LICENSED VOCATIONAL NURSING STUDENT HANDBOOK

2017-2018
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I. PREFACE

This handbook is a supplement to the College Catalog and current OC Student Policies. Odessa College current Student Handbook can be accessed through the link: 2017-2018 Student Handbook.

Current versions may be found online at the Vocational Nursing Home Page link: Vocational Nursing Home Page

If you have questions or problems or need any assistance, please do not hesitate to contact any of the nursing faculty, the Director of the Vocational Nursing Program and/or the Program Secretary. Our primary goal is your success, both during nursing school and ultimately as a member of the nursing profession.

CONTACT INFORMATION

| Vocational Nursing Program in Andrews | Vocational Nursing Program in Monahans | Vocational Nursing Program in Odessa |
| Andrews Business and Tech Center | Monahans Center | Health Science Building at Odessa College |
| 201 NW Ave D., Andrews, TX 79714 | 806 South Dwight, Monahans, TX 79756. | 201 W. University Blvd, Odessa, TX 79764 |
| Phone number: 432-524-4022 | Phone number: 432-335-6390 | Phone Number: 432-335-6464 |

OC Nursing Office Hours:
Fall and Spring Semesters:
   Monday -Thursday 8:00 a.m.-5:30 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.)
   Friday 8:00 a.m. - 1 p.m.

Summer:
   Monday -Thursday 7:30 a.m. - 5:30 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.)
   Closed Fridays
(Office hours for faculty posted on-line and outside offices.)

Website: Odessa College - Nursing-LVN

THE ODESSA COLLEGE LICENSED VOCATIONAL NURSING PROGRAM DOES NOT DISCRIMINATE IN REGARD TO RACE, COLOR and AGE, ETHNIC/NATIONAL ORIGIN, RELIGION/CREED, GENDER/SEX, MARITAL STATUS, VETERAN STATUS, OR DISABILITY.

NOTICE OF INELIGIBILITY FOR LICENSURE

The Texas Board of Nursing (BON) has been given the authority by law to protect the public from incompetent or unsafe nurses. Part of their mandated responsibility is to screen individuals applying for their Student Nurse license. Graduation from the Odessa College Nursing Programs does not constitute eligibility to sit for the state licensure Exam. Odessa College considers student ability to obtain licensure during the admission processes, and will fully abide by Texas HB 1508 if students are knowingly admitted to a program when they are ineligible for initial licensure, unless the Student Nurse did not fully disclose or obtain proper authorization prior to program start. Please work with your Program Director for additional guidance, though you are not required to disclose any sensitive information and any confidential details will not be held against your application status.
In accordance with the laws of the State of Texas, specifically the Texas Nursing Practice Act, notice is given to students who intend to apply for registration as a professional nurse that all applicants for licensure are required to answer the questions available at the Board of Nursing website: Licensure Eligibility. If the student/applicant answers yes to any of the questions, or in any way question his or her eligibility to take the licensing exam upon successful graduation from nursing school, the student/applicant must petition the BON for a Declaratory Order, which may take up to three months to process. Upon receiving the Declaratory Order, the graduate nurse can take the Nursing Licensure Exam and, under most circumstances, will receive a permit to practice as a Graduate Nurse (GN). Information pertaining to the Declaratory Order Process is available at: TBON Declaratory Order Details

Be advised that the BON requires fingerprint identification to screen all applicants for licensure. Fingerprints are obtained before the time of acceptance into the nursing program. Each individual’s fingerprints are analyzed by the FBI and there must be clearance on the background check by the BON.

Current information regarding licensing found at the following link: https://www.bon.texas.gov/

LVN PROGRAM APPROVAL
The Odessa College Vocational Nursing Program is approved by the Texas Board of Nursing (TBON) for the State of Texas. The Texas BON can be reached at 333 Guadalupe, Suite 3-640, Austin, TX 78701, phone 512-305-7400. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB).

STUDENT INPUT INTO THE EDUCATIONAL PROCESS
You, the student, are the most important part of the nursing program. Your suggestions and ideas aid us in strengthening the program and student input is encouraged. Mechanisms for input may be through student government, ad hoc student feedback at monthly Departmental Meetings, student representation on the Advisory Committee, course and program evaluations, or in person to faculty, the Director of Nursing, the Associate Dean, or the Director of Student Services.

Odessa College is also proud to support a Student Nurse Association. More information is available through the Nursing or Student Services offices.

II. PROGRAM FOUNDATION

MISSION STATEMENT
The Mission of the Odessa College Nursing Programs is to lead the way in preparing nursing students for practice in a multicultural community within a diverse and changing health care environment; advance the practice of nursing; and provide quality, comprehensive health care in a competent, caring and compassionate manner.

Definition of Nursing Education:
Nursing education incorporates a student centered process of learning that utilizes available resources, nursing courses, and general education courses that promote competency, accountability and professional development.
Upon successful completion of all Level 1 Certificate Vocational Nursing VNSG courses with a minimum grade of “C” in each course, the student will receive an Affidavit of Graduation signed by the Program Director which is required for eligibility to test for NCLEX-PN certification with the Texas Board of Nursing.

CURRICULUM DESIGN PRINCIPLES

Programmatic Components:
Concepts are taught from a simple to an advanced level throughout the curriculum. The nursing program is organized into three (3) major components: general education courses, biological and social science courses, and nursing courses.

Nursing Course Components:
The nursing courses are further organized into three (3) distinct areas: theory, skills laboratory, and clinical laboratory. The theoretical portion of the nursing curriculum presents concepts and knowledge essential to the practice of nursing. The skills laboratory portion of the curriculum allows the development of manual skills required for nursing practice. The clinical laboratory portion of the curriculum provides the opportunity to apply both knowledge (theory) and skills in the direct care of clients.

The curriculum is designed to provide the student with a theoretical framework on which to base nursing interventions; a way of processing information to arrive at competent decisions, as well as competence in psychomotor skills basic to nursing practice.

Implementation of the nursing curriculum is based on the following principles:
- Courses and topics of study are designed so that the student moves from the simple/basic aspects to the complex/more difficult aspects.
- The sequence of topics among nursing courses and between nursing and related science courses is planned to correlate as much as possible.
- Courses are structured to provide didactic instruction, skills laboratory and simulation exercises, small group discussions or projects, and direct clinical practice at a high level of correlation.
- Learning expectations are structured by program design and consistent use of theory and laboratory objectives.

PROGRAM CORE OBJECTIVES (CO)
Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

The Odessa College faculty have evaluated all of their courses and have aligned them to Odessa College’s Institutional Core Objectives as defined by the Texas Higher Education Coordinating Board (THECB).

Description and Alignment of Odessa College’s Institutional Core Objectives (CO)
1. (CO 1) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information: Students will successfully complete an assignment in which they determine an appropriate response to a real-world situation using critical thinking
skills such as innovation, inquiry, analysis, evaluation, or synthesis of information. [All VNSG courses]

2. **(CO 2) Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication: Students will successfully complete an assignment in which they determine an appropriate response to a real world interaction situation through written, oral, or visual communication. [All VNSG courses]

3. **(CO 3) Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. Students will successfully complete an assignment involving a real-world situation that includes the manipulation and analysis of numerical data or observable facts resulting in an informed conclusion. [All VNSG courses]

4. **(CO 4) Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. Students will successfully complete a group assignment in which they determine an appropriate response to a real-world scenario that considers different points of view and support shared purposes or goals. [All VNSG courses EXCEPT VNSG 1227]

5. **(CO 5) Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making. Students will successfully complete an assignment in which they examine an individual’s responsibility to connect choices, actions, and consequences to ethical decision-making. [All VNSG courses EXCEPT VNSG 1405]

6. **(CO 6) Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities. Students will successfully complete an assignment in which they examine an individual’s social responsibility to promote intercultural competence, knowledge of civic responsibility, and effective engagement in regional, national, and global communities. [All VNSG courses EXCEPT VNSG 1405]

**Core Objective Community Service Project**

Students will participate in community service projects of no more than 20 service/volunteer hours with the 12 month vocational nursing program. All community service projects will have an assignment aligned to the Odessa College Institutional Core Objective 6: Social Responsibility.

**PROGRAM OBJECTIVES**

The Odessa College LVN Program prepares individuals to provide safe, competent, compassionate care to persons of need in the community. Upon successful program completion the Vocational Nurse will have demonstrated competency in the following *Differentiated Entry-Level Competencies*.

I. Member of the Profession:
   - 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.
   - Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
• Contribute to activities that promote the development and practice of vocational nursing.
• Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:
• Use clinical reasoning and established evidence-based policies as the basis for decision-making in nursing practice.
• Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
• Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
• Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
• Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
• Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
• Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
• Assist in the coordination of human, information, and material resources in providing care for assigned patients and their families.

