

# **TEMPLE COLLEGE**

## **ASSOCIATE DEGREE NURSING**

### **STUDENT HANDBOOK**

**2017**

#### **DISCLAIMER**

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

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

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# **ORGANIZATION**

## **ASSOCIATE DEGREE NURSING DEPARTMENT**

### **FACULTY AND STAFF**

#### **Director, Associate Degree Nursing**

Tracey D. Cooper, MSN, RN, CHSE

#### **Full Time Faculty**

Michel Caldwell, MSN, RN  
Paula Eubanks, MSN, RN  
Patricia Kirkpatrick, MSN, RN  
LaToya Lewis, MSN, RN  
Betsy Mahoney, MSN, RNC  
Glenda Moore, MSN, RN  
Erica Perrine, MSN, RN  
Brooke Robinson, MSN, RN  
Claudia Turner, MSN, RN  
Abbe Wallace, MSN, RN, CNS

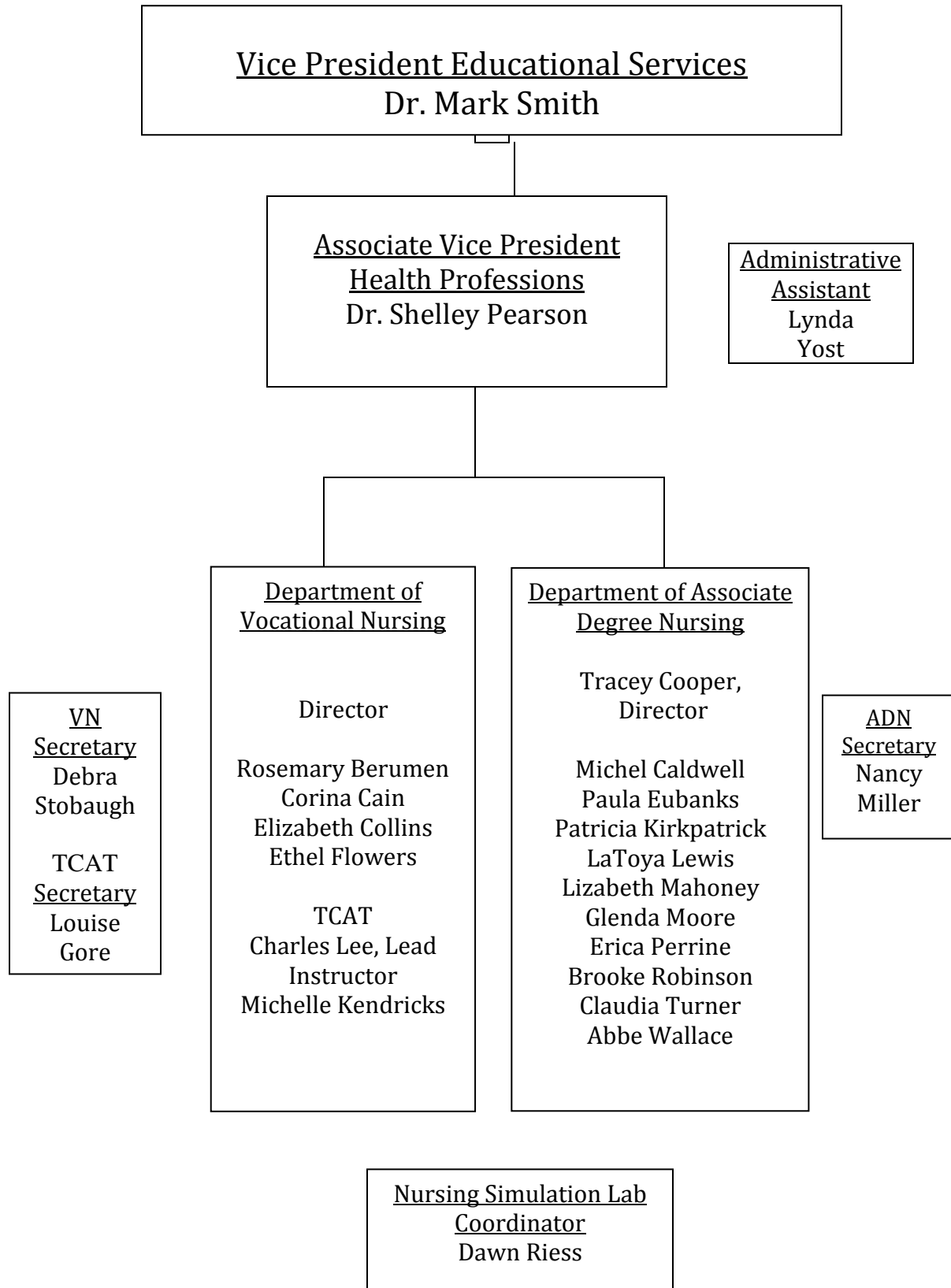
#### **Secretary**

Nancy Miller

#### **Nursing Simulation Lab Coordinator**

Dawn Riess, MSN, RN

# Organizational Chart for Nursing



## **Mission Statement**

### **Temple College ADN Program**

The mission of the Associate Degree Nursing (ADN) Program is to foster student success for professional licensure, lifelong learning, and entry-level practice which provides quality, compassionate care within the ADN scope of practice to the diverse community we serve.

Spring 2017

### **Program Outcomes**

1. Eighty percent or greater of admitted students will complete the program within 150% of program length.
2. Eighty Percent or greater of graduates will pass the NCLEX-RN on the first attempt.
3. Eighty Percent or greater of graduates will be gainfully employed within 6 months of graduation.

Revised 16

### **PAST TO PRESENT**

Temple College began its Associate Degree Nursing Program in the fall of 1993. It received full approval from the Board of Nurse Examiners for the State of Texas. The program was accredited by the National League for Nursing in 1996. This accreditation was renewed in 2000 and 2009 by the National League for Nursing Accrediting Commission (NLNAC). The program was recognized by the Texas Higher Education Coordinating Board as an exemplary program. Full approval status has been awarded each year by the Texas Board of Nursing (BON), including frequent commendations for the program's excellent pass rate on the licensure exam.

The nursing education building underwent renovations in 2005 and became the Dell Martin Nursing Education Center. New classroom and student spaces were added, as well as a large computer lab and a simulation/skills lab. The simulation/skills lab was remodeled again in 2015 to accommodate new simulation technology.

At the completion of the Associate Degree Nursing program, the graduate receives an Associate of Applied Science degree. This degree represents two years of college credit. In addition, the graduate is eligible to apply to the Texas Board of Nursing to take the licensing and jurisprudence exams to become a registered nurse. The Temple College Associate Degree Nursing Program has maintained an outstanding reputation for preparing its graduates to practice as licensed professional nurses.

## ADMISSION REQUIREMENTS

### ADMISSION TO THE 2 YEAR ADN PROGRAM Fall Semester

Students desiring admission to the ADN program must:

1. Complete the Temple College (TC) admission process. All college requirements must be met, including TSI and bacterial meningitis vaccination if applicable. Admissions & Records determines if courses taken at another college will equate to TC courses.
2. Enroll in the **prerequisite courses**. These courses are BIOL 2401 Anatomy & Physiology I, ENGL 1301 Composition I, and PSYC 2301 General Psychology. The three prerequisite courses must be completed or in progress during the spring semester to be able to apply for the fall semester class. Co-requisite courses may be taken prior to acceptance into the nursing program.
3. Take the **HESI Admission Assessment Exam (HESI A2)**. **ONLY** math, reading, and vocabulary can be tested. **A minimum score of 80 is required in each of the three areas tested in order to be considered for admission.** Two additional areas are also included, a Learning Styles Inventory and Personality Profile. These areas are not counted towards your admission score but will be utilized by your mentor to help you be more successful in the program. The exam will be given at the TC Testing Center. **At TC, you may only take the nursing admission exam once per admission process.**
4. Complete the ADN application process. The application packet will be available online at the Temple College Nursing Website. <http://templejc.edu/nursing>.
  - Print out and complete the application according to the instructions provided and submit complete application packet to the Dell Martin Nursing Education Center room 1009 by the deadline. Incomplete packets will not be accepted.
  - The application process includes furnishing to the TC Admissions & Records Office official transcripts of prerequisite course grades and any courses that may apply to the ADN program.
  - You must also submit official transcripts with your application packet to the ADN office. Temple College transcripts must also be included in your application packet to the ADN office, if you have taken courses at TC. Do not have transcripts sent to the office without an application. If you are enrolled in any of the pre-requisite or co-requisite courses in our degree plan during the spring semester in which you are applying, there will be an additional deadline to submit official transcripts for those courses in your packet.
  - You must have a minimum of a "C" in every course and a minimum overall grade point average (GPA) of 2.8 (in all courses that apply toward the nursing curriculum) in order to apply to the ADN program.
  - Biology courses must have been taken within ten years of acceptance into the program.

