



201 W. University  
Odessa, Texas 79764

ASSOCIATE DEGREE NURSING PROGRAM (A.D.N.)  
STUDENT HANDBOOK

SPRING 2017

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## I. PREFACE

### ***Welcome to the Odessa College (OC) Associate Degree Nursing (ADN) Program!***

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: [2016-2017 Student Handbook](#).

This ODESSA COLLEGE ASSOCIATE DEGREE NURSING STUDENT HANDBOOK is a publication of the Odessa College Associate Degree Nursing Department and contains helpful resource information to facilitate your success in the Associated Degree Nursing Program. It is important that you refer to the most current term iteration of this handbook throughout your enrollment in the nursing program. The policies, rules, and regulations and the general information provided in this handbook are reviewed each term and subject to change. Current versions may be found online at the Associate Degree Nursing Home Page link: [Associate Degree 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 Associate Degree Nursing (ADN) 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.

### **HOW TO CONTACT US**

The Nursing Office is located in the Health Science Building (HSB) Room 221 on the Main Odessa Campus.

OC Mailing Address: 201 W. University Odessa, TX 79764

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**

Nursing Office Phone: 432-335-6672

Nursing Office Fax: 432-335-6873

Website: [ADN Home Page](#)

(Office hours for faculty posted on office doors and on-line.)

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

## **ACCREDITATION STATUS**

The Odessa College Associate Degree Nursing Program is approved by the Texas Board of Nursing (BON) for the State of Texas. The Texas BON may 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). THECB may be reached at 1200 E. Anderson Lane, Austin, TX 78752. Phone: 512-427-6101.

The Program is accredited by The Accreditation Commission for Education of Nursing, Inc. (ACEN). ACEN may be reached at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Phone 404-975-5000.

## **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 at monthly Departmental Meetings called faculty committees, 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.

## **II. PROGRAM FOUNDATION**

### **MISSION STATEMENT**

The Mission of the Odessa College Associate Degree Nursing Program 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.

### **We Believe:**

And accept the purpose and mission statements of Odessa College.

Students are individuals and have differing educational needs and life experiences.

In establishing a caring environment that encourages students to assume responsibility for learning and personal development in partnership with the faculty.

Caring is a fundamental concept through which scientific nursing principles are used to meet the needs of the patient and family with dignity and competency.

Professional nursing places emphasis on illness prevention, and health promotion in a holistic, multicultural environment, including the roles of member of the profession, provider of patient –centered care, patient safety advocate, and member of the health care team.

In using collaboration and communication effectively within the community to share and utilize available strengths and resources to enhance curriculum development in order to meet projected community needs.

And accept the Texas Board of Nurse Examiners Differentiated Essential Competencies as the roles of the associate degree graduate nurse.

Graduates of the Odessa College Associate Degree Nursing Program are prepared to practice using clinical reasoning, and knowledge based on the associate degree nursing plan of study and evidence-based practice outcomes as a basis for decision making in nursing.

Graduates of the Odessa College Associate Degree Nursing Program are competent and prepared to apply for Registered Nurse Licensure by the Texas Board of Nursing.

Graduates of the Odessa College Associate Degree Nursing Program will demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

Revised 06/12; 06/13; 06/14; 08/14

Reviewed 1/15; 8/15; 6/16, 12/16

## **NURSING PHILOSOPHY**

### **Definition of Nursing:**

Professional nursing is an art and science, which emphasizes and promoting and maintaining health and wellness, utilizing evidence based practice (EBP) and patient centered care in a multicultural environment. The registered nurse meets the needs of the patient and family with caring, dignity and competence as a compassionate advocate. The nurse demonstrates professionalism, leadership and clinical judgment by utilizing collaboration, informatics and safe practices while providing patient-centered care.

### **Definition of Nursing Education:**

Nursing education incorporates a student centered process of learning, utilizing available resources, nursing courses, and general education courses that promote competency, accountability and professional development. The adult learners are self-directed and take responsibilities for their own learning. The role of the instructor is to facilitate learning using a variety of experiences and activities.

### **Definition of Teaching/Learning:**

Teaching/learning is a student-centered process by which the student/faculty relationship facilitates life-long learning. Learning is evaluated via a variety of assessment methods.

Approved: Fall 2014

Reviewed: 1/15; 8/15; 6/16, 12/16

## **ORGANIZING FRAMEWORK**

### **6 PILLARS:**

- Professionalism and leadership - Demonstrating integrity, lifelong learning, accountability and responsibility while functioning within the legal and ethical scope of practice.
- Clinical Judgment and Evidence based practice - Analyzing assessment data to identify problems, formulate expected outcomes, and develop collaborative plans of care for patients and their families using information from best current evidence.
- Safety and Quality - Minimizing the risk of harm to patient and providers through individual performance.
- Patient centered care - Integrating knowledge of patient and family cultural factors when providing care, including age, religion, ethnicity, economics, and gender.
- Informatics and Technology - Communicating and managing information using technology to support decision making in providing patient care.
- Collaboration - Planning and implementing care with the inter-professional health care team, patient and family.

Approved: Fall 2014

Reviewed: 1/15; 8/15; 6/16, 12/16

## **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.

### **Sequencing:**

The sequencing of courses provides for progressive development of knowledge and skills. During the first three semesters, students learn basic to intermediate level nursing science and practice basic to intermediate technical and interpersonal skills in providing care to 1-2 clients whose health/illness problems are stable and predictable. The last semester focuses on the assessment and intervention processes for clients experiencing unstable and unpredictable illness states, with health care needs of increasing acuity. The emphasis is on problem solving and managing the care of groups of clients.