III. Patient Safety Advocate:
• Demonstrate knowledge of the Texas Nursing Practice Act (NPA) 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.
• Implement measures to promote quality and a safe environment for patients, self, and others.
• Assist in the formulation of goals and outcomes to reduce patient risks.
• Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
• Comply with mandatory reporting requirements of the Texas NPA.
• Make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:
• Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
• Participate as an advocate in activities that focus on improving the health care of patients and their families.
• Participate in the identification of patient needs for referral to resources that facilitate

PROGRAM OUTCOMES

Upon completion of the program, the vocational nursing student will demonstrate competency in the following roles:
• Upon completion of the program, students will be able to employ critical thinking skills, in their identification of problems, collection and analysis of information and/or equipment, and conclusions.
• Upon completion of the program, the student will be able to develop a message that communicates understanding of one or more program/core objectives.
Upon completion of the program, the student will be able to reach minimum projection percentiles for NCLEX-PN success based on the number of correct responses to the standardized test questions on the Assessment Technology Institute (ATI) Exam.

Upon completion of the program, the student will be able to demonstrate an understanding of the ethical and legal concerns related to the Scope of Practice of the Licensed Vocational Nurse.

Upon completion of the program, the student will be able to apply effective practices in a clinical setting.

**PROGRAM ADMISSION**

Applicants must satisfy all Specialized Admissions criteria:

**Pre Admission Requirements**
- Meet Assessment Thresholds (TEAS)
- Enrolled at Odessa College as a Credit Student
- Completion with a “C” or better of all academic and specialized courses listed on the degree plan
- Minimum cumulative GPA of 2.0 is required
- High School Diploma or GED.
- Complete Immunization Records: Students in health career programs are required by state law, Odessa College and/or by clinical agencies to have immunizations and health screening that meet Texas Administrative Code Title 25 – 97.64.
- Provide proof of current American Heart Association CPR, which must be maintained through the program.

Submit all documents to the Nursing Office (Andrews Extension, Monahans Extension, or Main Campus) or via electronic submission before posted deadline.

**Post Admissions Requirements**
Students are responsible for the following requirements AFTER accepting a seat in the program:
- Background Check - Upon qualification into the program, your name is submitted to the Texas Board of Nursing for the first background check. The student will not be able to go to the clinical areas or health care facilities until cleared. Fingerprinting with a background check from FBI is required by TBON. Please wait for instructions to start this process from the Nursing Department.
- Substance Abuse Screening - Students cannot participate in clinical rotations due to adverse activities revealed through substance abuse. Students who fail to obtain clearance may be released from the program.
- Program Orientation - Two day in person orientation will provide additional institutional and program details necessary for students to be successful.
- Clinical Orientation – each clinical site may require an additional orientation
- HIPAA Training - HIPAA training will be completed prior to clinicals while in the program.
- Uniforms, Specialized Equipment, Lab Supplies, and Liability Insurance required for clinical.
- Note that students must be formally admitted into the Nursing Program to enroll in VNSG Courses

**Additional Information**
- Applications Accepted: May 1st through June 1st.
- Program Start Dates: Fall Term per Odessa College Academic Calendar.
- Number of students admitted may vary by term based on program instructional and clinical resources.
- A student has one year to complete the Licensed Vocational Nursing Certificate Level 1.
• Students will be expected to pay additional fees required for state mandatory background tests and national exams. We will provide most current list of extraneous expenses at Student Orientation.

Transfer of Credit
Students who have course credits from other accredited colleges or universities must provide the registrar’s office with an official transcript. The registrar’s office evaluates general education transfer credits. The Program Director will review course credits and decide transferability when the student requests course substitution. Transfer of nursing courses occurs only when course content is deemed equivalent with that of Odessa College.

Anatomy & Physiology Course Substitution
Course substitution of BIOL and BIOL 2402 for VNSG 1405:
• Anatomy & Physiology 1 (BIOL 2401) and Anatomy & Physiology 2 (BIOL 2402) must be passed with a C or better within the past 5 years. Both must be passed prior to the LVN program start date.
• If both BIOL 2401 and BIOL 2402 have been passed with a C or higher but are older than 5 years, the student may take refresher course BIOL 2404 Human Anatomy and Physiology prior to the LVN program start date.

ADVISEMENT AND REGISTRATION
As of fall 2017, all Odessa College Students have access to their program planning electronically through Student Planner. Please utilize Student Planner and the College Catalogue to find information about Degree Planning and Course Details. Nursing students receive academic advising from both Odessa College Student Success Coaches and Nursing Faculty. The Nursing Departments control the registration and reserve places in each class for all nursing students throughout the program. Only registered students are allowed to attend nursing classes, including clinical classes. Clinical courses cannot be audited. If degree plan issues arise, contact the appropriate Program Director.

III. GENERAL INFORMATION

ADVISEMENT AND REGISTRATION
The LVN Programs are a competitive admission program of study and follow a cohort model of instruction. The Nursing Department controls the registration and reserves places in each class for all nursing students throughout the program in a block scheduling format. Clinical courses cannot be audited.

Nursing faculty also serve as additional academic advisors for students while in the nursing program. If degree plan issues arise, contact the Program Director.

FINANCIAL AID
Odessa College is firmly committed to the philosophy of assisting students who do not have the financial resources to pay for higher education to attend college. The Student Financial Services Office administers four broad program areas: grants, employment, scholarships and loans. A Free Application for Federal Student Aid (FAFSA) and an institutional application are required for all need-based financial aid programs.

The scholarship application is separate from the FAFSA. Students accepted into the Nursing Program are also eligible to apply for selected scholarships specifically for nursing majors. For eligibility requirements and other information for the Odessa College Foundation at this link: Scholarships and Financial Aid.
Students are also encouraged to consider membership in the Odessa College’s Chapter of Phi Theta Kappa Honor Society. Additional information about this international group and scholarship benefits can be found at: Phi Theta Kappa

Nursing students should be advised that the state’s Rules and Regulations relating to Nurse Education, Licensure and Practice in the section for Unprofessional Conduct (217.12; item 26) states that failing to repay a guaranteed student loan, as provided in Section 57.491 of the Texas Education Code, qualifies as unprofessional and dishonorable behavior of the RN. The Nursing Practice Act stipulates that unprofessional conduct leads to disciplinary action, up to and including removal of the nurse’s license.

If financial problems occur which potentially jeopardizes continuing in the Nursing Program, please seek guidance from your Success Coach or Program Director.

PROGRAM EXPENSES and PROFESSIONAL RESPONSIBILITIES

All costs are the responsibility of the student with the exception of identified third-party support from ISD’s (Dual Credit) and Employers. This support needs to be confirmed in advance of registration. This includes items such as tuition and fees for the nursing and non-nursing (general education) courses and required expenses from program application through National Testing. Note that books and supplies are REQUIRED. Many books are purchased for the first semester and are utilized during the entire program.

Professional liability insurance is required each semester and is managed by the college. The cost of the insurance is included in the tuition and fees of each clinical course.

Health insurance must be purchased by the student and several sources are listed for the student on Odessa College main website Health Insurance for Students. If coverage lapses or is cancelled by the student at any time during the program they may be withheld from attending clinical with reciprocating grade/progression impacts. Students are required to have current immunizations which include but may not be limited to the flu shot, tuberculosis skin testing, and multiple urine drug screens.

Students are required to maintain current training in CPR and show proof of valid Healthcare Provider training through American Heart Association or American Red Cross training at any time. Students may not take an all on-line CPR course. Any CPR training that will expire during a term must be renewed prior to the beginning of term.

Transportation related expenses are the responsibility of the student. Multiple clinical sites in the Permian Basin are utilized. Odessa College may not be held responsible for any accident, vehicular or otherwise, that occurs associated with student assignments.

LEGAL NAME and AVAILABILITY OF PERSONAL CONTACT INFORMATION

All professional applications, including school and program applications, must be made using the student’s legal name as validated by photo identification. Students must keep their most current address and phone number(s) on file. A routine update of pertinent student information will be made at the beginning of each semester.

FERPA

Students must sign a FERPA (Family Educational Rights and Privacy Act of 1974) release to approve release of Confidential Records for Admission Purposes. Any records that are not available for review will not be considered as part of the admissions packet nor released by the College. Personal contact information will be kept confidential upon the student’s request. Dual Credit students are also protected under this act.
and the college asks that Parents of Minor Nursing Students work with their High School Counselors to understand their rights.

**LIABILITY AND SAFETY REQUIREMENTS**

Professional liability insurance is required each semester. The cost of the insurance is included in the tuition and fees of each clinical course.

Clinical agency contracts require that students have personal health insurance while enrolled in nursing and other health career programs. Any policy is satisfactory but the student will be required to verify proof of the policy every semester while enrolled in the nursing program. Insurance options are listed on the Odessa College Web site that may be utilized, or the student can pick their own. Dropping personal health insurance during any semester of the program will prohibit the student from attending clinical and may result in the dismissal from the nursing program.