**Applications will not be processed if any of the stated admission requirements are missing or incomplete.**

5. Applicants will be notified by email of whether or not they are conditionally accepted into the program. If conditionally accepted into the program, the following must be completed:

- An acknowledgment that you are able to meet the Core Performance Standards for Nursing will be required.
- Required immunizations: 2 injections Measles, 1 injection Mumps, 1 injection Rubella, 2 injections Varicella, 3 injections Hepatitis B, OR positive titers for any of the preceding immunizations. Also required are Tetanus (valid for 10 years), documentation of current negative TB skin test or chest x-ray (valid for 1 year), flu vaccine is required annually when it becomes available.
- A **drug screen** also will be required. (Specific instructions will be given).
- 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.
- 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 ADN program). On-line CPR courses are not acceptable; all courses must include a hands-on skill portion.

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

Points*	GPA	HESI A2 Composite Score	# of Co-Reqs Completed	Service Area Resident
1	2.8-3.0	85-88	1	Yes
2	3.01-3.26	89-92	2	
3	3.27-3.52	93-96	3	
4	3.53-3.78	97-100		
5	3.79-4.0			

\*Any one nursing course failure within the last 10 years in an RN or VN program will result in a deduction of an admission point. If there is a nursing course failure in any program during the three years prior to admission, the applicant will receive **one admission only to the Temple College ADN Program.** The applicant is ineligible for admission/readmission if there are two or more nursing course failures in any program during the three years prior to admission.

Admission to the nursing program is determined during the late spring for the fall 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 ADN Director or designee.

## ADVANCED PLACEMENT

Advanced placement is defined by the Board of Nursing as a mechanism by which students with relevant prior education and/or experience may be offered course credit by meeting certain other requirements. Currently, advanced placement may be granted through the LVN-Bridging track. In this track, LVNs receive up to twelve hours of credit from the VN curriculum as applied to the ADN curriculum/AAS degree. These credits are only granted after the LVN student is accepted and enrolled in the LVN-Bridging track.

## ADMISSION TO THE LVN-BRIDGING TRACK Summer Semester

Students desiring admission to the LVN-Bridging track must:

- 1. Apply to Temple College and complete the admission process. All college requirements must be met, including TSI requirements.**  
Complete the following **prerequisite courses**: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301,
- 2. VNSG 1160, VNSG 1423, VNSG 1231, and VNSG 1509. These courses must be completed by the end of the fall semester.** VNSG courses will be equated to basic courses that the applicant completed in their Vocational Nursing program. VN course descriptions may be required to identify basic content.
- 3. Take the HESI Admission Assessment Exam (HESI A2). ONLY math, reading, and vocabulary can be tested. A minimum score of 80 is required in each of the three areas tested in order to be considered for admission.** Two additional areas are also included, a Learning Styles Inventory and Personality Profile. These areas are not counted towards your admission score but will be utilized by your mentor to help you be more successful in the program. The exam will be given at the TC Testing Center. **At TC, you may only take the nursing admission exam once per admission process.**
- 4. Complete the LVN Bridging application process.** The application packet will be available online at the Temple College Nursing Website [www.templejc.edu/nursing](http://www.templejc.edu/nursing)  
Print out and complete the application according to the instructions provided and submit complete application packet to the Dell Martin Nursing Education Center room 1009 by the deadline. Incomplete packets will not be accepted.  
This process requires proof of:
  - **Graduation** from a VN program
  - A valid **Texas VN license** in good standing, without disciplinary action or stipulations. (Not just Compact License)



- A **grade of “C” or better** in all VN courses and any course that applies toward the ADN curriculum/degree;
  - **Nursing practice experience** of six months full time or one year part time within the last two years, if the applicant graduated more than two years before admission (part time is defined as a minimum of 800 hours per year; a letter from the employer(s) will be required to verify work experience).
  - Furnish **official transcripts** of prerequisite course grades and any college courses to the Admissions & Records Office. **You must also submit official transcripts with your application packet to the ADN office.** Temple College transcripts must also be included in your application packet to the ADN office, if you have taken courses at TC. Do not have transcripts sent to the office without an application. Proof of VN graduation with a minimum average of “C” must show on a transcript.
  - Biology courses must have been taken within ten years of acceptance into the program.
  - A minimum overall grade point average (GPA) of 2.8 (in all courses that apply toward the nursing curriculum) is required for admission to the LVN-Bridging track.
  - **Applications will not be processed if any of the stated admission requirements are missing or incomplete.**
  - If you are enrolled in any pre-requisites or co-requisites during the fall semester in which you apply then you will have an additional deadline **to submit your official transcripts.**
5. Applicants will be notified by email of whether or not they were conditionally accepted into the program. **If conditionally accepted into the program,** you will receive instructions on completing the following requirements, do not submit any of these items with your application.
- An acknowledgment that you are able to meet the Core Performance Standards for Nursing will be required.
  - Required immunizations: 2 injections Measles, 1 injection Mumps, 1 injection Rubella, 2 injections Varicella, 3 injections Hepatitis B, OR positive titers for any of the preceding immunizations. Also required are Tetanus (valid for 10 years), documentation of current negative TB skin test or chest x-ray (valid for 1 year), flu vaccine is required annually when it becomes available.
  - A **drug screen.** Specific instructions will be given.
  - 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.
  - 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 ADN program). On-line CPR courses are not acceptable; all courses must include a hands-on skill portion.

Students seeking admission to the LVN-Bridging track are admitted to the program on the basis of the following criteria, with maximum point totals awarded as indicated.

Points*	GPA	HESI A2	# of Co-Reqs Completed	TC Graduate or Service Area Resident
1	2.8-3.0	85-88	1	Yes
2	3.01-3.26	89-92	2	
3	3.27-3.52	93-96		
4	3.53-3.78	97-100		
5	3.79-4.0			

\*Any one nursing course failure within the last 10 years in an RN or VN program will result in a deduction of an admission point. If there is a nursing course failure in any program during the three years prior to admission, the applicant will receive **one admission only to the Temple College ADN Program**. The applicant is ineligible for admission/readmission if there are two or more nursing course failures in any program during the three years prior to admission.

Admission to the LVN-Bridging track is determined during the early spring for the summer semester. In case of competitive admissions, requirements 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 not accepted for admission to the nursing program, the applicant may request a review by the ADN Director.

Policies on promotion, readmission, and transfer apply to both LVN-Bridging and 2-year ADN students.

### **TRANSFER TO THE TC ADN PROGRAM FROM ANOTHER NURSING PROGRAM**

Transfer applicants who have been successful in an accredited traditional RN level nursing school will be considered for admission on a space available basis using the Prioritization Listing below. LVN-Bridging courses are not eligible for transfer. Transfer students who have more than one nursing course failure within three years of transfer will not be considered for transfer. Transfer students must meet all ADN Department requirements for admission. Students seeking transfer who have successfully completed any nursing courses more than three years prior to admission to the Temple College ADN program 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. An official copy of all transcripts should also be sent to the ADN Department office.

Required nursing courses will be evaluated for transferability by the ADN Director. The student must arrange for an official transcript to be sent directly to the Admissions and Records office. In addition, the student will be responsible for providing a copy of the course description, syllabus, objectives, and an official transcript to the ADN Department. Prior to the final determination, the ADN Director 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 ADN Director, 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 ADN program with only one attempt to complete the program.**

#### **PRIORITIZATION LISTING FOR READMISSIONS AND TRANSFERS**

Requests for readmission or transfer students will be prioritized as follows:

1. **First priority:** Former Temple College students with a passing grade in previous nursing courses.
  2. **Second priority:** Transfer students with passing grades in previous nursing courses.
  3. **Third priority:** Former Temple College students with one previous nursing failure.
  4. **Fourth priority:** Transfer students with one previous nursing failure.
- Within each priority group, preference is given based on nursing GPA.