### **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.

Approved: 9/04

Reviewed: 7/10; 8/14; 1/15; 8/15; 6/16, 12/16

## **PROGRAM OBJECTIVES/OUTCOMES**

### **Upon completion of the program, the graduate will demonstrate competency in the following roles:**

Demonstrate professionalism and leadership skills reflective of the associate degree nurse.

Utilize clinical judgment based on best current evidence to provide safe and effective quality patient care.

Demonstrate nursing teamwork and inter-professional collaboration while managing care for patients across the lifespan in a variety of healthcare settings.

Effectively utilize informatics and technology in a variety of healthcare settings.

Appropriately incorporate knowledge of cultural diversity in the practice of patient centered care.

Approved: Fall 2014

Reviewed: 1/15; 8/15; 6/16, 12/16

## **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 listed in the descriptions on the following pages of this catalog and have keyed them to Odessa College's Institutional Core Objectives as defined by the Texas Higher Education Coordinating Board (THECB). The numbers found at the end of each course description refer to the following Institutional Core Objectives that have been adopted by Odessa College:

### **Description of Odessa College's Institutional Core Objectives (CO)**

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
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



5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

### **Student-learning Objectives Corresponding to each Institutional Course Objective Specific to this Program**

\*CO 1 Critical Thinking Skills - to be assessed within the following course: RNSG 1166

\* 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.

\*CO 2 Communication Skills – to be assessed within the following course: RNSG 1166

\* 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.

\*CO 3 Empirical and Quantitative Skills - to be assessed within the following course: All Courses

\* 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.

\*CO 4 Teamwork – to be assessed within the following course: RNSG 1166; RNSG 1263

\* 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.

\*CO 5 Personal Responsibility – to be assessed within the following course: All RNSG courses

\* Students will successfully complete an assignment in which they examine an individual's responsibility to connect choices, actions, and consequences to ethical decision-making.

\*CO 6 Social Responsibility - to be assessed within the following course: All RNSG courses

\* 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.

Reviewed: 8/14, 1/15; 8/15, 1/16, 6/16, 12/16

### **OPTIONS/TRACKS FOR THE NURSING STUDENT**

The curriculum of the Odessa College Nursing Program prepares graduates to assume beginning staff nurse positions under supervision as providers of care, coordinators of care, and members of the nursing profession. Upon successful completion of the licensing examination, NCLEX-RN, the graduate becomes a Registered Nurse.

#### **Traditional Option:**

The Traditional (formerly known as Generic) Option allows students the opportunity to take classes and receive clinical education during weekday and some weekend hours. Students beginning a nursing career can apply for the Traditional Option, designed for students who do not hold any licensure to practice nursing as a Vocational Nurse. Traditional Track students take nursing courses for two years or one 16 week semester and three, 8 week semesters. Odessa College admits students into the Traditional Option track each fall and spring semester.

#### **Transition Option for the LVN:**

The Transition track allows the licensed vocational nurse (LVN) to receive credit for selected nursing courses through advanced placement. Transition is offered as a hybrid Option only. Transition students must hold a current license to practice nursing as a L.V.N. in Texas. The transition student receives advanced placement credit for Foundations of Nursing Practice (RNSG 1513), Clinical Introduction (RNSG 1360), Common Concepts of Adult health (RNSG 1441) and Clinical-Registered Nursing/Common Concepts (RNSG 1261). Courses continue sequentially through the year, spring, summer and fall semesters, with graduation in the following December.

Reviewed: 1/15; 8/15; 6/16, 12/16

Revised: 7/07; 6/10; 8/14;

## PROGRAM ADMISSION

Applicants must satisfy all Specialized Admissions criteria:

- General Requirements
- Meet Assessment Thresholds (TEAS V)
- Completion of Mandatory Prerequisite Courses
- Formal Interview Process
- Pre-Program Specific Submission

Once a student has satisfied all Specialized Admissions Criterion as listed above, they will then be ranked using the Ranking Protocols below. The number of students admitted each semester depends upon faculty availability and clinical resources.

### General Requirements

Applicants for Specialized Admissions Programs in Nursing and Allied Health must satisfy minimum criteria in order to be eligible for consideration of ranking.

The applicant is required to meet all the following:

Enrolled at Odessa College as a Credit Student

Background and immunization clearance (through third-party vendor)

Completion with a "C" or better of all academic and specialized courses listed on the degree plan

Minimum cumulative GPA of 2.5 is required

Submit all previous college/university transcripts (transliteration of all foreign coursework required) prior to ranking.

*When a student has course work from colleges outside of OC, overall GPA for ranking purposes will only be based on highest score achieved for Nursing or Nursing Prerequisite Courses.*

High School Diploma or GED.

Complete the requirements for the college's Success Initiative Plan, which usually includes passing scores on the COMPASS or THEA exam unless an exemption has been earned.

***Submit all documents and official transcripts to the Nursing Secretary at the Odessa College Nursing Office before posted deadline.***

### Assessment Thresholds

Below is the minimum for current TEAS exam composite score for qualification and ranking into the Nursing programs. Official scores are valid for one year and only the most recent composite scores will be used for qualification and ranking. There is a 3 month waiting period for re-testing with a maximum of (3) three attempts unless approved by the Director of Nursing. Re-testing prior to the 3 month period will invalidate your current TEAS exam scores for Nursing qualification and ranking unless approved by the Director of Nursing.

### Mandatory Courses

Mandatory courses are general education courses that a student must successfully complete prior to degree achievement. Depending on Program Track (Traditional or Transition) those courses may be considered pre-requisite courses for program application. Please see your specific plan of study for details. Applicants who do not satisfactorily complete mandatory course work will not qualify for eligibility to be ranked for a program.