Prior to the beginning of the nursing program, and throughout the program, students are required to show proof of a valid American Heart Association CPR card. Training must be for healthcare providers. CPR classes are offered throughout the year and at various locations in Odessa and surrounding communities and must include a face-to-face skills check. The CPR card must not expire during the semester, if the card expires during the current semester the student will be required to have it renewed prior to the beginning of the current semester.

Students are required to have current immunizations and screenings including the flu shot (during season), tuberculosis skin testing, and multiple urine drug screens. These costs vary depending on the needs of the individual. Please see program secretaries for information on local screening resources.

Transportation related expenses are the responsibility of the student. Multiple clinical sites in the Permian Basin are utilized. Odessa College may not be held responsible for any accident, vehicular or otherwise, that occurs associated with student assignments.

**STUDENT ILLNESS OR INJURY**

Illness denotes an unhealthy condition in which physical, emotional, or intellectual function is diminished or impaired.

Injury results from either internal or environmental factors. Injury may be biological, chemical, physiological or psychological in nature.

When a student receives an injury or becomes acutely ill at the clinical site, the instructor shall be notified. The nursing faculty will not assume responsibility for students in the clinical area who are excessively fatigued, emotionally unstable or labile, physically ill, or who exhibit behaviors indicative of drugs or alcohol use. The student will be dismissed from the clinical experience if any of these problems occur, and in the professional judgment of the instructor, the student is potentially unsafe to render nursing care.

Instructor Responsibility:

- A determination shall be made if the student is in need of emergency room, employee health service, private physician or drug/alcohol referral.
- Notify the clinical team leader (course coordinator), Program Director.
- File a report in the Nursing Office as soon as practical but within 24-48 hours of the event.

Student Responsibility:

- When a student is seen in the Emergency Room for care, he/she will notify his/her own insurance carrier. The student and his/her health insurance company will be billed for services rendered.
Returning to Class and/or Clinical following Illness or Injury:

- Students returning to class or clinical following an illness or injury may be required to obtain a release from the health care provider. If activity restrictions are prescribed, the health care provider’s documentation must be explicit. It is the responsibility of the student to contact the instructor before the next class/clinical to see if a doctor’s release is necessary. Failure to obtain the requested release will prohibit the student from entering the clinical or classroom setting until the doctor’s release is obtained.

PREGNANCY

The health and well-being of the pregnant student and her unborn child are paramount. Women who are pregnant, or who plan to become pregnant, should discuss their nursing school status with their health care provider. The Nursing Program requires that the health care provider provide written approval for the student:

- To remain in the nursing program when pregnancy is determined;
- Again before the student can return to school following delivery; and
- When there is any significant change in the health status of the mother or child.

EMERGENCY TELEPHONE CALLS

Cell phones are not allowed in class or at clinical sites at any time. Each student should give family members a copy of his/her clinical and class schedule. If an emergency occurs requiring immediate notification of the student, all efforts will be made to contact the student in a timely manner. Family may also contact the Odessa College Campus Police for evening emergencies, 432-335-6666.

If the student is in clinical, the most expedient method to contact the student will be for family to contact the unit or area where the student is assigned. This should occur only if a true emergency exists. If the instructor has a cell phone, have family call the instructor. If the family member calls the Nursing Office during day time hours, attempts will be made to reach the instructor and/or student in the clinical setting. The student must promptly notify the instructor in the event of personal emergency and cannot leave the area without proper notification.

Personal calls of a non-emergent nature are not allowed when the student is in the clinical area of any hospital or agency.

OUTSIDE EMPLOYMENT

Students may not serve the dual role of student and hospital/agency employee during the time the student is participating in a clinical laboratory experience. Odessa College takes no responsibility for students who are employed while enrolled in the Nursing Program. The required student liability insurance purchased with payment of tuition and fees is valid in the student role and not the role of employee. When engaged in outside employment activities, the student will not wear any Odessa College identification.

STUDENT-INSTRUCTOR COMMUNICATION

All instructors have scheduled office hours which are posted on-line. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or need other help related to their role as a student nurse. Contact the Program Director if further assistance is needed. All official communications and turning in of assignments must take place through OC email.

Policies and procedures are communicated to students by means of the Student Handbook, course syllabi and learning materials packets. The handbook is revised as needed to provide current and accurate information to students in the Nursing Program.
Changes in policies and procedures will be announced to each class by the Program Director or faculty and copies of the revised policy will be distributed as handouts or on the departmental home page at the OC Web site. Instructors and/or the Program Director will answer student questions regarding stated changes.

**ABSENCE AND TARDY POLICY**

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Good attendance helps ensure success in nursing school as there is a large volume of materials to cover and laboratory/clinical experiences provide necessary connection of theory to practice. Attendance and punctuality are also important professional responsibilities.

In the event of illness or family crisis, the instructor should be notified as soon as possible. Absences due to extenuating circumstance will be considered on an individual basis. Awarding of grades and progression are affected by absences in the following manner:

**Absence from Clinical:** The following will result in an automatic grade of zero for a clinical day and a possible written Violation of the NAH Code of Conduct:
- Failure to notify the clinical instructor and clinical site of an absence at least 15 minutes before the clinical day begins.
- Clinical absences: all will be made up to meet course objectives. Any tardy over 15 minutes from a clinical site will be considered an absence and must be made up.
- If a student shows up to a clinical without completed proper paperwork, attire or equipment, the student will be sent home and the clinical will be considered an absence and must be made up.
- Missed clinical hours must be made up hour for hour.
- The LVN program will only offer up to 16 make-up clinical hours per semester. Any clinical time missed over 16 hours per semester will result in dismissal from the VN Program.

**Absence from Classroom and Lab:** The following will result in an automatic grade of zero for a class/lab day and a written Violation of the NAH Code of Conduct:
- Classroom instructor should be notified of any absence as soon as there is a conflict and at least before the class begins. If the instructor cannot be reached, a message may be left on the instructor’s voice mail or in the Nursing Office. Follow the guidelines set by each instructor.
- If the student does not call, it will be considered a no call no show and the lab time must be made up hour for hour.

**PROFESSIONAL ATTIRE AND GUIDELINES**

Projecting a professional image is a responsibility of all nursing students. Appearance reflects not only on the individual but also upon the Odessa College Nursing Program. The student dress code applies to students enrolled in all program tracks. Instructors enforce the dress code and will explain any exceptions to the dress code appropriate to the clinical requirements of the specific course.

**Classroom/Lab Attire:**
Attire on campus should be appropriate for the setting. Suggestive clothing is not to be worn in the classroom setting. Classrooms may be cool so layering of clothing is helpful to maintain comfort. No sleepwear is allowed.

**Pre-Clinical Selection Attire:**
Students must be attired in the required student uniform when going to the hospital to select client(s) prior to the actual clinical experience. Name tags must be worn. If student is not in appropriate uniform, he/she will not be allowed to select the client(s) for the upcoming clinical experience, thus unable to attend clinicals, which will result in two clinical absences for the week.
Clinical Attire:

- The uniform consists of royal blue scrubs. Uniforms must be purchased through the Odessa College Campus Store.
- Uniforms must be clean and pressed.
- A white crew necked undergarment may be worn under the scrub top.
- A royal blue lab coat is required. It must be at least finger-tip length when the arm is extended to the thigh. The lab coat must be worn when entering or exiting a clinical site or classroom.
- The Odessa College name tag must be worn on the left side of the uniform or lab coat. It must be visible at all times. Name Tags are purchased by the student as part of course fees and ordered by the Nursing Department. The student is responsible for any name tag replacements, including picking up and paying for the name tag at the local provider. Clinical agencies may require photo identification badges, and if so, the student will follow all instructions regarding their provision and use.
- Beards must be short and neatly trimmed.
- A nice bun (no messy or loose buns) with no loose hair will be worn when in clinicals. Hair is not to touch shoulders. Solid black or white headbands will be allowed, no larger than ¼” wide. No other hair décor may be worn.
- Makeup must be light and in good taste.
- No jewelry of any kind may be worn. This includes but is not limited to earrings, rings, necklaces and other visible body piercings or tongue rings. Small, clear spacers are allowed.
- Nails are to be clean and short.
- No nail polish may be worn. No acrylic nails may be worn.
- A white leather or plastic watch with a second hand will be required. (No smart watches are allowed.)
- All body art (tattoos) must be covered.
- Footwear must be solid white leather tennis shoes. No mesh is allowed.
- Socks and undergarments must be white in color.
- Students will be required to purchase up to two class t-shirts and one pair of black scrub pants to be worn with white tennis shoes for clinical sites and community events that do not require uniforms.
- Instructors will explain clinical attire requirements within a specific course when these differ from the above requirements. (Examples: proper attire in community agencies, specialty areas in hospitals, hospital attire when not performing patient care, etc.)
- The above attire must be purchased prior to beginning clinical rotations.
- The instructor will send a student home if attire is inappropriate. Student will not get credit for that clinical day.

If you have questions about the appropriateness of attire, make sure to receive approval from faculty or director in advance of your clinical experience.