#### **PROMOTION**

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

1. Have completed all previously required courses with a "C" grade (2.0 based on a 4.0 scale) or better;
2. Be concurrently enrolled in required non-nursing courses scheduled for that semester, or have previously passed these courses with a minimum grade of "C" (2.0);
3. Maintain good academic standing (see the College Catalog);

4. Meet all general Temple College requirements (be approved for registration). Failure in any required nursing course indicates possibility of failure on the board exam. **Therefore, no more than one nursing course may be repeated during the program, due to failure, 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
78-79.99	C	2.0
77.99 and below	F	0

There is no rounding of grades in the ADN 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.

### **PROBATION**

A student may be placed on probation for failure to maintain policies and standards of the program. Probation may be recommended by the instructor and implemented by the ADN Director. Conditions for remaining in the program will be determined at the time of implementation of probation. Refer to the ADN Student Disciplinary Action Policy and Procedure for details.

### **WITHDRAWAL/DISMISSAL FROM THE ADN PROGRAM**

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

A student may be dismissed from the ADN program for:

1. Failure to achieve minimum acceptable grades (in required courses);
2. Unsatisfactory clinical performance that endangers others or is potential danger for others, as determined by the clinical instructor;
3. Failure to meet Essential Requirements of Core Performance Measures;
4. Failure to meet attendance requirements;
5. Violation of ADN program or Temple College Policies;
6. Failure to follow instructions from ADN instructor, and/or Director.

## READMISSION TO THE ADN PROGRAM

Students may apply for readmission to the ADN program following their withdrawal or dismissal by writing a request for readmission email or letter to the ADN Director. Students seeking readmission who have successfully completed any nursing courses more than three years prior to readmission will be required to re-enroll in the nursing courses. All policies specified by Temple College for readmitting students will apply (see the College Catalog). Applicants being readmitted to the first semester of nursing courses will be considered using the same criteria as new applicants. All other requests for readmission are determined by the criteria listed in the Prioritization Listing for Readmission and Transfers. Applicants being considered for readmission will be considered on a space available basis by the ADN Director. The ADN Director will review the applicant's record and make recommendations as to placement in the program.

A student who was dismissed from the ADN Program will be required to discuss the problems that led to dismissal; and actions that have been taken that would enable him/her to reasonably expect success in completing the program, passing the licensing exam, and contributing to the profession of nursing. **After a second nursing course failure or withdrawal a student is not eligible for readmission.** Students who were dismissed from the nursing program for **unsafe practice or for unprofessional conduct are not eligible for re-admittance.** Students that are readmitted must sign a contract and complete an Academic Success Plan in order to remain in the ADN Program.

## **CURRICULUM REQUIREMENTS**

### **Student Learning Outcomes**

1. Utilize critical thinking processes as a basis for professional practice.
2. Provide and advocate for the safety of self and others.
3. Act as an advocate in providing quality holistic, patient-centered care to a diverse population.
4. Collaborate with the patient and interdisciplinary healthcare team to facilitate quality patient-centered care.
5. Communicate effectively in performance of professional roles.
6. Practice nursing within a legal-ethical framework consistent with nursing practice standards.

# ASSOCIATE OF APPLIED SCIENCE (2 YEAR NURSING) CURRICULUM

## FIRST YEAR

### Prerequisites

BIOL 2401 Human Anatomy & Physiology I  
ENGL 1301 Composition I  
PSYC 2301 General Psychology

### Fall Semester

BIOL 2402 Human Anatomy & Physiology II  
RNSG 1205 Nursing Skills I  
RNSG 1309 Introduction to Nursing  
RNSG 1146 Legal & Ethical Issues for Nurses  
RNSG 1360 Clinical-Nursing I-Registered Nurse Training

### Spring Semester

RNSG 1301 Pharmacology  
RNSG 1331 Principles of Clinical Decision-Making  
RNSG 2213 Mental Health Nursing  
RNSG 1461 Clinical-Nursing II-Registered Nurse Training

## SECOND YEAR

### Fall Semester

PSYC 2314 Lifespan Growth & Development  
RNSG 1347 Concepts of Clinical Decision-Making  
RNSG 2201 Care of Children & Families  
RNSG 2121 Professional Nursing: Leadership and Management  
RNSG 2460 Clinical-Nursing IV-Registered Nurse Training

### Spring Semester

RNSG 2331 Advanced Concepts of Adult Health  
RNSG 1251 Care of the Childbearing Family  
RNSG 2461 Clinical-Nursing V-Registered Nurse Training  
Elective 3 credits Philosophy, Language, Culture, and Creative Arts (see College Catalog for approved courses)

## **ASSOCIATE OF APPLIED SCIENCE (LVN-BRIDGING TRACK) CURRICULUM**

### **Prerequisites**

BIOL 2401	Human Anatomy & Physiology I
BIOL 2402	Human Anatomy & Physiology II
ENGL 1301	Composition I
PSYC 2301	General Psychology
VNSG 1423	Basic Nursing Skills (credit transferred from VN program)
VNSG 1160	Clinical-LVN Training (credit transferred from VN program)
VNSG 1231	Pharmacology (credit transferred from VN program)
VNSG 1509	Nursing in Health & Illness II (credit transferred from VN program)

Must be a Licensed Vocational Nurse (see Temple College Catalog for specific requirements)

### **Summer Semester Session I**

RNSG 1517	Concepts of Professional Nursing Practice I for Articulating Students
RNSG 1146	Legal & Ethical Issues for Nurses

### **Summer Semester Session II**

RNSG 2213	Mental Health Nursing
RNSG 1163	Clinical-Nursing III-Registered Nurse Training

### **Fall Semester**

PSYC 2314	Lifespan Growth & Development
RNSG 1347	Concepts of Clinical Decision-Making
RNSG 2201	Care of Children & Families
RNSG 2121	Professional Nursing: Leadership and Management
RNSG 2460	Clinical-Nursing IV-Registered Nurse Training

### **Spring Semester**

RNSG 2331	Advanced Concepts of Adult Health
RNSG 1251	Care of the Childbearing Family
RNSG 2461	Clinical-Nursing V-Registered Nurse Training
Elective	3 credits Philosophy, Language, Culture, and Creative Arts (see College Catalog for approved courses)



## COURSE DESCRIPTIONS

**Numbers in parentheses: (Semester credit hours: Lecture hours – lab/clinical hours)**

“R, W, M” TSI compliance is required in Reading, Writing & Math

### **RNSG 1146 Legal & Ethical Issues for Nurses (1:1-0)**

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, The Nursing Practice Act, professional boundaries, ethics, and health care legislation. **Prerequisites:** A grade of "C" or higher in each of the following courses: BIOL 2401, ENGL 1301, PSYC 2301. **Co-requisites:** RNSG 1360 or RNSG 1517. R, W, M. This one credit course requires the equivalent of one hour of class per week.

**Measurable Learning Outcomes:** Identify the roles and responsibilities of the nurse in provision health care within legal/ethical parameters; recognize the impact of laws and regulations on the provision of safe and effective professional nursing care.

### **RNSG 1163 Clinical-Nursing III-Registered Nurse Training (1:0-3)**

This three hour per week (equivalent) course is 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 professionals. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1146, RNSG 1517. **Co-requisite:** RNSG 2213. R, W, M. This one credit course requires the equivalent of 3 hours of clinical per week (weekly schedules may vary throughout the semester).

**Measurable Learning Outcomes:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **RNSG 1205 Nursing Skills I (2:1-3)**

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: BIOL 2401, ENGL 1301, PSYC 2301. **Co-requisites:** BIOL 2402, RNSG 1360. Simulation fee \$64. R, W, M. This two credit course requires the equivalent of one hour of class and three hours of lab per week.

**Measurable Learning Outcomes:** Apply concepts and principles necessary for the performance of basic nursing skills for the adult patient and demonstrate competence/clinical reasoning in the performance of basic nursing procedures and practices.

### **RNSG 1251 Care of the Childbearing Family (2:2-0)**

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 2460. **Co-requisites:** RNSG 2461. R, W, M. This two credit course requires the equivalent of two hours of class per week.

**Measurable Learning Outcomes:** Explain the roles of the professional nurse in caring for the childbearing family; utilize critical thinking skills and a systematic problem-solving process for providing care for the family during the perinatal periods.

### **RNSG 1301 Pharmacology (3:3-0)**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1360, RNSG 1309. **Co-requisites:** RNSG 1331. R, W, M. This three credit course requires the equivalent of three hours of class per week.

