No Show” for a scheduled appointment in the Simulation Lab, the student will be contacted by email and a Disciplinary Action will be initiated according to the TC Nursing disciplinary 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.

### Occurrence Policy

It is our obligation at Temple College to prepare future nurses to provide “quality and safety” for patients.

During a student’s simulation experience if an occurrence, i.e., wrong dose, wrong medication, near miss, safety concerns are observed by faculty, student will be required to:

- Complete an occurrence reporting form
- Complete recommended remediation
- Complete safety remediation as assigned.

### Modular Skills Trainers

Students may check-out Modular Skills Trainers (MST) for at home practice. Students will be responsible for returning the MST in the same condition they received it. Failure to return the MST or destruction of the MST will result in the student being responsible for the cost of replacement.

## 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) 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.
  - 19) If students are assigned to an "Observation Only" site, then they may not have any direct patient contact.
  - 20) Post Conference is a part of the clinical day therefore students are expected to remain in uniform and maintain a professional appearance.
  - 21) 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. Students may not visit acquaintances during clinical.
  - 22) The clinical instructor will be responsible for determining if a guideline/policy has been violated.
  - 23) Students must have all immunizations, TB, and CPR current in CastleBranch in order to attend clinical. Students must also have completed all required clinical orientation in order to attend clinical. Absences due to NOT meeting these requirements will be reflected in the Clinical Evaluation Tool.
  - 24) Students that are absent more than two clinical days in a 16-week semester for any reason, will be required to purchase a virtual simulation (VSim) and complete it by the deadline specified by the clinical instructor. Estimated price \$100.**



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.

## 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.

## Student Organization

The Association of Student Vocational Nurses (ASVN) participates in service and education activities. Membership is open to all nursing students.

## Student Participation on Department Committees

Student representatives serve on the VN Admissions and Policies Committee, and the Nursing Advisory Council, 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 [TASB Board Policy Manual](#). If a student chooses to file a formal complaint, the Level-One administrator is the Nursing Department Chair.

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.

## Student Disciplinary Policy

Nursing students are subject to the same disciplinary procedures as are all TC students. The Student Discipline statement in the [TASB Board Policy Manual](#) 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.

### Student Resources for Non-Academic Needs

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 intake form on the website. Referrals are also available for Medical, Legal, Counseling and Mental Health services. <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](mailto: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 [TASB Board Policy Manual](#) should be referred to for policy and procedure statements addressing sexual harassment concerns and issues.

## 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 Safety Webpage](#).

VN students are required to sign that they are able to comply with the Essential Requirements of Candidates for VN 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 nursing 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 Department Chair, Nursing.** 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

Temple College follows the Center for Disease Control Guidelines for COVID-19. You may review the guidelines at this link <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>. If a learner is diagnosed with, has symptoms similar to, or has been in contact with anyone with COVID-19, they **MUST** stay home, isolate, and contact the faculty according to the Attendance Policy. The

COVID-19 Vaccine is required by most of our clinical partners; COVID testing may also be required by any clinical partner.

### **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 [TASB Board Policy Manual](#) 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](mailto:Adrian.Sora@templejc.edu)

If you are approved for Title IX services, and you anticipate missing any clinical rotations during the semester; you need to reach out to the Clinical Coordinator [Erica.Perrine@templejc.edu](mailto:Erica.Perrine@templejc.edu) to determine if your clinical rotations need to be adjusted in order for you to meet the minimum requirements for the Board of Nursing attendance. You also need to contact your faculty to make-up any missed classwork. Students that are qualified for Title IX services must present a note from their physician for any Title IX related absences. You may email the note to the Nursing Department chair [Tracey.Cooper@templejc.edu](mailto:Tracey.Cooper@templejc.edu) or bring it to the nursing office.

## 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 splattering 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.

### Alcohol and Drugs

The possession, use, distribution or sale of alcoholic beverages or illegal drugs or controlled substances (Art. 4476-15 or U.S.C.S. 812), except on bona fide prescription, on the campus, or at any college activity is cause for disciplinary action. This is also true of a student who comes on campus or to a college activity while under the influence of any of these items. Violations will result in disciplinary action, up to and including suspension, and/or criminal prosecution.

### Expectations of Student Performance

All students at Temple College are expected to conform to this policy, and to refrain from any substance abuse. Refer to the [Alcohol and Drugs](#) section of the webpage for further information about Temple College Policy

- 1) Students 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, students 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 program 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. 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 or marijuana odor.
- 4) The refusal of a nursing student to sign the accompanying acknowledgment will result in the said student being denied enrollment in any of Temple College's nursing programs. 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 Nursing Department Chair 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 the Nursing Department Chair. 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 Nursing Department Chair will be discussed with the student. Positive results will be reported to the Vice President of Academic Affairs and Student Services. All positive test results are also reported to the Texas BON per mandatory reporting requirements. 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 and assume all costs of the treatment. Neither the clinical facility or Temple College will assume responsibility for any costs associated with treatment.

A final option will be decline of total medical treatment.

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 contact the Clinical Coordinator to report the incident and complete any needed documentation.