BIOL 2401 Anatomy & Physiology I (Maximum of **THREE** attempts allowed for admission consideration)

BIOL 2402 Anatomy & Physiology II (Maximum of **THREE** attempts allowed for admission consideration)

ENGL 1301 English Composition

HUMA Choice of 4 courses: HUMA 2319 American Minorities Studies, HUMA 1305 Intro to Mexican-American Studies, HUMA 2323 World Cultures or PHIL 1304 Intro to World Religions Traditional – Pre-requisite. Transition – Co-requisite. It is highly recommended that this course be taken as a pre-requisite for Transition Students to allow for student focus on core Nursing Courses though it is not part of the Transition Admissions Requirements.

PSYC 2314 Lifespan Growth and Development: Traditional – Co-requisite. Transition – Pre-requisite. It is highly recommended that this course be taken as a pre-requisite for Traditional to allow for student focus on core Nursing Courses though it is not part of the Traditional Admissions Requirements.

## Ranking Point System

As part of the admission criteria, the point values for all nursing applicants will be totaled. A rank ordered list of nursing applicants by point total will be developed. The applicants with the highest number of points will be admitted into the nursing program each semester. Please note that in order for this point system to be utilized the student must have an overall cumulative GPA of 2.5. Points are calculated based upon the following criteria:

### 1. Grade Point Average (GPA)

A cumulative grade point average of 2.5 (4.0 system) will be based on the general education courses completed within the nursing program plan of study. GPA will be determined in the following manner:

The college applicant's GPA is based on completion of 14 college prerequisite credit hours.

GPA	Points Awarded
3.7 - 4.0	20
3.5 - 3.69	19
3.3 - 3.49	18
3.1 - 3.29	17
2.9 - 3.09	16
2.7 - 2.89	8
2.5 - 2.69	4
<2.5	0

### 2. TEAS Entrance Assessment:

These scores are calculated based on your TEAS score in the two areas of Math and Reading. Each area is worth points as listed below and Composite TEAS test score must be within the classified "*PROFFICIENT*" range of 58.7 or higher. A maximum of 16 points can be earned in this area. **Contact the Director of Nursing for TEAS testing and re-testing guidelines**

SCORE (in each of the 4 areas)	Points Awarded (Reading)
90 - 100	8
80 - 89.9	6
70 - 79.9	4
<69.9	0
SCORE (in each of the 4 areas)	Points Awarded (Math)
90 - 100	8
80 - 89.9	6
70 - 79.9	4
63.3-69.9	2
<63.3	0

### 3. General Education Requirements:

Course	Points for A	Points for B
BIOL 2401 Anatomy & Physiology I	2	1
BIOL 2402 Anatomy & Physiology II	2	1
ENGL 1301 English Composition	1	0.5
PSYC 2314 Lifespan Growth and Development	1	0.5
HUMA (choice of 4 courses see degree plan)	1	0.5

4. Interview process 20 points. Successful completion of CNA program is worth an additional 2 points in this category.

Approved: 12/14

Reviewed: 1/15; 8/15; 6/16, 12/16

### Pre-program Specific Submission Requirements

Applicants for specialized programs must also meet all pre-program specific requirements PRIOR to qualifying for ranking. The following is required for all applicants:

- Complete a Nursing Admissions Orientation in person or on-line.
- Maintain current CPR card (online not accepted).
- Meet immunization requirements.
- Provide proof of health insurance which must be maintained throughout the program.

### Additional Information

Applications Accepted: Fall – May 1<sup>st</sup> through June 1<sup>st</sup>. Spring - October 1<sup>st</sup> through 20<sup>th</sup>.

Official Ranking Dates: Fall – June 2 - 10<sup>th</sup>. Spring - October 21 - 28<sup>th</sup>.

Program Start Dates: Fall and Spring Full Terms per Odessa College Academic Calendar.

Number of students admitted may vary by term based on program instructional and clinical resources.

A student has three years to complete the Associate Degree in Nursing after official enrollment in the first Associate Degree Nursing course.

### Post Admissions Requirements

Students are responsible for the following requirements AFTER accepting a seat in the program:

- Background Check - will be completed by each student. 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 BON prior to entry into the nursing program. Please wait for instructions to start this process from the Nursing Department.
- Substance Abuse Screening - students who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing cannot complete course or program requirements. Students who fail to obtain clearance may be prohibited from admission or enrollment in specified programs/courses.
- Program Orientation - one day in person orientation.
- Clinical Orientation - (Online) - (Renew every year)
- HIPAA Training - HIPAA Access Online - (Renew every year) 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 Clinical Courses

Proficiency or Advanced Placement Information: Contact Director of Nursing or Student Success Coach.

### Transfer of Credit

Students who have course credits from other accredited colleges or universities must provide the registrar's office and the nursing 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 for those courses required on the degree plan for associate degree nursing.

Students seeking to transfer from another school of nursing must have their transcripts and syllabi reviewed by the Director of Nursing for consideration. Transfer of nursing courses occurs only when course content is deemed equivalent with that of Odessa College.

Revised: 9/04; 7/07; 6/10

Reviewed: 08/14; 1/15; 8/15; 6/16, 12/16

### Anatomy & Physiology Age of Coursework Policy

Anatomy & Physiology 1 and 2 must be current within the past 5 years of application for the Associate Degree Nursing Program. This policy will be in effect for both the traditional ADN program and the LVN student seeking admission to the Transition program. The Texas Common Course Numbering System's Course Numbers are BIOL 2401 & 2402. (A grade of C or better is required.) If a student has passed both courses with a transcript grade of C or higher older than 5 years, they may take one refresher course of BIOL 2404 Human Anatomy and Physiology. Maximum of **TWO** attempts

allowed and course must be passed with a C or higher. Ranking points will apply for both A&P 1 and 2 in the ranking system (ex. If an A is achieved in BIOL 2404, 4 points will be added to the students rank for admission.)