**Measurable Learning Outcomes:** Identify the roles and responsibilities of the professional nurse in administering pharmacological agents, and explain the safe utilization of medications. Relate basic microbiology concepts important to pharmacological therapy.

### **RNSG 1309 Introduction to Nursing (3:3-0)**

Overview of nursing, and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: BIOL 2401, ENGL 1301, PSYC 2301. **Co-requisites:** RNSG 1360, BIOL 2402. R, W, M. This three credit course requires the equivalent of three hours of class per week.

**Measurable Learning Outcomes:** Identify concepts for the provision of nursing care; describe the roles of the professional nurse in the delivery of comprehensive care; describe the use of a systematic problem-solving process; and utilize critical thinking skills.

### **RNSG 1331 Principles of Clinical Decision-Making (3:2-3)**

Examination of selected principles related to the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes, perioperative care, pain; respiratory disorders, peripheral vascular disorders, immunologic disorder, and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1309, RNSG 1360. **Co-requisite:** RNSG 1301, RNSG 1461. \$64.00 Simulation fee. R, W, M. This three credit course requires the equivalent of two hours of class and three hours of lab per week.

**Measurable Learning Outcomes:** Utilize critical thinking and a systematic problem-solving process as a framework for providing nursing care for patients and families in structured health care settings experiencing health problems involving fluid and electrolytes, perioperative care, pain, respiratory disorders, peripheral vascular disorders, immunologic disorders, and infectious disorders, and explain in the roles of the professional nurse in the provision of patient-focused care.

### **RNSG 1347 Concepts of Clinical Decision-Making (3:2-3)**

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making, for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders,

and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework.

**Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1331 and RNSG 1461. **Co-requisites:** RNSG 2460, PSYC 2314. \$64.00 Simulation fee. \$50.00 assessment test fee. R, W, M. This three credit course requires the equivalent of two hours of class and three hours of lab per week.

**Measurable Learning Outcome:** Utilize critical thinking and a systematic problem-solving process as a framework for providing care for clients in structured health care settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders; and integrate the roles of the professional nurse in the provision of care for clients and families.

### **RNSG 1360 Clinical Nursing I-Registered Nursing Training (3:0-9)**

This 9 hour per week (equivalent) course is 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 professionals. **Prerequisites:** A grade of "C" or higher in each of the following courses: BIOL 2401, ENGL 1301, PSYC 2301. **Co-requisites:** RNSG 1309, RNSG 1205, RNSG 1146. \$25.00 liability insurance fee. R, W, M. This three credit course requires the equivalent of 9 hours of clinical per week (weekly schedules may vary throughout the semester).

**Measurable Learning Outcomes:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **RNSG 1461 Clinical-Nursing II-Registered Nurse Training (4:0-12)**

This 12 hour per week (equivalent) course is 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 professionals. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1360. **Co-requisites:** RNSG 1331, RNSG 2213. R, W, M. This four credit course requires the equivalent of 12 hours of clinical per week (weekly schedules may vary throughout the semester).

**Measurable Learning Outcomes:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **RNSG 1517 Concepts of Professional Nursing Practice I for Articulating Students (5:4-3)**

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population; and competency in knowledge, judgment, skill, and professional values within a Legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301/VNSG 1423,

VNSG 1160, VNSG 1231, VNSG 1509. **Co-requisite:** RNSG 1146. R, W, M. This five credit course requires the equivalent of 4 hours of class and 3 hours of lab per week.

**Measurable Learning Outcomes:** Describe the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of healthcare team, and member of profession describe critical thinking in a systematic problem solving process in the application of knowledge to the adult patient; and identify ethical and legal principles in professional nursing practice.

### **RNSG 2121 Professional Nursing: Leadership and Management (1:1-0)**

Exploration of leadership and management principles applicable to the role of the nurse as a provider of holistic care, coordinator of care, and member of a profession. Includes application of clinical decision-making, knowledge, judgment, communication, skills, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1331 or RNSG 1517 **Co-requisites:** RNSG 2460. R, W, M. This one credit course requires the equivalent of one hour of class per week.

**Measurable Learning Outcomes:** Analyze the roles of the professional nurse within a health care delivery system; apply principles of leadership and management utilizing a systematic problem-solving process and critical thinking skills to plan care for patients and their families; examine the factors impacting nursing and healthcare.

### **RNSG 2201 Care of Children and Families (2:2-0)**

Study of concepts related to the provision of nursing care for children and their families, judgment, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1331 or RNSG 1517 **Co-requisites:** RNSG 2460. This two credit course requires the equivalent of two hours of class per week.

**Measurable Learning Outcomes:** Explain the roles of the professional nurse in caring for children and families; utilize critical thinking skills and a systematic problem-solving process for providing care for the child and the family.

### **RNSG 2213 Mental Health Nursing (2:2-0)**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1309 or RNSG 1517. **Co-requisite:** RNSG 1461 or RNSG 1163. R, W, M. This two credit course requires the equivalent of two hours of class per week.

**Measurable Learning Outcomes:** Explain the roles of the professional nurse in caring for patients and families experiencing mental health problems; use therapeutic communication; utilize critical thinking skills and a systematic problem-solving process for providing care to patients and families experiencing mental health problems.

### **RNSG 2331 Advanced Concepts of Adult Health (3:2-3)**

Application of advanced concepts and skills for development of the professional nurse's roles with adult patients and families. Emphasis on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1347, RNSG 2460. **Co-requisite:** RNSG 2461 \$48.00 lab fee. \$47.00 comprehensive exam fee. R, W, M. This three credit course requires two hours of class and three hours of lab per week.

**Measurable Learning Outcomes:** Prioritize the roles of the professional nurse in the provision of care for adult patients and families. Design and evaluate care for adult patients and families with advanced health care needs.

### **RNSG 2460 Clinical-Nursing IV-Registered Nursing Training (4:0-12)**

This 12 hour per week (equivalent) course is 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 professionals. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 1461 or RNSG 1163. **Co-requisites:** RNSG 1347, RNSG 2201, RNSG 2121. \$25.00 liability insurance fee. R, W, M. This four credit course requires the equivalent of 12 hours of clinical per week (weekly schedules may vary throughout the semester).

**Measurable Learning Outcomes:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical terminology of the occupation and the business/industry.

### **RNSG 2461 Clinical-Nursing V-Registered Nurse Training (4:0-12)**

This 12 hour per week (equivalent) course is 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 professionals. **Prerequisites:** A grade of "C" or higher in each of the following courses: RNSG 2460. **Co-requisites:** 3 SCH Philosophy, Language, Culture, Creative Arts, RNSG 2331, RNSG 1251. R, W, M. This four credit course requires the equivalent of 12 hours of clinical per week (weekly schedules may vary throughout the semester).

**Measurable Learning Outcomes:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## Essential Requirements of Candidates for ADN Admission, Progression, and Graduation

Temple College's Associate of Applied Science (AAS), Nursing, signifies that the holder of that degree has been educated to competently practice the profession in all healthcare settings and to apply for licensure with the Texas Board of Nursing (TBON). **The education of a registered nurse requires assimilation of knowledge, acquisition of skills, and development of clinical judgment through patient care experiences in preparation for practice.** The practice of professional nursing is defined by the TBON as *the performance of an act that requires substantial 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). In addition, the practice of professional nursing emphasizes collaboration among health care professionals and the client.

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

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

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

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

**TBON Rule 217.11 Standards Applicable to Professional Nurses** All registered nurses shall:

- know and conform to all rules and laws affecting professional nursing practice;
- provide for the safety of the client and others;
- know the reasons for and effects of drugs administered;
- accurately report and document client care;
- respect a client's right to privacy;
- obtain instruction and supervision as needed when performing tasks;
- maintain professional boundaries;

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

The Texas Board of Nursing Rules and Regulations may be found in their entirety at:  
[https://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations.asp](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

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

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

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

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

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

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 Associate Degree in Nursing from Temple College include, but are not limited to the following abilities:

### 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.</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 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 emergency situations.</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>	<ul style="list-style-type: none"> <li>• Integrates ethical behavior in nursing practice.</li> <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> <li>• Reflects on personal behavior and practice performance with patients, engages in self-evaluation.</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 general public.</li> <li>• Communicate therapeutically with clients, families, and groups in a variety of settings.</li> <li>• Documentation and interpretation of nursing actions and patient/client responses.</li> </ul>



		<ul style="list-style-type: none"> <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 members, client and family where consented.</li> </ul>
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, work spaces, 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.</li> <li>• Calibration and use of equipment.</li> <li>• Provide or assist with activities of daily living such as bed bath, hygiene, 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> <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 Texas Board of Nursing Differentiated Essential Competencies (DECs) purpose is to outline expected behaviors of graduate nurses in the state of Texas (Texas Board of Nursing, 2010). The scope of practice for ADN students is to care for individuals and their families. Patient safety issues have an increased focus in the DECs, as has the nurse as a member of the health care team. The 4 roles and competencies for each role identified in the DECs are presented: **Member of the Profession** – focuses on the nursing profession; **Provider of Patient-Centered Care** – emphasis on patient-centered care; **Patient Safety Advocate** – increased emphasis on patient safety; **Member of the Health Care Team** – nurse’s role as a health care team member.