Clinical Guidelines:

- Student identification (name tag; badges) should be removed outside the clinical setting. When feasible, students should not wear the school uniform in public settings.
- Personal hygiene must be maintained. Effective deodorant must be worn. Offensive breath must be avoided. No cologne or perfume will be worn.
- Gum chewing IS NOT PERMITTED while in the clinical area or simulation lab.
- Students are not allowed to eat at the clinical site during clinical hours with the exception of the lunch period that will be denoted by the clinical site.
- Only water bottles with a lid are allowed at the clinical site. No other drinks or packaging will be allowed at any time.
STANDARDS FOR CLASS AND CLINICAL WRITTEN WORK

Format provided by your instructor will be followed for all written assignments. All written assignments must be the student’s own work. If another person’s work is submitted in its entirety or in part, the student is in violation of plagiarism rules.

Plagiarism is defined by the World Book Dictionary as the thoughts, writings, inventions, or expressions of another used as one’s own. To copy directly from a written source, even another student’s paper, without giving credit for the information is plagiarism. Plagiarism will result enforcement of the Odessa College Student Code of Conduct and the NAH Code of Conduct and could be grounds for dismissal from the LVN Program.

Written assignments are to follow APA format that can be found at: https://owl.english.purdue.edu/owl/resource/560/01/

GUIDELINES FOR USE OF NURSING LABORATORY

- Cell phones are not allowed when ENTERING the lab for practice, remediation, and evaluation of skills.
- Supplies and materials are to be taken from the supply room by instructors ONLY.
- Laundry is to be discarded in the laundry barrel. NEVER discard needles or trash in the laundry barrel. Use approved needle disposal units to discard needles and other sharp objects.
- Children are not allowed to play in this area.
- Keep off beds unless their use is part of practice in the lab. Before a student lies in the bed to serve as a patient, shoes should be removed. Straighten the bed after use. Replace chairs around tables. Leave the lab neat, clean, and orderly.
- No food or drink is allowed in the lab.
- Use proper shut down procedure before turning off computers.
- The Skills Lab Instructor will post “Open Lab” times in a conspicuous place near the lab. The Skills Lab instructor also works with students to arrange, remediation, or evaluation of skill performance by appointment with approved faculty.
- Videotaped demonstrations and Skills Videos are available on Blackboard and the streaming format of current text book. Nursing students must make time to view media prior to attending the scheduled skills lab if requested by the course instructor.
- Students who demonstrate deficiencies in the clinical setting may be sent back to the skills lab by the instructor for review and rechecks by Nursing Faculty /Skills Lab Instructor.

EXAM REVIEW

OC nursing faculty provide students the opportunity and encourage students to review exam questions after each exam. The method and procedure for exam review is determined by the individual instructor. In addition, a student must make an appointment with their instructor within one week of the exam to review the exam unless prior arrangements are made with the instructor.

If exam questions are challenged, students must submit their challenge in writing. Follow the guidelines in course materials.

STUDENT ADMISSION OF REVIEW & ACKNOWLEDGING VN POLICIES AND STANDARDS

Student admission of review and acknowledging VN policies and standards are a part of each course's materials. The student is expected to read the course materials and sign the acknowledgement. The signing of the acknowledgement indicates that the student understands course requirements and course
policies such as, but not limited to, grading and attendance. Student acknowledgements are routinely maintained by the instructor of record for one semester.

**EVALUATION OF FACULTY AND COURSE**

The VN Program welcomes student feedback. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty seriously considers student evaluations in making modifications in the course, specific classes, and clinical assignments. Evaluations of class, laboratory, and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas for needed improvement. The faculty values student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. At the end of each course students will have the ability to complete an end of course survey on Blackboard.

**GRIEVANCE PROCEDURE**

It is recognized that most academic issues and concerns are resolved on an informal basis. When this is not possible, students may wish to employ a formal means to problem resolution. The Nursing Department’s policy reflects the Odessa College Student Handbook found online at: [Odessa College Student Handbook](#).  

**STUDENT HEALTH AND SAFETY**

Odessa College provides students the access to a multi-disciplinary Behavioral Intervention Team (BIT) to assist with student health and safety, and generally to assist persons in need. The BIT team can be reached at 432-335-6338 with more information available at the webpage: [Odessa College BIT](#). If there are emergent situations, please call 911.

**IV. TEXAS BOARD OF NURSING POLICIES**

**LICENSING CRITERIA**

The Texas Board of Nursing provides rules governing Vocational Nursing Education (Rule 214.1 – 214.13) and Professional Nursing Education (Rule 215.1 - 215.13) requiring that the dean/director and faculty are accountable for complying with the Board’s rules and regulations and the Nursing Practice Act. Rules for professional nursing education programs shall provide reasonable and uniform standards based upon sound educational principles that allow the opportunity for flexibility, creativity, and innovation. All needed information can be found on the Texas Board of Nursing web site. It is your responsibility as a student nurse to be knowledgeable of rules and regulations governing the Nursing Education in Texas.

Current information regarding licensing and education found at the following link: [TBON Education Guidelines](#)

**DISCIPLINARY SANCTION POLICIES**

The Texas Board of Nursing has developed four (4) Disciplinary Sanction Policies pertaining to ineligibility for licensure and disciplinary matters under the Texas Occupations Code 301.452 (b) and Rules 213.27, 213.28, and 213.29. Full information is available at: [TBON Discipline and Complaints](#)
STUDENT ACCOUNTABILITY

The Texas Nursing Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. Each nursing student is legally accountable to the level of her/his preparation and does not function under the licensure of a nurse. Accountability is the quality or state of being responsible and answerable for one’s decisions, actions, and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their clients, supervisors, and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner. The Texas Nursing Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times. Standards of practice have been developed by professional organizations which serve as guidelines in maintaining quality practice.

For the Odessa College nursing student, accountability means that she/he will be, at all times, willing to learn and practice nursing with commitment and with personal integrity. It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice.

In nursing, we all share a common goal of providing the highest quality of care to individuals entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

- Participating in learning experiences and appropriately sharing these experiences and knowledge with instructors and classmates;
- Upholding the philosophies and policies of the college, the nursing program, the clinical agencies within which the student practices, and the Board of Nurse Examiners for the State of Texas;
- Maintaining the highest ideals, morals, personal integrity, and ethics possible; and
- Making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behaviors.

In being dedicated and committed to practicing the principles of accountability, the Odessa College Nursing Student can have the personal and professional satisfaction of knowing that she/he is doing everything possible to promote trustworthiness in both conduct and actions. Nurse Practice Act is available for thorough review at: Texas Nurse Practice Act

Collection of important links:
- Texas Board of Nursing: www.bon.texas.gov

It is your responsibility as a student nurse to be knowledgeable of rules and regulations governing the Nursing Programs at Odessa College.

V. CONDUCT AND PERFORMANCE

NURSING AND ALLIED HEALTH (NAH) CODE OF CONDUCT

It is a privilege to be accepted as a student into a Program in the Nursing and Allied Health Unit at Odessa College. The faculty expects students to demonstrate professional and ethical behavior at all times that are over and above student expectations as outlined in the Odessa College Student Handbook. A student Counseling/Warning Form or Violation of Professional Standards is used to alert you, and to document,
behaviors that may result in failing grade, corrective action assignment, probation or immediate dismissal from the Program. This is notice to the student to become familiar with expected ethical and professional behaviors of your future profession. The NAH Code of Conduct in its entirety will be available on each course shell alongside the Student Handbook for your review.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)
Consider all information obtained regarding the patient’s status as strictly confidential, and not to be discussed with anyone except instructors and peers within the learning environment, and with authorized hospital personnel. (Learning experiences in the clinical area are to be shared during pre and post conferences and other related professional sessions).

All students are required to abide by HIPAA rules and regulations at all times. The following link contains needed information:

- Clinical sites may orient students to the agency’s guidelines for HIPAA implementation.
- Patient names will NOT be posted on assignment sheets.
- Patient information must never be left visible to the public.
- Do not leave clinical paperwork in a place, even in one’s own home, that is visible to others.
- When using computers in the clinical setting, or at home, never leave information on the screen for unauthorized person to gain access - log off.
- Faxes are to be placed in a secure area, face down.
- NEVER photocopy portions of the patient’s chart, medication record, or lab/diagnostic findings.
- Even when the discussion concerning a patient is authorized, take care that it is not in a public area or where conversation could be overheard by others.
- As a student, do not answer any questions about a patient over the phone. Do not state the patient is in the facility unless there is certainty that the patient has approved release of the information. The safest action for a student to take is to refer calls to the charge nurse or primary nurse caring for the patient.
- Submit reports of patients to instructors using patient room numbers and birth date only, never the patient’s full name.
- Remove the name of the patient if any information is obtained from the patient’s chart and used away from the nursing unit.