Revised: 08/14

Reviewed: 6/16, 12/16

#### FERPA

Students must sign a FERPA 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.

Reviewed: 1/15; 8/15, 12/16

### Curriculum Plan – Traditional Option

#### Course of Study for Associate in Applied Science Degree –Nursing SPRING 2015

<u>Program Area</u>	<u>Semester Hours</u>
<u>Prerequisites:</u>	
BIOL2401Anatomy and Physiology I	4
BIOL2402Anatomy and Physiology II	4
ENGL1301Composition I	3
SELECT ONE:	3
HUMA1305Introduction to Mexican-American Studies	
HUMA2319 American Minority Studies	
HUMA2323 World Cultures	
PHIL1304 Introduction to World Religions	
<b>Total Semester Hours</b>	<b>14</b>
<u>First Semester:</u>	
RNSG1193Special Topics in Registered Nursing	1
RNSG1301Pharmacology	3
RNSG1360 Clinical	3
RNSG1513Foundations for Nursing Practice	5
<b>Total Semester Hours</b>	<b>12</b>
<u>Second Semester:</u>	
RNSG1261Clinical – Registered Nurse	2
RNSG1441Common Concepts of Adult Health	4
RNSG2161Clinical – Mental Health	1
RNSG2213Mental Health Nursing	2
PSYC2314Life Span Growth and Development	3
<b>Total Semester Hours</b>	<b>12</b>
<u>Third Semester:</u>	
RNSG1262Clinical – Registered Nursing	2
RNSG1412Nursing Care of the Childbearing and Childrearing Family	4
RNSG1443Complex Concepts of Adult Health	4
RNSG2263Clinical – Registered Nursing	2
<b>Total Semester Hours</b>	<b>12</b>
<u>Fourth Semester:</u>	
RNSG1166Practicum	1
RNSG1263Clinical – Registered Nursing	2
RNSG2221Professional Nursing: Leadership and Management	2
RNSG2230Professional Nursing Review and Licensure Preparation	2
RNSG2331Advanced Concepts of Adult Health	3
<b>Total Semester Hours</b>	<b>10</b>
<b>Total Hours for the AAS Degree</b>	<b>60</b>

## Curriculum Plan – Transition Option

### Course of Study for Associate in Applied Science Degree –Nursing SPRING 2015

#### Program Area Semester Hours

##### Prerequisites:

BIOL2401Anatomy and Physiology I4  
 BIOL2402Anatomy and Physiology II4  
 PSYC2314Life Span Growth and Development3  
 ENGL1301Composition I3

Total General Education Semester Hours14

##### First Semester:

RNSG2207Adaptation to Role of Professional Nurse 2  
 RNSG1193Special Topics in Registered Nursing 1  
 RNSG2213Mental Health Nursing 2  
 RNSG2161Mental Health Clinical 1  
 RNSG1443 Complex Concepts of Adult Health 4  
 RNSG1262Clinical Registered Nursing 2  
 RNSG1201Pharmacology 2

Total Semester Hours 14

##### Second Semester:

SELECT ONE: 3  
 HUMA1305Introduction to Mexican-American Studies  
 HUMA2319 American Minority Studies  
 HUMA2323 World Cultures

PHIL1304 Introduction to World Religions

RNSG1412Nursing Care of the Childbearing and Childrearing Family 4  
 RNSG2263Clinical Registered Nursing-OB/PEDI 2

Total Semester Hours 9

##### Third Semester:

RNSG2331Advanced Concepts of Adult Health 3  
 RNSG2221Professional Nursing: Leadership and Management 2  
 RNSG1263Clinical – Registered Nurse 2  
 RNSG1166Practicum 1  
 RNSG2130Professional Nursing Review and Licensure Preparation 1

Total Semester Hours 9

##### Nursing Courses – Receive Advanced Standing (L.V.N. Education):

**RNSG1360Clinical 3**  
**RNSG1513Foundations of Nursing Practice 5**  
**RNSG1261Registered Nurse 2**  
**RNSG1441Common Concepts of Adult Health 4**  
**Total Semester Hours (Advanced Standing) 14**

**Total Hours for the AAS Degree 60**

## NURSING COURSE DESCRIPTIONS

Non-nursing courses may be taken earlier than the semester in which listed as co-requisite. If not taken prior to admission, non-nursing courses must be taken in the sequential order in the semester listed on the ADN Degree Plan.

### RNSG 1166 Practicum---Registered Nursing/Registered Nurse

(51.3801) (0-7) 1 hour

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Experiences will occur in a preceptor environment caring for a group of patients with multiple problems and acuity. Emphasis will be placed on prioritization, and delegation using clinical judgment and best current evidence in the patient---centered care setting. The student will begin to model the role of a professional nurse demonstrating leadership

skills and patient advocacy, technology, and participating in quality improvement related to safety and clinical judgment. Lab fee required. Prerequisites: Admission to Professional Nursing Program or administrative approval, successful completion of: Traditional RNSG 1301, RNSG 1513, RNSG 1360, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161, RNSG 1443, RNSG 1262, RNSG 1412 RNSG, 2263, RNSG 2331, RNSG 1263, RNSG 2221 AND PSYC 2314 Transition: Admission to Professional Nursing Program or administrative approval, successful completion of: RNSG 1201, RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1443, RNSG 1262, RNSG 1193, RNSG 1412, RNSG 2263, RNSG 2331, RNSG 1263, RNSG 2221 AND (Select one) HUMA 1305, 2319, 2323, PHIL 1304. Co-requisites: Traditional: RNSG 2230 Transition: RNSG 2130.