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

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

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

1. Use clinical reasoning and knowledge based on the associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.
2. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the associate degree nursing program of study.
3. Analyze assessment data to identify problems, formulate goals/ outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
4. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
5. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
6. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.

7. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
8. Coordinate human, information, and material resources in providing care for patients and their families.

**Patient Safety Advocate:** A nurse who promotes safety in the patient and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm.

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

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

1. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient centered care.
2. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
3. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
4. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
5. Communicate and manage information using technology to support decision making to improve patient care.
6. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.
7. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

**See the TBON website for the detailed list of all the DEC's.**

[https://www.bon.texas.gov/education\\_documents.asp](https://www.bon.texas.gov/education_documents.asp)

## **SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS SCANS**

The Secretary's Commission on Achieving Necessary Skills (SCANS) examined the demands of the workplace and young people's capabilities of meeting those demands. The know-how identified by SCANS is made up of five workplace competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These competencies are integrated throughout the nursing program curriculum.

## SCANS COMPETENCIES

### FIVE WORK PLACE COMPETENCIES

**RESOURCES:** Identifies, organizes, plans, and allocated resources

C1 Time: Selects goal relevant activities, ranks them, allocates time, and prepares and follows schedules.

C2 Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.

C3 Materials and Facilities: Acquires stores, allocates, and uses materials or space effectively.

C4 Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.

**INFORMATION:** Acquires and uses information.

C5 Acquires and evaluates information.

C6 Organizes and maintains information.

C7 Interprets and communicates information.

C8 Uses computers to process information.

**INTERPERSONAL:** Works with others.

C9 Participates as a member of a team: Contributes to group effort.

C10 Teaches others new skills.

C11 Serves Clients/Customers: Works to satisfy customer's expectations.

C12 Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibility challenges existing procedures and policies.

C13 Negotiates: Works toward agreements involving exchange of resource; resolves divergent interests.

C14 Works with diversity: Works well with men and women from diverse backgrounds.

**SYSTEMS:** Understands complex interrelationships.

C15 Understand Systems: Knows how social, organizational, technological systems work and operates effectively with them.

C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses system's performance, and corrects malfunctions.

C17 Improves or Designs Systems: Suggest modifications to existing systems and develops new or alternative system to improve performance.

**TECHNOLOGY:** Works with a variety of technologies.

C18 Selects Technology: Chooses procedures, tools, or equipment, including computers and related technologies.

C19 Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.

C20 Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.

## THREE - PART FOUNDATION SKILLS

**BASIC SKILLS:** Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.

F1 Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F2 Writing: Communicates thoughts, ideas, information, and messages in writing, creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F3 Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F4 Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F5 Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.

F6 Speaking: Organizes ideas and communicates orally.

**THINKING SKILLS:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reason.

F7 Creative Thinking: Generates new ideas.

F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

F9 Problem solving: Recognizes problem and devises and implements plan of action.

F10 Seeing Things in the Mind's eye: Organizes and processes symbols, pictures, graphs, objects and other information.

F11 Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.

F12 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES:** Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

F13 Responsibility: Exerts a high level of effort and perseveres towards goal attainment.

F14 Self-Esteem: Believes in own self-worth and maintains a positive view of self.

F15 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F16 Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

F17 Integrity/Honest: Chooses ethical courses of action.

## **MID-CURRICULAR EXAM**

All students are required to complete a Mid-Curricular exam in the fall of their sophomore year. This exam will cover all content in the program up to that point in time. The exam is typically scheduled for October. Students who score below 850 on the Mid-Curricular exam are required to meet with a faculty member for remediation. This exam provides a “snapshot” of what areas the student needs to focus on prior to the End-of-Program Exam.

## **COMPREHENSIVE END-OF-PROGRAM EXAM**

All students anticipating graduation must complete the comprehensive end-of-program exam prior to completing the final semester.

1. The first comprehensive, end-of-program exam will be given during March or April for spring graduation. The second exam will be given prior to final exams.
2. The percentage (conversion) score provided on the exam results will be entered as the comprehensive, end-of-program exam grade in the RNSG 2331 Advanced Concepts of Adult Health course. This grade will represent a percentage of the total course grade as specified on the course outline.
3. For students who do not achieve a score of at least 78% on the first comprehensive, end-of-program exam, a second exam will be required during the designated test period. The highest score from either exam, not to exceed 85%, will be recorded.
4. Students who achieve a score of 78% to 84% on the first comprehensive, end-of-program exam but wish to attempt achievement of a higher score, will have the option to retest a second time during the designated testing period. The highest score from either exam, not to exceed 85%, will be recorded.
5. Students will be responsible for paying for the second exam prior to the designated due date.
6. Remediation is required for all students who score below 850. For all other students, remediation is highly recommended.

## **REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREE (NURSING)**

In order to graduate from Temple College and receive the Associate of Applied Science degree in Nursing, the student must meet all Temple College requirements and the following specific requirements:

1. Three semester hours of English: ENGL 1301.
2. Six semester hours in behavioral sciences: PSYC 2301 and PSYC 2314.
3. Three semester hours to be selected from the Temple College approved core curriculum disciplines of Language, Philosophy, Culture, or Creative Arts.
4. Eight semester hours of anatomy and physiology within the last 10 years: BIOL 2401 and BIOL 2402.
5. For the basic entry level student: 60 semester hours of course credit, exclusive of developmental courses. Included in the 60 semester hours of course work must be all of the required RNSG nursing courses, or their equivalent, for a total of 40 hours of credit.  
For the LVN Bridging student: 60 semester hours of course credit, exclusive of developmental courses. Included in the 60 semester hours of course work must be all of the RNSG nursing courses required in the LVN Bridging curriculum, or their equivalent, for a total of 28 hours of credit. For both programs, all prescribed courses must be completed with a minimum of a C grade.

For any variation from these prescribed requirements to be counted toward graduation, a written statement to this effect, signed by the ADN Director, and the Vice President of Educational Services must be on file in the student's record.

6. Completion of at least 25 percent of the credit hours required for the degree at Temple College. Meet all other requirements for graduation as specified by Temple College.
7. Complete the Application for Graduation by deadline date.
8. Resolve all holds on the student's record.



## **GRADUATION**

Nursing students must meet all of the requirements for the Associate of Applied Science degree as specified by the ADN Department and Temple College.

Students enrolling for the spring semester and who expect to graduate in May should complete an application for graduation at the time of registration for the spring semester. Or no later than the specified deadline. Students enrolling in the spring semester, who expect to graduate in May and were not enrolled for the previous fall semester, should complete an application for graduation at the time of registration. The college catalog should be referred to for specific dates and details.

In order to receive a degree (diploma), it is necessary to apply for graduation prior to the deadline.

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**LICENSURE**

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

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

(You may only exclude Class C misdemeanor traffic violations.)

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

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

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

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**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 agency background check standards throughout the program.

After the initial clearance, the student will be flagged in the TBON background check system anytime a new background issue is recorded. Depending on the nature and severity of the incident, according to TBON and clinical agency standards, the student may be subject to the college and ADN department disciplinary procedures and/or immediate dismissal. **It is the responsibility of the student to report to the ADN Director within 30 days of any offense with or without arrest, or the diagnosis or treatment for a mental health issue as specified in items 4 and 5 of the BON Licensure questions.** Failure to comply with this reporting requirement can result in immediate dismissal from the program. Depending on the nature of the offense, the student may be subject to immediate dismissal from the program until approval by the TBON and/or agency standards is given.