STUDENT RESPONSIBILITY

- Consult with the instructor if the student feels that circumstances regarding the patient will hamper him or her from giving effective care or would potentially present sensitive issues regarding confidentiality (e.g., person known to the student).
- The student must conduct himself or herself in a professional manner when caring for patients or families and interacting with staff, instructors, and peers.
- Channel any criticism of an agency, an individual, or an instructor through the Director of the Nursing Programs. In order to instill confidence and trust in our program, students should refrain from critical discussion outside the school or with other students.
• Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the nursing program.

• Be responsible for one’s own learning, and help promote an atmosphere which facilitates maximum learning for his or her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor’s time.

• Be respectful of instructors and peers. Help maintain an atmosphere where you and others can learn and grow.

• Be responsible for reading and familiarizing self with printed college and nursing department policies and procedures, as well as policies and procedures in clinical agencies that impact the role and function of the student nurse.

• Student may not share personal information with any patient in any clinical setting.

• Failure to abide by these regulations present grounds for disciplinary actions up to and including dismissal from the nursing program.

SCOPE OF PRACTICE

Noncompliance in any of the areas listed below may result in dismissal from the Nursing Program.

THE STUDENT NURSE MAY NOT:

• Assume responsibility for patient valuables.

• Sign/witness patient or client signature for consents for any type of procedure or sign AMA forms.

• Implement teaching plans/discharge plans without the primary nurse/preceptor or nursing instructor present.

• Fill out incident reports without instructor present.

• Take verbal or telephone orders from physicians.

• Administer blood or blood products or chemotherapy.

• Perform post-mortem care without presence and permission of instructor and/or preceptor.

• Scan, photograph, photocopy, or tape record content of patient documents.

• Have unauthorized patient contact.

• Use profanity or vulgarity while in the clinical setting.

• A student violation of HIPAA

• Students will not perform any central line care. This includes flushes, dressing changes, or medication administration.

• Students will not administer any IV push medications, with the exception of IV saline flushes.

• Students are not allowed to have narcotic medications in their possession at any time without an instructor or the primary nurse present.

• Students will not perform any invasive procedures on any pediatric patient, at any time. This is defined as any patient younger than 18 years of age. This is to include PKUs, swabs, capillary blood glucose checks, injections, vaccinations, IVs, and urinary catheters.

STUDENT ACCOUNTABILITY

The Texas Nursing Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. Each nursing student is legally accountable to the level of her/his preparation and does not function under the licensure of a nurse. Accountability is the quality or state of being responsible and answerable for one’s decisions, actions, and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their clients, supervisors, and their colleagues. They are legally and ethically responsible for any failure to act in
a safe and prudent manner. The Texas Nursing Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times. Standards of practice have been developed by professional organizations which serve as guidelines in maintaining quality practice.

**STANDARDS FOR CLASSROOM CONDUCT**

- Students are expected to observe the following guidelines for classroom behavior:
- Under no circumstances are children, family or friends able to accompany you to class, the skills laboratory, or scheduled conferences with instructors. If this occurs, you will be asked to leave. You will need to talk with your instructor about your absence and any make-up required.
- Children must not be left unattended in any area of the school building.
- Smoking is not permitted in the school building. Outdoor smoking areas are designated.
- Students are expected to be seated by the designated starting time for classes. If a student is not in the classroom by the designated start time, the door will be locked and the student will be able to enter the classroom upon the first student break.
- Students will be required to come to class prepared. The requirements are per instructor discretion. In the event that a student shows to class unprepared, they will be asked to leave the classroom to go prepare and they will be allowed back in upon instructor discretion.
- Cell phones and other communication devices must be turned off and put away during class time. Cell phones are not allowed to be out on desks. Messages received during class must be returned only during breaks. In case of an emergency, please give out the institution phone number so that you may be reached.
- Students must request permission from the individual instructor of each course before using a tape recorder in class.

If an instructor identifies a student who is behaving in an unacceptable manner in the classroom or laboratory environment, the instructor will:

- Inform the student of the nature of the unacceptable behavior and if asked to leave, will provide information for the student’s next point of contact.
- A meeting will be scheduled with the Director, and Dean or Vice President for Student Services as needed.
- The interaction will be documented using the NAH Code of Conduct and filed in the student’s program record.

Areas that constitute unacceptable behavior include, but are not limited to:

- Interfering with the learning of others.
- Excessive tardiness.
- Intimidation of students or faculty.
- Inappropriate dress that is distracting to the learning process.
- Electronic devices disturbing others.
- Dishonesty.
- Any other behavior deemed by the instructors as unacceptable for the learning environment or as outlined in the NAH Code of Conduct

Failure of the student to correct the deficiency and/or meet the stated objectives may result in failure of the course. Continuation of infractions could result in enforcement of the Nursing and Allied Health Student Code of Conduct.
ACADEMIC INTEGRITY

Academic integrity is important for the individual student and the program. Students taking proctored and un-proctored exams must adhere to the following rules:

- Leave personal items such as book bags and handbags in the nursing office or classroom. The secretary or instructor will secure the items so they are safe.
- Cell phones must be left in the nursing classroom.
- Do not talk to anyone who might come into the testing area.
- Should the testing area become noisy or in any way inhibits your ability to concentrate on the test, inform your instructor or the department secretary immediately.

STANDARDS FOR CLINICAL CONDUCT

Students have the right by law (Nursing Practice Act) to practice nursing as it relates to the educational process. Standards of care must be the same as that rendered by a graduate nurse. Every person has a right to expect competent care even if provided by a student as part of clinical training.

A student may be refused access to any clinical facility for infractions of the agency rules and regulations.

SAFETY IN THE CLINICAL SETTING

Students are expected to provide appropriate care to all assigned patients during clinical learning experiences. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, and other communicable diseases which pose potential risks to a care giver. The student is responsible for implementing standard precautions and adhering to all agency policies when providing care. The student should consult with the instructor, agency policies, and/or staff when questions of safety or infection control arise. Flu shots are a requirement for clinicals during the Flu season. In order to attend clinicals, proof of Flu immunization must be in the student chart at the nursing office. There will not be any exceptions made.

Students are expected to observe the following guidelines for behavior in the clinical setting:

- Students may not bring children, family or friends to the clinical agency at any time.
- Students should be in the clinical agency only when supervised or with the permission of the instructor (e.g. pre-clinical work-up). In these instances, students must adhere strictly to the course guidelines and agency policies regarding allowable activities. Be in full uniform for pre-clinical work-up unless otherwise instructed by course instructor.
- Students may not have cell phones in the clinical setting.
- Students will adhere to the Tobacco Free Policy provided on the next page of this handbook while in the clinical setting.
- Students are subject to all policies regarding drugs, criminal background checks, and drug screens, including random and for cause drug screens that clinical agencies may require.

CLINICAL EVALUATION

- During each clinical experience, students are evaluated on their ability to meet predetermined course competencies. As part of the formative evaluation process, students receive daily clinical feedback from the instructor. Any areas needing improvement as determined by the daily progress feedback form are addressed. A student success plan will be developed to address patterns of behavior that indicate the inability to meet any competency. If the student is placed on a success plan and continues to demonstrate the behavior after the initial success plan is completed, the student may receive a clinical failure.
- Summative evaluation resulting in a course grade of pass or fail occurs at the end of each clinical course. An evaluation conference with the clinical instructor(s) is scheduled at the end of each course to discuss the summary evaluation of clinical performance using the clinical evaluation
tool. Students are encouraged to speak with instructors at any time regarding clinical performance.

- At the end of a clinical course, a rating for all clinical outcomes delineates that the student has successfully achieved the end of course outcomes and will receive a Pass or Fail for the clinical course. This is determined on the final clinical evaluation. Students must also achieve a 75% average on clinical concept maps in order to pass the clinical course.

RESPONSIBILITY TO REPORT UNUSUAL OCCURANCES

- Any unusual occurrence or medication report made in the clinical area will be reported in the manner given in the procedure manual of the specific hospital. A report must also be filed on campus since photocopying of agency documents is not allowed. The report must be signed by the instructor and presented to Director within 24 hours of incident. The report will be reviewed by the Program Director or designee, the Level Coordinator, and involved instructor. The student may be interviewed by any of these individuals. Appropriate remediation shall be required.

VISITING HOSPITAL PATIENTS

- The student may not visit hospitalized friends or family when in the student role or while wearing the OC uniform.
- Students shall not visit patients who have been assigned to them before or after any clinical experience. One of the indications of high level nursing professionalism and competency is the provision for proper care and appropriate conduct during the nurse/patient relationship.
- Students shall not have patient contact when outside of the clinical setting.

CELL PHONE/ ELECTRONIC DEVICE USE AT CLINICAL AGENCIES

In an effort to protect client confidentiality:

- Cell phones are not allowed at any clinical site. Leave them at home or in your car.
- Students are not allowed to have their electronic devices in any patient care area.
- Patients should not be discussed on cell phones or via text under any circumstances
- Pictures of any kind may NOT be taken in any health care facility by any device.
- Computers or tablets are only allowed in designated areas of the clinical site, as determined by the clinical instructor.
- Violation of this policy WILL result in disciplinary action as enforced by the NAH Code of Conduct.