#### RNSG 1193 Special Topics in Nursing

(51.3801) (1-0) 1 hour

Special Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Lab fee required Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1301. Transition: Admission to Professional Nursing Program or administrative approval, RNSG 1201, RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1443, RNSG 1262, Co-requisite: Traditional: RNSG 1513, RNSG 1360. Transition: RNSG 2207

#### RNSG 1201 Pharmacology

(51.3801) (2-0) 2 hours

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Lab fee required.

Prerequisites: Admission to Professional Nursing Program or administrative approval, RNSG 2207, RNSG 2213, RNSG 2161. Co-requisite: RNSG 1443, RNSG 1262.

#### RNSG 1261 Clinical – Registered Nurse Common

(51.3801) (0---8) 2 hours

A health---related work---based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee required. (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Admission to Professional Nursing Program or administrative approval, RNSG 1301, RNSG 1513, RNSG 1360, RNSG 1193. Co-requisite: RNSG 1441

#### RNSG 1262 Clinical – Registered Nurse Complex

(51.3801) (0-8) 2 hours

A health---related work---based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee required. (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1301, RNSG 1513, RNSG 1360, RNSG 1193 RNSG 2213, RNSG 2161. Transition: RNSG 2207, RNSG 2213, RNSG 2161.

Co-requisite: Traditional: RNSG 1443. Transition: RNSG 1443, RNSG 1201.

#### RNSG 1263 Clinical – Registered Nurse Advanced

(51.3801)(0-8) 2 hours

A health---related work---based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee required. (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1301, RNSG 1513, RNSG 1360, RNSG 1193 RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262, RNSG 1412, RNSG 2263. Transition: RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1201, RNSG 1443, RNSG 1262, RNSG 1193, (select one, HUMA 1305, HUMA 2319, HUMA 2323, PHIL 1304), RNSG 1412, RNSG 2263. Co-requisite: Traditional: RNSG 2331, RNSG 2221. Transition: RNSG 2331, RNSG 2221

#### RNSG 1301 Pharmacology

(51.3801) (3---0) 3 hours

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of

medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Lab fee required Prerequisites: Admission to Professional Nursing Program or administrative approval, BIOL 2401, BIOL 2402, ENGL 1301, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), Co-requisite: RNSG 1513, RNSG 1360.

#### RNSG 1360 Clinical – Registered Nurse

(51.3801) (0-12) 3 hours

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee required. (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, BIOL 2401, BIOL 2402, ENGL 1301, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), Co-requisite: Traditional: RNSG 1513, RNSG 1301, RNSG 1193.

#### RNSG 1412 Nursing Care of the Childbearing and Childrearing Family

(51.3801) (4-0) 4 hours

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach Lab fee required (ICOs 1, 2, 3, 4, 5, 6) Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213 RNSG, 2161, PSYC 2314, RNSG 1443, RNSG 1262. Transition: RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1201, RNSG 1443, RNSG 1262 RNSG 1193.

Co-requisite: Traditional: RNSG 2263. Transition: RNSG 2263. (Select one, HUMA 1305, HUMA 2319, HUMA 2323, and PHIL 1304).

#### RNSG 1441 Complex Concepts of Adult Health

(51.3801)(4-0) 4 hours

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Lab fee required (ICOs 1, 2, 3, 4, 5, 6). Prerequisites: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193. Co-requisite: RNSG 1261

#### RNSG 1443 Complex Concepts of Adult Health

(51.3801) (4-0) 4 hours

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Lab fee required (ICOs 1, 2, 3, 4, 5, 6).

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161. Transition: RNSG 2207, RNSG 2213, RNSG 2161. Co-requisite: Traditional: RNSG 1262. Transition: RNSG 1262. RNSG 1201.

#### RNSG 1513 Foundations for Nursing Practice

(51.3801) (5-0) 5 hours

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Lab fee required. (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Admission to Professional Nursing Program or administrative approval BIOL 2401, BIOL 2402, ENGL 1301, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), Co-requisite: RNSG 1360, RNSG 1301, RNSG 1193.



RNSG 2130 Professional Nursing Review and Licensure Preparation

(51.3801) (1---0) 1 hour

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX---RN) test plan, assessment of knowledge deficits, and remediation. This course lends itself to either a blocked or integrated approach. Lab fee may be required. (ICOs 1, 2, 4, 5, 6). Prerequisites: Admission to Professional Nursing Program or administrative approval, RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1201, RNSG 1443, RNSG 1262, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), RNSG 1193, RNSG 1412, RNSG 2263, RNSG 2331, RNSG 2221, RNSG 1263. Co-requisite: RNSG 1166.

RNSG 2161 Clinical – Mental Health

(51.3801) (0---3) 1 hour

A health---related work---based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (ICOs 1, 2, 4, 5, 6).

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261. Transition: RNSG 2207. Co-requisite: Traditional: RNSG 2161, PSYC 2314. Transition: RNSG 2161.

RNSG 2207 Adaptation to Role of Professional Nurse

(51.3801) (2---0) 2 hours

Selected concepts related to the role of the professional nurse as a provider of patient---centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Lab fee may be required. (COs 1, 2, 3, 4, 5, 6)

Prerequisites: Admission to Professional Nursing Program or administrative approval, BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2314...Co-requisite: RNSG 1193.