**DECLARATORY ORDERS OF ELIGIBILITY FOR LICENSE**

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

If you are required to answer **“YES”** to any of the above licensure questions, you need to request a Declaratory Order Petition Packet from the Board’s office. The eligibility determination takes from 6 to 9 months, at a minimum to complete.

**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.

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**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.

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## **Policies**

### **TEMPLE COLLEGE POLICIES**

ADN students are expected to abide by the policies and regulations of Temple College, as set forth in the Temple College Catalog and Student Handbook. In addition, policies and regulations specific to the ADN program are explained in this handbook; ADN students are also expected to follow these.

### **ACADEMIC INTEGRITY**

All Temple College ADN students are subject to and expected to fully comply with the Temple College Academic Integrity policy. This policy is found in the Temple College Student Handbook. As part of the Academic Integrity policy, students are expected to uphold the Honor Code: On my honor as a student, I have neither given nor received unauthorized aid on this assignment. This code, as well as all aspects of the Academic Integrity policy, is applicable to both classroom/lab and clinical activities. **All assignments 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 insure 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**

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 other students will be investigated and subject to the Disciplinary Policy.

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**The teaching team believes that professional behavior should be maintained in all learning environments.** 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. Refer to the Disruptive Behavior policy in the TC Student Handbook and the Student Conduct and Responsibilities policy in the TC Catalog for further information.

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

Unattended children are not allowed at any College location at any time.

Hats/caps are not permitted during exams.

The ADN 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 (reading the newspaper, 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

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believe you want this feedback to help you achieve your goal, thus we will honor you by sharing our observations. We ask that you trust the sole purpose in sharing both positive and constructive feedback is to help you achieve your goal. This feedback is designed to assist the student in making the transition to the professional nurse (RN) role. Feedback may be difficult to hear but it is provided to the student to help meet your goal of excellence.

**The teaching team believes that students need to be present and actively participate in the learning activities to achieve their goals.** Students are expected to be present and actively involved in classroom/lab/clinical activities. Students should refer to the ADN 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 initiate and complete the withdrawal process. Failure to properly withdraw may result in a grade of "F" for the course. Withdrawal deadlines and procedures may be found in College publications.

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**SKILLS AND SIMULATION LAB**

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

- a) To provide all users the best learning environment possible.
- b) To provide a safe, clean and well-maintained environment.
- c) To protect and maintain costly equipment.

Simulation Policies and Procedures

- 1) No students are to be in the Simulation Center without a Coordinator or Faculty member present.
- 2) All students will sign in when utilizing open lab hours.
- 3) No food or drinks are allowed in the Simulation Center. There are student & faculty break rooms where food & drinks are allowed.
- 4) When participating in simulation activities the TC uniform must be worn according to TC ADN/VN Handbooks.
- 5) 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.
- 6) 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**. Documentation of this allergy will be required from your healthcare provider.
- 7) No cell phones, other electronic devices are allowed in the Simulation Lab. These items must be kept in your backpack and switched off or to silent. WiFi settings can interfere with our simulations, so keep these turned off!
- 8) No equipment, computers or supplies may be removed from the Simulation Lab without prior consent of the coordinator.
- 9) Any damage or malfunction to equipment, computers, or supplies should be reported immediately to the coordinator.
- 10) Students may be held responsible for damaged equipment so handle it carefully!
- 11) **No markers or pens are allowed near the manikins**. No betadine may be used on the manikins. These substances cannot be removed!
- 12) **The Lab is always monitored with both video and audio equipment!!**

*It is understood that these policies and procedures do not cover all situations and that as need arises, new policies will need to be established. Notification will be given of any change.*

*Revised May 2015*



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**CLINICAL GUIDELINES FOR STUDENTS**

1. Following completion of the clinical day, students are encouraged to change out of the student uniform before visiting anyone in a health care facility. Removal of the name tag is required to denote off duty status.
2. Students who will be late or absent from the clinical experience must call the instructor no later than one hour prior to the scheduled start time. Refer to the ADN Attendance Policy for details.
3. Students must comply with smoking regulations in each agency as specified by the instructor. Students are not allowed to smoke while in uniform.
4. Students are not to receive personal phone calls while on the clinical unit and are not to answer the business phones. For emergency situations, phone calls should be directed to the ADN department secretary who will attempt to forward the message to the clinical instructor. No personal visitors are to be received by the student during clinical hours.
5. Students may not leave or return to the clinical agency without prior approval of the clinical instructor.
6. 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.
7. Problems of a personal nature are not to be discussed with the hospital staff or patients.
8. 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.
9. Experience records must be turned in prior to receiving an evaluation from the clinical instructor. At the end of the final clinical experience for the program, the experience record must be turned in before a final clinical grade is given.
10. Students are not permitted to witness any surgical-type permits or similar legal documents. This includes advance directive documents, such as living wills and durable power of attorney for health care. Other situations involving "permits", such as required for immunizations, must be reviewed and approved by the clinical instructor before a student is allowed to witness the permit.
11. No cameras, video cameras, computers, or tape recorders are allowed on clinical. Cell phones, and other communication devices may only be used in accordance with the

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agency policy. If the agency has no specific restrictions regarding communication devices, student cell phones and pagers 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 Admission to the ADN Program Policy.
15. A satisfactory drug screen was completed on admission to the program. See the Health, Safety, and Welfare and Student Substance Abuse Prevention policies for additional information.
16. Students are not allowed to eat or drink in any work area, such as the nurse's station or report room, or in any patient care area.
17. Students must comply with any special badge policy of an agency. Any fees associated with the replacement of a lost or damaged badge must be paid promptly. Depending on the agency's policy, a student may not be allowed on clinical until restitution has been made, with loss of absence time. In all cases, an incomplete grade for the clinical course will be given until all fees associated with the use of an agency's badge are paid, or the incomplete grade reverts to an F grade, according to Temple College policy.
18. TB screening and flu vaccinations must be kept current and be done annually throughout the program. CPR completion must also be kept current throughout the program. Failure to provide appropriate documentation will result in loss of clinical attendance hours.
19. Students may NOT administer any medication without clinical faculty supervision. Upon prior approval, the clinical faculty may delegate supervision for the student to administer medication with a staff nurse.
20. The clinical instructor will be responsible for determining if a guideline/policy has been violated.

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**PERSONAL APPEARANCE**

Casual clothing is appropriate for the classroom. Students should NOT wear short shorts, low cut tops, or other revealing clothes to class. 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 wrist band (including, but not limited to smart watches, fitness bands) are not permitted during exams.

Students will wear the designated green scrub 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:

Green scrubs with TC Patch on left shoulder (three fingers down from seam)  
White uniform scrub jacket with TC Patch on left shoulder of scrub jacket  
White hose or white socks with pants  
White professional shoes of a **solid material**; any logo must be white or light grey, **NO** open holes on tops or sides, sling back style must have heel strap on heel

The following accessories are considered part of the uniform:

Name badge: Must be worn on the upper left side of the uniform with the picture side visible.  
Penlight  
Watch (with seconds timing)  
Stethoscope  
Scissors

Plain white t-shirts may be worn under the green 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 is expected at all times on clinical: 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; sideburns will not extend below earlobe; neatly trimmed mustaches and beards will be acceptable.

Make-up and jewelry should be appropriate for professional clinical appearance. Small stud earrings (no hoops or gauges) are not to exceed one per ear. These earrings may be worn in the earlobe only. No other visible body piercing jewelry is allowed. Tongue studs are considered visible.

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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). Artificial nail enhancements are not to be worn. A light neutral color nail polish is permitted as long as it is not chipped, but anything applied to natural nails other than polish is considered an enhancement. This includes, but is not limited to, artificial nails, tips, wraps, appliquéés, acrylics, gels, and any additional items applied to the nail surface.

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

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

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.

### **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 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.

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**ATTENDANCE**

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

**Being successful in the ADN 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 the ADN program. Therefore, the student's presence is essential; limits are set regarding the amount of allowable absence time.

**Classroom Absences:**

Classroom attendance expectations are consistent with the Temple College Attendance Policy found in the TC Student Handbook which states "A lack of regular attendance is defined as missing the equivalent of two weeks of instruction in a 16-week semester." If your class meets once a week then missing two class periods is grounds for dismissal from the class. If your class meets twice a week (class and lab) then missing a total of four class periods in any combination (ex. 2 classes and 2 labs or 3 labs and 1 class) will result in being dropped for non-attendance. In a 6- or 8-week semester class you will be dropped for non-attendance after missing one week (or one class period). As successful completion of all courses is required for progression, students dropped for non-attendance will be dismissed from the program.