Reporting:
Nursing students, faculty, and preceptors have a duty to report nursing students who violate the mobile technology policy. Any policy infractions and or abuse should be sent to the Program Director.

SOCIAL MEDIA/SOCIAL NETWORKING

Social media is any website or medium (including video) that allows for communication in the open. It includes but is not limited to e-mail, text messaging, instant messaging, blogs, podcasts, discussion forums, personal Web sites, “Wikis”, video or picture sharing sites, interactive sites, and social networks.

A social network service is a communication portal, usually Internet-based, which provides a variety of ways, such as e-mail, text messaging and instant messaging, for users to interact with online communities or groups of people who share interests.

Guidelines:
1. Nursing students shall follow all Student Handbook guidelines regarding the use of cell phones and electronic media in the clinical setting. (See cell phone policy)

2. Nursing students shall not use the name, trademark, logos, or copyright-protected material of Odessa College on any social media or social network service without permission of Odessa College.

3. Nursing students shall make it clear in any online activity that their views and opinions about school related matters are their own, and are not the views of the Odessa College nursing faculty.

4. Nursing students shall not list their school e-mail address on any social networking site or any website unless the social networking site is used solely for Odessa College business or professional purposes.

5. “A private” social media site does not exist. Search engines can turn up posts years after the publication date. Comments can be copied or forwarded. Archival systems save information even if the post was deleted. Nursing students are encouraged to think carefully about what they post and whether it reflects a professional demeanor. Nursing students should assume that the electronic communication may be circulated to important constituencies, such as their nursing instructors, hospital staff members, current employers, patients, and family members.

6. Nursing students shall not discuss any information in a forum which could be construed as Protected Health Information (PHI) under the Health Information Portability and Accountability Act (HIPAA). Protected Health Information is any information about health status, provision of health care, or location of health care.

7. Nursing students are expected to respect the privacy of other nursing students and reframe from posting photos, opinions, or other information which may portray the student or faculty member in a negative light.

8. Nursing students shall remain respectful of the Hospital mission and strive to preserve the Odessa College Nursing Program professional reputation. Any Nursing Student that is dissatisfied with any aspect of Odessa College is encouraged to discuss those concerns with a nursing faculty member or the director of the Vocational Nursing Program. It is a violation of this policy to denigrate the quality of services at Odessa College in any social networking forum.

9. Social Networking with patients and or their family members is outside the therapeutic relationship and is considered a boundary violation and is prohibited.

Reporting:
Nursing students and faculty have a duty to report nursing students who violate the Social Media/Networking Policy. Any policy infractions and or abuse should be sent to the Director of Nursing.

Disciplinary actions:
Failure to follow this policy and its conditions may result in disciplinary action up to and including dismissal from the nursing program. If a nursing student’s conduct on or off Odessa College campus adversely affects his or her performance as a student nurse, the performance of another student, or performance of a faculty member, the nursing student may be subject to disciplinary action as enforced by the NAH Code of Conduct.

TOBACCO POLICY
Odessa College has a Smoke-free Environment Policy available for viewing at: Odessa College Tobacco Policy. In accordance with Tobacco-Free Policies of area health care facilities, students are not allowed to use tobacco products of any kind during clinical experiences. This includes cigarettes, cigars, and oral tobacco products. Students are not allowed to leave the grounds of the health care facility to use tobacco
products (or for any other reason). If a student leaves the grounds of the clinical site or violates the Tobacco-Free Policy of the Odessa College Nursing Program or of a clinical facility, a verbal “Tobacco Use Warning Form” will be issued to the student by the instructor for the first event. Following violations may be subject to disciplinary action as enforced by the NAH Code of Conduct.

VI. EVALUATION AND GRADING

CLASS/THEORY GRADING POLICY:
The Vocational Nursing Program’s grading scale for all VNSG courses is different from that of the general college with a grade of “C” awarded for numeric grades of 75%-79.99%. To be eligible for graduation and Course Completion, the vocational nursing student must have completed each of the prescribed courses in the curriculum with a minimum grade of “C”. The candidate for graduation must score satisfactorily on the ATI Comprehensive, Pharmacology and Medical Surgical thresholds, Medication Administration thresholds, pay for all NCLEX-PN fees, complete the TBON Jurisprudence exam, satisfy all college financial obligations, complete a certificate confirmation in the Record’s Office by the specified deadline, and return any borrowed school property.

Each theory course requires that students also reach an average of 75% on unit exams (50%) and the final (50%) in order to pass the course, this is a threshold and no other grades will be utilized until this threshold is met. Example: Student has a class average of 78 but the unit exam and final exam average is 74, this student does not pass the course and must repeat. Theory grades are assigned according to the following scale:

- 90-100 A
- 80-89.99 B
- 75-79.99 C
- 60-74.99 D
- Below 60 F

Grades will be calculated at the end of the semester for each theory class according to the formula specified in the course syllabus. There will be no rounding of grades in the Vocational Nursing program. A grade of 74.99 (or lower) is a failing grade.

In the event of an absence, quizzes and daily work cannot be made up. The student will receive a zero for those assignments. If the student is absent of the day of an exam, they will be required to make that exam up on the first day of returning to class, and at a time that the instructor assigns. An automatic 10 points will be deducted from any exam that is not taken on the original assigned date.

If the instructor assigns a take home exam, the exam must be completed by ALL students in the time frame given by the instructor, this applies to students who are absent on the day of the take home exam. If a student does not complete the exam within the allotted time frame, a zero will be given for the exam. Any exceptions must be made and agreed upon in writing with the instructor of the VNSG class before the exam time begins.

No late work is accepted in the Vocational Nursing Program. If there is an extenuating circumstance, the course instructor and program director will make the exception on an individual basis.

The student will receive an official Code of Conduct violation in the event that 3 unexcused zeros are earned. Three consecutive Code of Conduct violations from unexcused zeros will result in program dismissal.

***Unexcused zeros are defined as any zero earned outside of daily assignments that are given and completed within the classroom setting during an excused absence. ***
CLINICAL OBJECTIVES/DAILY CLINICAL GRADE/CARE PLAN GRADING POLICY

- In order to pass a clinical course, students must obtain an average of at least 75% or above on the total number of concept maps and objectives assigned in each clinical course along with daily grades. The total number of concept maps assigned in each course must be submitted to the instructor in order to pass each clinical course.
- Care plans or objectives will be assigned with each clinical week and are required to be submitted in the order that the course instructor assigns.
- No late work for care plans or objectives will be taken.
- Work must be completed at 100% or it will not be taken and the student will be sent home for the clinical day and will be required to make up the total number of hours.
- Care plans or objectives will be graded on the rubric designated for each semester.
- Clinical daily grades will be based on student performance and preparedness. The highest grades possible are determined on the difficulty of the current clinical semester and current knowledge base.
- The highest possible clinical daily grades are as follows: Introductory Clinical VNSG 1160: 90; Intermediate Clinical VNSG 1361: 95; Advanced Clinical 1363: 100.
- Clinical courses are graded as Pass or Fail.

OTHER GRADES THAT MAY BE ASSESSED:
The award of the grade of “W” (withdrawal) follows Odessa College policy. Each semester, the college publishes the “last day to withdraw.” If the date is not published for 8 week courses, consider the withdrawal date to be three-fourths into the course. If the withdrawal is early in the semester, a refund or partial refund may be granted. Students should consult with the cashier’s office regarding refund eligibility. In order to repeat the course, students must apply to be readmitted to the same course the next time the course is taught.

PROCEDURE FOR REQUESTING SPECIAL ACCOMMODATIONS
Assistance will be made available to students that have provided documentation that confirms their disability and need for accommodations in the academic setting. The Odessa College Office of Disability Services provides assistance with advising, accommodations and other services as needed. Additional information is available at 432-335-6861 and through this link: Odessa College Office of Disability Services. Students are responsible for obtaining appropriate documentation, such as that from a professional health care provider. It is the student’s responsibility to be a self-advocate when requesting accommodations.

VII. ATI: ASSESSMENT TECHNOLOGIES INSTITUTE

ATI PRACTICE EXAMS AND REMEDIATION
Students will have access to 2 ATI practice exams A & B for each course containing an ATI component; both practice exams will be assigned to the student to take during the course that the ATI is attached to. These tests will be used to assess the student’s understanding of the course information. The student will complete the focus review for each practice exam and use it as a study guide in preparation for the proctored exam which will occur at the end of the course.

All Practice exams and Proctored exams must be 100% remediated. All remediations are due 7 days after each corresponding exam is taken.
Students are required to complete an individualized remediation component to assist in areas that are specific to each student as delineated by the individual report in order to receive the remediation points per grid below. All remediation/intervention is mandatory for passing of the course, no items are optional. Students must complete the remediation/intervention components as assigned in order to be successful in the course. ATI assists you and your instructor to locate the areas that need more time and assistance dedicated.