RNSG 2213 Mental Health Nursing

(51.3801) (2---0) 2 hours

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and families this course lends itself to a blocked approach. (COs 1, 2, 4, 5, 6) Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 126. Transition: RNSG 2207. Co-requisite: Traditional: RNSG 2161, PSYC 2314. Transition: RNSG 2161.

RNSG 2221 Professional Nursing: Leadership and Management

(51.3801) (2---0) 2 hour

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (ICOs 1, 2, 3, 4, 5, 6). Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262, RNSG 1412, RNSG 2263. Transition: RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1443, RNSG 1262, RNSG 1201, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), RNSG 1193, RNSG 1412, RNSG 2263. Co-requisite: Traditional: RNSG 2331, RNSG 1263. Transition: RNSG 2331, RNSG 1263.

RNSG 2230 Professional Nursing Review and Licensure Preparation

(51.3801) (2---0) 2 hour

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX---RN) test plan, assessment of knowledge deficits, and remediation. This course lends itself to either a blocked or integrated approach. Lab fee may be required. (ICOs 1, 2, 4, 5, 6). Prerequisites: Traditional: RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262, RNSG 1412, RNSG 2263, RNSG 2331, RNSG 1263, RNSG 2221. Transition: Admission to Professional Nursing Program or administrative approval, RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1201, RNSG 1443, RNSG 1262, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), RNSG 1193,

RNSG 1412, RNSG 2263, RNSG 2331, RNSG 2221, RNSG 1263. Co-requisite: Traditional: RNSG 1166, Transition: RNSG 1166.

RNSG 2263 Clinical---Registered Nursing/Registered Nurse/OB/Pedi

(51.3801) (0---8) 2 hours

A health---related work---based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee required (ICOs 1, 2, 3, 4, 5, 6)

Prerequisites: Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262. Transition: RNSG 2207, RNSG 2213, RNSG 2161, (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), RNSG 1193. Co-requisite: Traditional: RNSG 1412. Transition: RNSG 1412.

RNSG 2331 Advanced Concepts of Adult Health

(51.3801)(3---0) 3 hours

Application of Advance concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (ICOs 1, 2, 3, 4, 5, 6) Prerequisites:

Traditional: Admission to Professional Nursing Program or administrative approval, RNSG 1513, RNSG 1360, RNSG 1301, RNSG 1193, RNSG 1441, RNSG 1261, RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262, RNSG 1412, RNSG 2263. Transition: RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1443, RNSG 1262, RNSG 1201 (select one, HUMA 1305, HUMA 2319, HUMA 2323, or PHIL 1304), RNSG 1193, RNSG 1412, RNSG 2263. Co-requisite: Traditional: RNSG 1262, RNSG 2221. Transition: RNSG 1262, RNSG 2221.

### III. GENERAL INFORMATION

#### ADVISEMENT AND REGISTRATION

Nursing students receive academic advising from both Odessa College Student Success Coaches and Associate Degree Nursing Faculty. The Associate Degree Nursing Program is a competitive admission program of study. The Nursing Department controls the registration and reserves places in each class for all nursing students throughout the program. Only registered students are allowed to attend nursing classes, including clinical classes. Students desiring to audit a class will be held to the college requirement for registration and fees. Clinical courses cannot be audited. Nursing students are given a form with the proper courses for each semester to take to the registrar's office or the student success coach registers nursing students.

If degree plan issues arise, contact the Program Director.

Approved: 9/04; 7/07; 6/10, 6/12

Reviewed: 08/14; 1/15; 8/15, 1/16; 6/16, 12/16

#### 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. A list of scholarships, amounts of each, number awarded each year and requirements are available from OC Wrangler Express Center. For eligibility requirements and other information for the Odessa College Foundation at this link: [Paying for College](#).

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.

Approved: 9/04; 7/07; 6/10; 8/13;

Reviewed: 08/14; 1/15; 8/15, 1/16, 6/16, 12/16

#### PROGRAM EXPENSES and PROFESSIONAL RESPONSIBILITIES

All costs are the responsibility of the student. The approximate cost of the nursing program is \$10,231.95 (Traditional) and \$8,922.05 (Transition) for in-district students. 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 and accident insurance is required. If the student needs to purchase an accident insurance policy is provided to college students, the cost varies depending on source purchased from. Health insurance must be purchased by the student and several sources are listed for the student on the Department Website. 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. These costs vary depending on the needs of the individual. A physical for nursing school is provided free by the Texas Tech University Family Medicine Clinic.

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.  
Reviewed: 6/03; 9/04; 01/07; 6/10; 8/14; 1/15; 8/15; 1/16; 6/16; 12/16

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.  
Revised: 9/04; 6/10; 8/14; 1/15; 8/15; 1/16; 6/16; 12/16

### **AVAILABILITY OF PERSONAL CONTACT INFORMATION**

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 fall and spring semester. Inform the Nursing Office regarding name changes. Personal contact information will be kept confidential upon the student's request.  
Revised: 9/04; 6/10  
Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

### **EMERGENCY TELEPHONE CALLS**

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 members can contact the Nursing Office or Campus Security at 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. The student must promptly notify the instructor in the event of personal emergency and cannot leave the area without proper notification.  
Revised: 9/04; 6/10  
Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

### **DUAL 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 in any healthcare field while enrolled in the Nursing Program. The required student liability insurance purchased with payment of tuition and fees is valid in the student role only. When engaged in outside employment activities, the student will not wear any Odessa College identification.  
Revised: 9/04; 6/10  
Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

### **STUDENT-INSTRUCTOR COMMUNICATION**

Instructors have faculty mail boxes in the Nursing Office. All instructors have scheduled office hours which are posted outside their office doors and 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 Director of Nursing if further assistance is needed. All official communications must take place through OC email.  
Revised: 9/04; 7/07; 6/10  
Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

## **PROFESSIONAL ATTIRE**

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.