**Classroom Tardiness:**

A student is considered tardy if they arrive to class after the scheduled start time or up to 30 minutes after the scheduled start time for all classes that are 2 credit hours or more. For classes that are 1 credit hour, a student will be considered tardy if they arrive after the scheduled start time or up to 15 minutes after the scheduled start time. If a student arrives more than the allotted time after the class is scheduled to begin the student will be considered absent which will count towards the allotted absence time in the Classroom Absences Policy.

Tardiness from the classroom is disruptive to the entire class therefore a one (1) point deduction in the **overall course grade** will be assigned for each of the first two occurrences. Excessive tardiness is defined as three (3) late arrivals in one semester. Consequences of excessive tardiness are a five (5) point deduction for each additional occurrence over two in the **overall course grade**.

**Leaving Early from Class:**

Leaving early is considered a disruptive behavior. The Disciplinary Action Policy will be followed for students who leave class early.

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**Classroom Reporting:**

If a student is to be tardy or absent from class, he/she should call the course coordinator.

**Clinical:**

The clinical experience is an essential component of the nursing program and is calculated differently than classroom attendance. When clinical is missed, the student cannot benefit from this learning experience. Missed clinical time cannot be made up at the clinical site. An alternate assignment will be required of students who miss clinical time.

**Clinical Absences:**

Once clinical site rotations begin, a student may miss one week in a 16-week semester of clinical without a deduction in their final grade. In a 6-week semester, a student may miss one clinical day without a deduction in their final grade. If a student incurs an additional clinical absence, a 5 point deduction in the **overall clinical course grade** for each clinical period missed will be assigned. (A clinical period is one day if it is less than a 12-hour shift. A 12-hour shift is counted as two clinical days so missing more than one 12-hour clinical day would result in a 10 point deduction of the **overall clinical course grade**).

**If the clinical course grade average is below 90 then the student will be dismissed at the time of the fourth occurrence.**

Do not attend clinical if you are displaying signs of an infectious process. Our number one priority is protecting our patients. If you arrive and the clinical instructor determines you are too ill to stay then you will be sent home. This is considered an absence and points will be deducted.

**Clinical Tardiness:**

A student is considered tardy if they arrive after the scheduled clinical start time or leave early up to 30 minutes. If the student arrives more than 30 minutes, they are considered absent. It is at the discretion of the clinical faculty if the student will be allowed to stay on the clinical unit that day. If the student is allowed to stay on the clinical unit, they will not be assigned the make-up assignment; however, the student's overall clinical course grade is still subject to the grade deduction regarding absences.

Tardiness in clinical is not acceptable therefore a one (1) point deduction in the **overall clinical course grade** will be assigned for the first two times the student arrives late. Excessive tardiness is defined as three (3) late arrivals in one semester. Consequences of excessive tardiness are a five (5) point deduction for each additional tardy over two in the **overall clinical course grade**.

**If the clinical course grade average is below 90 then the student will be dismissed at the time of the fourth occurrence.**

**Leaving Early from Clinical:**

Leaving early is considered a disruptive behavior. The Disciplinary Action Policy will be followed for students who leave clinical early.

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**Clinical Reporting:**

Students who will be tardy or absent from clinical must call the instructor's office phone no later than one hour prior to the scheduled start time. Instructors may also specify additional call-in procedures; these additional procedures do not replace the required office call.

**Weather**

We have faculty and students from a very 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 you to decide if you 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 ADN Program Director.

All students should sign up for Leopard Alert so they will be notified in the case of the college cancelling or delaying class. Clinical instructors will notify you if they have cancelled clinical for any reason. If the college or instructor cancels clinical then no points will be deducted but there may be an assignment for the missed time.

Students wishing to appeal decisions related to absence time must first meet with the ADN Director to review specific events. Further action by the student must be directed to the Associate Vice President (AVP) for Health Professions for consideration. Decision of the AVP for Health Professions must be appealed through the Temple College Grievance Process.

**ADN STUDENT DISCIPLINARY POLICY**

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

A student will be subject to the ADN Department disciplinary procedure for the following conditions:

- A. 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.
- B. Displaying behavior that is inconsistent with safe nursing practice or policies of the ADN program or any clinical affiliates.
- C. 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 ADN program, it is at the faculty member's discretion

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to discuss the behavior and corrective actions with the student prior to initiating the formal disciplinary procedure.

2. When the 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 ADN 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 Program Director to place in the student's ADN file. Other ADN 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 ADN program for additional information.

**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 within time constraints.

The following guidelines will be used:

1. Grades for each exam will be available within two (2) weeks of the exam.
2. For on-campus courses, an exam review session will be scheduled as time permits (preferably within 1-2 weeks) after grades are finalized for all sections of the course.
3. A faculty member will be present at the on-campus exam review session. No student will be allowed to enter the session once it has started. 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. Sessions may last up to one hour.
4. During the exam review session, students will be asked to provide written feedback regarding the exam as a whole and/or specific exam items.
5. Makeup exams and last exams of the semester may not be reviewed, depending on available time. Final exams generally are not reviewed; faculty may make special arrangements as available, with individuals.



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**USE OF ELECTRONIC TECHNOLOGY**

While the ADN Department recognizes the convenience and sense of security provided by access to and use of cell phones, it also acknowledges that personal use has no place in the context of classrooms, student study areas, laboratories, and testing areas in the Nursing Education Center due to the inevitable distraction they produce. They must be turned to silent during on-campus learning activities. There should be no texting during on-campus learning activities. Computer type devices may be used only for classroom activities. Use of tape recorders to record lectures is at the discretion of each instructor; permission 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**

**Social networks are for social activities. School related information is professional, not social.** Students need to be very cautious about reporting clinical, lab, or classroom activities on social networks and are strongly advised 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)

Posting any patient information, experiences, or about other professionals, fellow students, and so on, is considered unprofessional behavior which will result in disciplinary action. No photos or videos may be taken in any school-related setting including in the clinical agencies. Violations should be reported to the clinical instructor or the ADN Director. Implications for violations of clinical agency policies will be considered. Clinical facilities may bar students from clinical practice for violations. This will result in dismissal from the program. Future employment opportunities can be seriously jeopardized with nonprofessional behavior in this area.

**STUDENT ORGANIZATION**

The Associate Degree Nursing Student Organization (ADNSO) participates in service and education activities during the Fall and Spring semesters. Membership is open to all ADN students. Officers are elected each Fall semester.

**STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES**

Student representatives serve on several faculty committees to act as a liaison between the students and the faculty. The Admissions and Curriculum Committees each include freshman and sophomore representatives. Students are selected at the beginning of the fall semester each year. The President and Vice President of the Associate Degree Nursing Student Organization will serve on the Nursing Advisory Committee which meets once a year.

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**STUDENTS' RIGHTS TO DUE PROCESS**

It is the policy of the Associate Degree Nursing Program, in particular, and Temple College, in general, to effect policies and processes that reflect an appropriate level of due process to guide academic and disciplinary decisions specifically related to their programs of study. The disposition of sanction(s) or disciplinary action shall be the result of the following process:

1. Notification of the allegation(s) and possible sanctions;
2. Notification as to how their alleged actions violated college policy;
3. Opportunity to meet with the College Discipline Committee or ADN representatives and hear the evidence to be applied as justification for academic sanctions and/or disciplinary action;
4. Notification as to the recommendation to be made by the College Discipline Committee or ADN representatives; and
5. Opportunity to appeal the application of academic sanction and/or disciplinary action (as outlined above).

Students should refer to the Temple College Student Handbook for further details. In addition to the policies listed within this and the TC Student Handbook, students attending clinicals, rotations, seminars, classes or any other activity sponsored by outside organizations are subject to that organization's policies and decisions and violation or disregard of these policies or decisions could affect your continued enrollment in this program.

**GRIEVANCE PROCEDURE**

Purpose and Scope: These procedures are established for three purposes:

1. To provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination on the basis of gender, disability, race, color, age, religion, national origin or veteran status. (Type I Grievance)
2. To provide individual students the opportunity to be heard in grievances involving Alleged errors in the interpretation or application (or lack of) of stated policy or violations of stated policy. (Type II grievance)
3. To provide the individual student opportunity to be heard in grievances that do not fall within Type I or Type II grievance definitions.