Remediation consists of the following:
- For every ATI Practice A and Practice B Exam taken, the student will be required to log 2 hours of practice time in the “focused review” along with 3 “Critical Points” for each missed topic.
- For every ATI Proctored Exam taken, the student will be required to complete 3 “Critical Points” for each missed topic along with logging in the following practice time in the “focused review”:
  - Level 3= 1 hour of practice time
  - Level 2= 2 hours of practice time
  - Level 1= 3 hours of practice time
  - Below Level 1= 4 hours of practice time

### ATI PROCTORED EXAMS AND REMEDIATION

<table>
<thead>
<tr>
<th>ATI Exam</th>
<th>Level</th>
<th>Traditional Alignment</th>
<th>Dual Credit Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals Proctored</td>
<td>Level 2 Encouraged - 10% of course grade</td>
<td>VNSG 1509 Nursing in Health &amp; Illness II</td>
<td>VNSG 1405 Nursing in Health and Illness I</td>
</tr>
<tr>
<td>Maternal Newborn Proctored</td>
<td>Level 2 Encouraged - 10% of course grade</td>
<td>VNSG 1330 Maternal Newborn Nursing</td>
<td>VNSG 1330 Maternal Newborn Nursing</td>
</tr>
<tr>
<td>Nursing Care of Children Proctored</td>
<td>Level 2 Encouraged - 10% of course grade</td>
<td>VNSG 1334 Pediatric Nursing</td>
<td>VSNG 1334 Pediatric Nursing</td>
</tr>
<tr>
<td>Mental Health Proctored</td>
<td>Level 2 Encouraged - 10% of course grade</td>
<td>VNSG 1238 Mental Illness</td>
<td>VSNG 1238 Mental Illness</td>
</tr>
<tr>
<td>Management Proctored</td>
<td>Level 2 Encouraged - 10% of course grade</td>
<td>VSNG 1219 Leadership and Professional Development</td>
<td>VSNG 1219 Leadership and Professional Development</td>
</tr>
<tr>
<td>THRESHOLD: Pharmacology Proctored</td>
<td>Level 2 Required</td>
<td>VNSG 2510 Nursing in Health and Illness III</td>
<td>VNSG 1219 Leadership and Professional Development</td>
</tr>
<tr>
<td>THRESHOLD: Medical Surgical Proctored</td>
<td>Level 2 Required - 10% of course grade</td>
<td>VNSG 2510 Nursing in Health and Illness III</td>
<td>VNSG 2510 Nursing in Health and Illness III and VNSG 1363 Advanced Clinical Nursing</td>
</tr>
<tr>
<td>THRESHOLD: ATI Comprehensive Predictor</td>
<td>90% Probability of Passing NCLEX</td>
<td>VNSG 2510 Nursing in Health and Illness III</td>
<td>N/A</td>
</tr>
<tr>
<td>THRESHOLD: ATI Virtual Review</td>
<td>Green Light</td>
<td>N/A</td>
<td>VNSG 1219 Leadership and Professional Development</td>
</tr>
</tbody>
</table>

Students who do not reach a level 2/90% or higher on the first attempt will be required to remediate and attend mandatory remedial tutoring. After that is complete, each student that did not score a Level 2 the first time will have an opportunity to take a second proctored exam to reach a Level 2 and increase points awarded for achievement on ATI Proctored Exams.
If unsuccessful in reaching the level 2 on Threshold Exams by the second attempt, the student will be dismissed from the program with a grade of “D” and with the option to continue the next year given all admission requirements are completed.

Remediation tools are available within the ATI program to facilitate the success of the student. Practice exams will be made available by the course coordinator. The proctored exam(s) will be scheduled by the course coordinator. Specific information will be found on the course calendar. These exam(s) are secured online and proctored by nursing faculty.

**ATI GRADING RUBRIC**

<table>
<thead>
<tr>
<th>Proficiency level on ATI Proctored Assessments</th>
<th>Points Awarded for Achievement on ATI proctored Exams</th>
<th>Points awarded for Evidence of Remediation on missed topics</th>
<th>Total points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Level 3 on the content mastery series</td>
<td>85</td>
<td>15</td>
<td>100</td>
</tr>
<tr>
<td>Proficiency Level 2 on the content mastery series</td>
<td>75</td>
<td>15</td>
<td>90</td>
</tr>
<tr>
<td>Proficiency Level 1 on the content mastery series</td>
<td>60</td>
<td>15</td>
<td>75</td>
</tr>
<tr>
<td>Proficiency Level below Level 1 on the content mastery series</td>
<td>50</td>
<td>15</td>
<td>65</td>
</tr>
</tbody>
</table>

The grade that will be recorded as the 10% of your overall grade will be taken from the ATI highest scored attempt for all ATI exams given in the vocational nursing program.

**ATI BINDER**

Students will be required to keep an ATI Binder throughout the program. Each binder must include:

- NCSBN PN Test Plan
- All Practice A, Practice B and Proctored test blueprints
- Hand written remediations

The binder is a requirement of the program. The student will receive an Incomplete (I) for the associated current course without a completed and organized ATI Binder in place at the end of each VN semester. The student will not be able to continue to the next semester with the Incomplete in place and the incomplete grade can only be removed and replaced with the original course grade by completing the required ATI binder.

**ATI COMPREHENSIVE REVIEW**

**ATI Live Review:**

(Given in the Andrews and Monahans Adult Programs)

An ATI live review course will be held at Odessa College. The ATI live review will be schedule in the summer before completion. All students will take the Comprehensive Predictor ATI a second time after the ATI Live Review is completed. Attendance is required for 8 hours a day for the three (3) days of the review. Any hours missed will be approved per the Director and made up by the student.
completing 500 NCLEX review questions for each one (1) hour of the review that the student is absent.

ATI Virtual Review:
(Given in the Dual Credit Program)
An ATI virtual review course will be given to all Odessa College Dual Credit VN students. The course will begin at the latest, 4 weeks before graduation. Each student has a maximum of 6 weeks (up to 2 weeks after graduation) to complete to the ATI virtual review in its entirety. Attendance is required in classroom the entire 4 weeks that the ATI Virtual Review is given. The student will be responsible for communicating with the ATI coach and completing the review by the given deadline date. If the review is not completed in the 6 week time period, the student will receive a D on their transcript and will be given the option to continue in the adult program the next year given all admission requirements are completed.

ATI FEES
ATI fees are collected as course fees attached to the Nursing Health and Illness courses: VNSG 1400, VNSG 1509 and VNSG 2510. Total ATI Fees are approximately $1000.00 for the entire program and are subject to change at any time. Each student is responsible for ATI fees.

VIII. MEDICATION MATH COMPETENCY
Calculating correct dosages, IV rates, and other medications is essential to safe practice in nursing. Since math medication errors greatly endanger patients, it is required that each student must demonstrate proficiency in medication calculation competency prior to program completion. The ability to accurately calculate medication dosages will be measured in the following ways:
- Dosages will be accurately calculated in the skills laboratory and clinical setting.
- Medication calculation questions are included on exams in nursing courses at the instructor’s discretion.

GENERAL INSTRUCTIONS
- Students must show calculations. Scratch paper will be furnished and must be submitted with the completed test.
- If re-testing is necessary, the student is responsible for making arrangements with the instructor and for remediation.
- Testing deadlines will be enforced.

COMPETENCY TESTING FOR MED MATH THRESHOLD 1
Med Math Threshold 1 will be tested in VNSG 1402, Applied Nursing Skills. The exam will contain 25 calculation questions from the content covered in VNSG 1227.

The student must achieve a minimum passing grade of 85% (25 questions X 4 points each = 100%). Students not passing the first exam will take a second exam within one week of the first exam and after completing documented remediation approved by the course instructor. If unsuccessful on the second attempt, the student will take a third exam within one week of the second exam, and after completing documented remediation approved by the course instructor. If not successful on the third attempt, the student will be dismissed from the program. The student will be eligible for readmission the next year pursuant to the readmission policies.
COMPETENCY TESTING FOR MED MATH THRESHOLD 2
Med Math Threshold 2 will be administered during VNSG 1334, Pediatrics. The exam will contain 25 calculation questions from content covered in VNSG 1227, VNSG 1330 and VNSG 1334.

The student must achieve a minimum passing grade of 90% (25 questions x 4 points each = 100%). Students not passing the first exam will take a second exam within one week of the first exam and after completing documented remediation approved by the course instructor. If unsuccessful on the second attempt, the student will take a third exam, within one week after the second exam and after documented remediation approved by the course instructor. If not successful on the third attempt, the student will be dismissed from the program. The student will be eligible for re-admission the next year pursuant to the readmission policies.