### Clinical Attire Guidelines:

General appearance guidelines:

Hair must be worn off the collar and in a professional manner.

Only natural hair color is permitted, no alternative colors such as blue, purple, etc.

Nails are to be clean and short with rounded edges.

Only clear, unchipped/un-cracked nail polish may be worn. No acrylic nails may be worn.

Personal hygiene must be maintained. Effective deodorant must be worn. Offensive breath must be avoided. No cologne or perfume will be worn.

Wedding and engagement rings or one small plain ring is permitted EXCEPT in specialty areas of the hospital (see procedure for individual hospital).

One small, plain stud earring may be worn in each ear. Other visible body piercing or tongue rings are not allowed.

Body art (tattoos) must be covered when possible. Students are required to meet individual facility policies related to body art.

Religious medals or medallions around the neck may be worn on a long chain and concealed under the uniform dress or jacket. NO OTHER necklaces are permitted.

Makeup must be light and in good taste.

The Odessa College name pin must be worn on the left side of the uniform or lab coat. It must be visible at all times.

Name pins 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.

Gum chewing is not permitted while in the clinical area.

Student identification (name tag; badges) should be removed outside the clinical setting.

Students should not wear the school uniform in public settings outside of course or clinical responsibilities.

Reviewed: 1/15; 8/15; 12/15; 6/16; 12/16

### Uniform Guidelines:

The uniform consists of royal blue scrubs. The style has been selected by a committee of faculty and students, therefore, an unapproved version of the uniform may not be worn. A royal blue short jacket may be purchased and worn over the scrub top. A white, black or royal blue mock turtleneck or crew necked undergarment may be worn under the scrub top. The scrub top must be buttoned. The following uniform selections are available at local uniform shops or from various catalogs or online sources.

BRAND: JOCKEY –Royal Blue

Mock wrap top Style 2282 size XXS-5X for all 064 Royal Blue

V-Neck top Style 2206 Size XXS-5X

Unisex top style 2200 XS-4X

Unisex pant style 2201 XS-4X

Girl pant draw string/elastic style 2249 XXS-5X

Rib trim pant female Style 2255 size XXS-5X

Warm up jacket style 2252 zipper up XS-3X

BRAND: LANDAU – Royal Blue

Men's Top 7502 – BEP XS – 5X

Men's Pants 8555-BEP S- 5X

A white lab coat is required. It must be at least finger-tip length when the arm is extended to the thigh. When in full uniform, the lab coat is optional.

An Odessa College patch is to be worn on the left sleeve approximately 4" below the shoulder seam on all outer garments (scrub top, scrub jacket and lab coat). Patches may be purchased either at the Odessa College Bookstore or at local uniform shops.

Footwear may be white or black nursing shoes or sport shoes without bold colors or large noticeable emblems. Crocs or clog-like shoes without holes except for side vents may be worn. Color choices are navy blue, black, or royal blue. Socks must be plain and solid in color and may be royal blue, white, or black. Undershirt may be worn in solid color of royal blue, white, or black.

Uniforms must be clean and pressed.

The instructor may send a student home if attire is inappropriate.

The above attire must be purchased prior to beginning clinical rotations.

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.)

Revised: 9/04; 4/07; 6/10; 12/15

Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

#### Classroom/Lab Attire:

Classroom: Attire on campus should be appropriate for the setting. Classrooms may be cool so layering of clothing is helpful to maintain comfort.

Lab: Lab is considered part of clinical and therefore the rules for clinical dress apply.

#### 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. The student uniform guidelines may be found in the Odessa College Associate Degree Nursing Student Handbook. The student will not be allowed to select the client(s) for the upcoming clinical experience and will receive an "Unsatisfactory" on the clinical evaluation tool if not properly attired.

Approved 6/11; 8/14; 8/15

Reviewed: 6/16; 12/16

Revised: 6/16

## **GUIDELINES FOR USE OF NURSING LABORATORY**

Consideration of others is expected. Cell phones are to be turned off 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. Practice partners for ALL skills MUST be 18 years or older.

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 is allowed in the lab and all drinks should have caps on them to avoid spills.

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 ATI. Nursing students must make time to view media prior to attending the scheduled skills lab if requested by the course instructor.

Scheduled labs are used for guided learning and check off of skills.

Students who are absent during a scheduled lab must first arrange with the course instructor to make up that lab.

Students must then contact the Nursing Lab Instructor to arrange a make-up time for the missing lab.

Attendance is mandatory at all labs to prevent complications surrounding make-up.

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.

Nursing simulation lab hour's count as clinical hours and any lab times missed MUST be made up within two weeks of the missed simulation lab.

Nursing simulation lab scenarios are video-taped and viewed by the instructors and students for debriefing purposes.