**Informal Procedure**

1. Prior to filing a written grievance, the student (grievant) **may** first wish to attempt to resolve his/her grievance by discussing the matter with the person (respondent) alleged to be responsible for the discrimination or error. This discussion shall occur within 20 working days of the alleged grievance (Working days here and elsewhere in these procedures refers to days the college administrative offices are officially open).

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2. If the grievance is not resolved at this level or the grievant is not comfortable discussing the grievance with the respondent, the grievant must submit a formal grievance in writing to the respondent's Department Chair/Supervisor in order to initiate the grievance process. False and/or malicious allegations made by the grievant may result in disciplinary action against the grievant.

All grievances will be handled through regular administrative and organizational channels or in accordance with other formal policies (see full Grievance Procedures in the Temple College Student Handbook).

**SEXUAL HARASSMENT**

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

**TITLE IX PREGNANCY POLICY**

Temple College does not discriminate against any student on the basis of 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. The Temple College Title IX Deputy Coordinator for Pregnancy Services is Adrian Sora, (254) 298-8328, One College Center, Room 1473.

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.

**HEALTH, SAFETY, AND WELFARE**

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

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

A satisfactory drug screen is required of all ADN students before beginning clinical rotations. Nursing students who are suspected or found to be involved in illegal,

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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 physician's (to include nurse practitioners and physician's assistants) release. The release must specify that the student is able ***to return unrestricted to classroom and clinical activities***. Examples of these conditions include but are not limited to: pregnancy, infectious diseases, and physical injuries. **This request may be made at the discretion of the instructor or director.**

A Physician's Release form is available to the student from the ADN Department office. Or the student's physician may write a release note, as long as it specifies the nature of the problem, and an unrestricted return to both classroom and clinical activities. 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.

### MENTAL HEALTH

Temple College has a Licensed Professional Counselor who is available to students in need of counseling services at the main campus, Taylor, or Hutto. **All services provided are confidential.** Contact Christine Simon LPC at One College Centre room 1409 (254) 298-8318 [christine.simon@templejc.edu](mailto:christine.simon@templejc.edu)

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**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:

- |                          |   |
|--------------------------|---|
| <b>HANDS</b>             | Hands should always be washed before and after contact with patients, even when gloves have been worn. If hands come in contact with blood, body fluid, human tissue, or contaminated surfaces, they should be washed immediately with soap and water.                                    |
| <b>GLOVES</b>            | Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces is anticipated.  |
| <b>GOWNS</b>             | Gowns or plastic aprons are indicated if spattering with blood or other potentially infectious materials is likely.   |
| <b>MASKS AND GOGGLES</b> | These should be worn if aerosolization or splattering is likely to occur, such as in certain oral and surgical procedures, wound irrigations, suctioning, and bronchoscopy.   |
| <b>SHARP OBJECTS</b>     | These 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. |
| <b>BLOOD SPILLS</b>      | Blood spills should be cleaned up promptly with an agency designated disinfectant solution, such as 5:25 percent sodium hypochlorite diluted 1:10 with water.   |
| <b>BLOOD SPECIMENS</b>   | Blood specimens should be considered biohazardous and be so labeled.  |
| <b>RESUSCITATION</b>     | To minimize the need for emergency mouth-to-mouth resuscitation, the location of mouth pieces, resuscitation bags, and other ventilatory devices should be identified by the student at the start of each new clinical rotation.  |

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.

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**STUDENT SUBSTANCE ABUSE PREVENTION POLICY**

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

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

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

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

Expectations of Student Performance

All students at Temple College are expected to conform to this policy, and to not engage in any substance abuse.

Expectations of Nursing and Allied Health Students.

1. All students in any nursing or allied health program are expected to conform to this policy. They are not to use, possess, sell, or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on the campus or while engaged in any college instructional program. Further, they are not to engage in any substance abuse.
2. Because students in nursing and allied health programs are preparing themselves for a career in health care, this student substance abuse prevention policy carries special importance:
  - a. Health care providers are expected to know the major differences between reasonable practices related to personal health care and practices which are detrimental to personal health care;
  - b. Health care providers have an obligation to present themselves at a work site prepared to undertake their respective assignments. As such, they have an obligation to not use any substance prior to arrival at the work site, or while at the work site which may impair their job performance.
3. Given the importance to Temple College that its students in nursing and allied health programs conduct themselves as future health care providers, the College mandates that those students certify, in writing, that they are not engaging in any substance abuse

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behaviors. Further, their signature will acknowledge that, in "for cause" situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. In addition to signing the form himself or herself, any student under the age of 18 must also submit a second copy of the form signed by his or her parent or guardian. Note: "for cause" means indicators of impaired behavior such as: erratic movement; dilated eyes; slurred speech pattern; loud, abusive, or uncharacteristic speaking; or the presence of an alcohol odor on the person's breath.

4. The refusal of a nursing or allied health student to sign the accompanying acknowledgment will result in the said student being denied enrollment in any of Temple College's nursing or allied health programs. Additionally, refusal to submit to "for cause" drug testing will trigger a review of the student's status by the faculty which will make a recommendation about possible action to the Program Chairman/Director. The Program Chairman/Director will counsel with the student before reaching a decision on the faculty recommendation. Refusal to submit to "for cause" drug testing may lead to disciplinary action up to and including dismissal from the Temple College program. Should the Program Chairman/Director decide to dismiss the student from the program, the student will have access to the College's appeals process.
5. In "for cause" situations, testing will be conducted at a state certified drug testing facility, and results, will be reported to Temple College's Vice President of Educational Services. Note: any sample taken for the purpose of conducting a drug test will remain in the custody of the facility which accepts the responsibility of undertaking the test. Results reported to the Vice President of Educational Services will be discussed with the student. Positive results will be reported to the appropriate department chairman or division director. A student who tests positive may be denied continued access to Temple College education opportunities. Such action will only be taken after the student is provided an opportunity to appeal the decision. Should such a student enter a professionally directed rehabilitation program, Temple College will consider reinstatement of the student upon receipt of proof that the student successfully completed that program.

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**ACCIDENT AND/OR INCIDENT REPORTS**

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

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

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

**MEDICAL TREATMENT POLICY**

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

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

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

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



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**HEALTH STATUS RELEASE FORM**

\_\_\_\_\_ has been under medical  
supervision the following date/dates: \_\_\_\_\_

Nature of illness or injury: \_\_\_\_\_

Student is able to return to classroom and clinical activities without restrictions.

\_\_\_\_\_  
Signature & credentials  
(NP, PA, DDS, DO, MD only)

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**HEALTH STATUS RELEASE FORM**

\_\_\_\_\_ has been under medical  
supervision the following date/dates: \_\_\_\_\_

Nature of illness or injury: \_\_\_\_\_

Student is able to return to classroom and clinical activities without restrictions.

\_\_\_\_\_  
Signature & credentials  
(NP, PA, DDS, DO, MD only)

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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**DECLINE OF MEDICAL TREATMENT**

I, \_\_\_\_\_, decline immediate treatment at  
(print name)

\_\_\_\_\_. I will accept total responsibility for  
(clinical facility) my own medical care.

I, \_\_\_\_\_, release TEMPLE COLLEGE from all legal restraint  
(print name) involved with this incident.

Respectfully,

Student: \_\_\_\_\_  
(signature)

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Instructor: \_\_\_\_\_

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I am aware of the Texas Board of Nursing licensure questions related to licensing authority, convictions of crimes other than minor traffic violations and hospitalization/treatment for mental illness. I am aware that if I incur a possible violation of the licensure questions while I am in the ADN program, I am required to report the incident to the ADN Director within 30 days. I am aware that this may result in my dismissal from the program. I am also aware of the Declaratory Order process and that failure to file this, if applicable to my situation, in a timely manner, may delay my eligibility to remain in the program and to take the licensing exam.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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I certify that I have read and understand the Student Substance Abuse Prevention Policy, that I am not engaging in any substance abuse practices, and further that I understand that if my actions warrant, I may be requested to submit to substance abuse testing. Should testing occur, I understand that the results will be discussed with me. I also understand that positive results will be reported to my department chairman or program director, and may result in my not being allowed to continue as a student at Temple College.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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I have read and understand the ADN Student Handbook and agree to abide by it while a student in this program.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_