COMPETENCY TESTING IN MED MATH THRESHOLD 3
Med Math Threshold 3 will be administered during VNSG 1219, Leadership and Development. Content will include content tested from the entire VN Program.

The student must achieve a minimum passing grade of 95% (25 x4 = 100%). Students not passing the first exam will take a second exam within one week of the first exam and after completing documented remediation approved by the course instructor. If unsuccessful on the second attempt, the student will take a third exam, within one week after the second exam and after documented remediation approved by the course instructor. If not successful on the third attempt, the student will be dismissed from the program. The student will be eligible for re-admission the next year pursuant to the readmission policies.

IX. READMISSION/PROGRESSION AND DISMISSAL/TRANSFER

READMISSION
• A re-admission applicant is defined as an individual who voluntarily withdrew or was dismissed from the Vocational Nursing Program. Re-admission is limited to one time. Any exception to this policy must be requested in writing to the Program Director and Associate Dean for Nursing and Allied Health.
• Re-admission applicants are considered on an individual basis and based on clinical space availability and at the discretion of the Program Director and Associate Dean for Nursing and Allied Health during the appropriate admissions period. Any former student from the Odessa College Vocational Nursing Program desiring re-admission must complete the following items that will be used in consideration of their re-admission application:
  • Meet the current admission requirements and procedures required of all Vocational Nursing applicants by the designated date/upcoming cohort, this includes current cut TEAS scores.
  • Submit a detailed, professionally written letter with their application to the Vocational Nursing Program Director stating:
    • The reasons for previous withdrawal or dismissal from the program
    • The reasons he/she desires to be re-admitted.
    • The circumstances that have changed to indicate that the applicant would successfully complete his/her Vocational Nursing education at this time.
• Attend a conference with the Program Director
• Demonstrate competency of certain knowledge, skills, and medication calculations appropriate for the point of re-entry to the program.
• Competency is demonstrated by taking final exams for all pre-requisites or previously completed courses, and passing with a minimum of 75.
• Math threshold exams must be passed with minimum threshold for the corresponding course.
Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration at a time mutually determined by the student and Program Director.

Following a second (2nd) withdrawal from the program, a student may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the VNSG course at the time of withdrawal.

The department reserves the right to deny readmission to a student who has violated the NAH Code of Conduct.

Students who are unsuccessful in a professional nursing program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition Program. Eligibility penalties for the “D’s, F’s or W’s” earned in nursing courses while previously enrolled in the professional nursing program are eliminated for these students.

REASONS FOR DISMISSAL FROM THE NURSING PROGRAM

(As per the rules set forth by the Texas Board of Nursing #214.8)

Evidence of actual or potential harm to patients, clients, or the public. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity.

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

The following will result in a Course Failure and the student may be subject to disciplinary action as enforced by the NAH Code of Conduct.

- Any time missed over 16 hours in one clinical semester
- The student will receive a clinical failure if a make-up day is missed
- Two (2) no call/no shows in a class/lab and clinical
- Any course absence of more than 10% of scheduled class time
- Any course grade below 75%
- Any course exam average of below 75%
- Not meeting the math competence thresholds each semester
- Not meeting all ATI thresholds for the Medical Surgical, Pharmacology and Comprehensive Proctored Exams

PROGRESSION AND DISMISSAL

- Students will abide by the current VN admission, curriculum and program requirements at the time they are admitted or readmitted the Vocational Nursing Program.
- Nursing courses are sequential. Special progression is allowable only with approval of the Program Director and Associate Dean of Nursing and Allied Health.
- Once a student has enrolled in the VN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within three (2) years of the initial acceptance.
- Progression in the nursing program is dependent on achieving grades of higher than a C in all required courses in the Plan of Study for the appropriate academic year of admission.
- In order to receive a grade of C, a minimum grade of 75 must be attained in each nursing course.
Once enrolled in the LVN program, a student who receives a D, F, or W in a nursing course, or withdraws from a nursing course must follow the re-admission guidelines before enrolling in a subsequent nursing course. Re-admission is only good for the next academic school year.

Once enrolled in the LVN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course. Withdrawal from a nursing course or subsequent failure of a co-requisite course. Non-enrollment in a nursing course for (1) or more semesters.

A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administration Code 215.8 and enforced through the NAH Code of Conduct.

**INELIGIBILITY FOR RE-ADMISSION/ACADEMIC DISMISSAL**

Students are not eligible for readmission under the following conditions:

- Failing the same course twice.
- Violation of the NAH Code of Conduct that results in immediate dismissal.
- Student is unable to pass final exams or skills check offs for previously passed courses, before entering back into the program. (Must show competency in previous passed courses before being re-admitted into the middle of the VN Program.)

**TRANSFER POLICY**

In addition to meeting all general admission criteria for Odessa College and the Odessa College Nursing Program, students seeking transfer admission to the Odessa College Nursing Program are required to meet the following criteria:

- Must be accepted into the Odessa College Nursing Program no later than two weeks before the first class day.
- Students who have not been active any nursing program for more than one long semester will not be admitted as transfer students, but will be considered for admission as a beginning nursing student.
- Only courses with a passing grade will be considered for substitution into the OC LVN Program Plan of Study.
- Students who have not been active any nursing program for one long semester will be required to pass the final exam for the last course attended with a grade of 75% or higher. A study guide for the final exam will be provided for the student or the student will be advised areas of content to study.
- Students must demonstrate competency in clinical skills for the last semester attended. The Program Director will provide the student with a list of skills required for the semester in which the student is applying. Skills must be passed on the first attempt with a grade of “Pass”. Skills will be graded using the guidelines for the semester skills being tested. Practice sessions may be scheduled by the student with the Odessa College Nursing Instructors.
- Students will be required to pass the Medication Math Exam appropriate for the course in which the student is applying for admission. Guidelines for the Medication Math Exam will be consistent with guidelines for the semester exam taken.

**X. COMMENCEMENT AND PINNING**

**COMMENCEMENT**

Odessa College has two commencement ceremonies a year: May and December. Nursing graduates must follow college guidelines regarding participation. Questions about eligibility to participate in
commencement should be addressed to the Office of the Registrar. The application for graduation must be completed by the deadline published in the catalog. The Nursing Department will assist graduates to complete the form and provide the required degree plan.

PINNING

Completion of the LVN Program is a time for celebration. A traditional pinning ceremony is held for each graduating class separate from the College’s formal Commencement. The Odessa College Vocational Nursing Pin is placed on each graduate in a candle lighting ceremony. Friends and family should be invited to join in the occasion. Time and place are announced in advance.

Student awards presented at pinning:

- **Nightingale Award** – peer award to the student who represents nursing at its finest
- **Academic Excellence Award** – presented to the top three student ranked by GPA in core nursing courses.
- **Clinical Excellence Award** – presented to the student voted by faculty for outstanding clinical performance.
- **Asset to the Profession** - presented to the student voted by faculty.
Odessa College

Health and Safety Requirements
for
Nursing and Allied Health Students

POLICY AND RELEASE OF INFORMATION

Student admitted to Odessa College nursing and allied health programs must submit to a criminal background check two to three months before the first semester of the program’s curriculum. The student understands that the background check application will be submitted to the investigation agency selected by the College. The results of the investigation will be reviewed by the department chair/program director or dean. The College President, Vice President for Instruction, Vice President for Student Services, and the College’s legal counsel may also have access to the background check results in certain situations, such as but not limited to, a student’s removal from the nursing or allied health program due to the background check. Results of criminal background checks will be maintained in a locked space with immediate access only by the program director or dean.

The student understands that the nursing or allied health program must provide the results of the criminal background check to participating clinical agencies (hospitals, clinics, etc.), and that the student must be approved by those agencies before he/she is allowed to do clinical practice in the agency. Sufficient clinical practice is a requirement of the regulatory agencies governing health careers programs and students must have sufficient clinical practice to satisfy course and program objectives. Not being allowed to enter a clinical site makes it impossible for students to satisfy course and program objectives and therefore the student would be required to withdraw from the nursing or allied health program.

The student further understands that clinical agencies require proof of compliance with health and safety requirements including the individual’s immunization record, which may include results of laboratory testing confirming immunity to certain diseases, results of urine drug screening, and results of testing for tuberculosis (skin test or recent chest x-ray). The nursing or allied health program director or dean or their designee will provide this information to the clinical agencies which request that such information be provided.

By signing and dating below, the student acknowledges that he/she has read and understands this policy and gives the nursing or allied health program permission to release information related to health and safety. Further, permission is granted to conduct the criminal background check.

_________________________________________  ______________________________________
Signature                                             Date

_________________________________________
Printed Name
STUDENT ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

_________________________________________ (print name) I have read and will abide by the policies, rules, standards and guidelines stated in the Student Handbook for the Odessa College Vocational Nursing Program. I understand that the nursing student handbook is supplemental to the policies of Odessa College, and that I must also adhere to OC policies, procedures, and guidelines.

_________________________________________ __________________________