Lab breaks are limited to 5 – 10 minutes for bathroom breaks only. Smoking during breaks is prohibited per clinical policy

## **GRADE DISPUTES and GRIEVANCE PROCEDURES**

OC faculty encourage students to review exam questions and results quickly after each exam. The method and procedure for exam review is determined by the individual instructor. If exam questions are challenged, students must follow the informal process outlined in the Odessa College Student Handbook for Informal Grade Disputes by first appealing to the instructor and then to the Director of Nursing. If a resolution is not reached at that time, a formal policy for Grievances and Grade Disputes is also outlined in the OC Student Handbook and begins with the Executive Director of Administration and Human Resources who can be reached at 432-335-6606

Approved: 9/04; 6/10;  
Reviewed: 8/14; 1/15; 8/15; 1/16; 6/16; 12/16

## **PROGRAM EVALUATION**

The ADN 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 (SEI's) as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. At the end of each course, students will have the ability to complete an end of course survey and students in fourth semester will complete an end of course survey and end of program survey. Students in the nursing program are expected to complete the end of course surveys as part of a professional expectation. These surveys are critical reporting requirements for our Advisory Board, the Board of Nursing, and our accrediting agency (ACEN). **It is mandatory that each student fulfill this professional responsibility.**

Approved: 9/04; 6/10  
Reviewed: 8/14; 1/15; 8/15; 12/15; 6/16; 12/16

## **STUDENT REVIEW AND ACKNOWLEDGMENT OF ADN POLICIES AND STANDARDS**

Nursing students are expected to read the policies in this handbook and the enrolled course materials. Signing the Student Handbook Acknowledgement indicates that the student understands program and course requirements and policies such as, but not limited to, grading and attendance. Student acknowledgements are routinely maintained by the instructor of record for one semester.

Revised: 9/04; 6/10  
Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

# **IV. CONDUCT AND PERFORMANCE**

## **AMERICAN NURSE'S ASSOCIATION'S CODE OF ETHICS**

Please follow the link below for the most current information regarding the Code of Ethics.

<http://nursingworld.org/codeofethics> Ethics is an integral part of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

The Code of Ethics for Nurses serves the following purposes:

It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.  
It is the profession's nonnegotiable ethical standard.  
It is an expression of nursing's own understanding of its commitment to society.

There are numerous approaches for addressing ethics; these include adopting or subscribing to ethical theories, including humanist, feminist, and social ethics adhering to ethical principles, and cultivating virtues. The Code of Ethics for Nurses reflects all of these approaches. The words "ethical" and "moral" are used throughout the Code of Ethics. "Ethical" is used to refer to reasons for decisions about how one ought to act, using the above mentioned approaches. In general, the word "moral" overlaps with "ethical" but is more aligned with personal belief and cultural values. Statements that describe activities and attributes of nurses in this Code of Ethics are to be understood as normative or prescriptive statements expressing expectations of ethical behavior.

The Code of Ethics for Nurses uses the term patient to refer to recipients of nursing care. The derivation of this word refers to "one who suffers," reflecting a universal aspect of human existence. Nonetheless, it is recognized that nurses also provide services to those seeking health as well as those responding to illness, to students and to staff, in health care facilities as well as in communities. Similarly the term "practice," refers to the actions of the nurse in whatever role the nurse fulfills, including direct patient care provider, educator, administrator, researcher, policy developer, or other. Thus the values and obligations expressed in this Code of Ethics apply to nurses in all roles and settings.

The Code of Ethics for Nurses is a dynamic document. As nursing and its social context change, changes to the Code of Ethics is also necessary. The Code of Ethics consists of two components: the provisions and the accompanying interpretive statements. There are nine provisions. The first three describe the most fundamental values and commitments of the nurse; the next three address boundaries of duty and loyalty, and the last three address aspects of duties beyond individual patient encounters. For each provision, there are interpretive statements that provide greater specificity for practice and are responsive to the contemporary context of nursing. Consequently, the interpretive statements are subject to more frequent revision than are the provisions. Additional ethical guidance and detail can be found in ANA or constituent member association positions statements that address clinical, research, administrative, educational, or public policy issues. To read the interpretive statements for the following provision listed, you can access the ANA website at [www.nursingworld.org](http://www.nursingworld.org).

Provision 1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

Provision 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

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

Provision 6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

Provision 9. The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

[“American Nurses’ Association Code of Ethics” *American Nurses Association*, 22 August 2015.]

## **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 OC 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.

Approved: 9/04; 6/10; 12/16

Reviewed: 8/14; 1/15; 8/15; 12/16

Revised: 6/16

## **STANDARDS FOR CLASSROOM BEHAVIOR**

Students are expected to observe the following guidelines for classroom behavior:

Under no circumstances are children 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 Health Science Building.

Smoking is not permitted in the buildings at Odessa College. Outdoor smoking areas are designated.

Students are expected to be seated by the designated starting time for classes.

Cell phones and other communication devices must be turned off or put on the vibrate mode during class. Messages received during class must be returned only during breaks UNLESS an emergency exists.

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:

1. Consult with the Level Coordinator, Director, Dean, or Vice President for Student Services as needed.
2. Meet with the student to discuss the behavior or deficiency.
3. Document the interaction and file in the permanent student record.

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

1. Interfering with the learning of others.
2. Excessive tardiness.
3. Intimidation of students or faculty.
4. Inappropriate dress that is distracting to the learning process.
5. Pagers or cell phones disturbing others.

6. Dishonesty.
7. Any other behavior deemed by the instructors as unacceptable for the learning environment

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 and possible removal from the program.

Approved: 9/04; 7/07; 6/10;

Reviewed: 8/14; 1/15; 8/15; 6/16; 12/16

#### **NURSING AND ALLIED HEALTH STUDENT 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 teaching in these programs expect 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 complete document will be available through a link from your blackboard shell for each course.

Approved: 5/15

Reviewed: 8/15; 6/16; 12/16

#### **ACADEMIC HONESTY-UNPROCTORED EXAMS**

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

- Leave personal items such as book bags and handbags in the nursing office. The secretary will secure the items so they are safe.

- Remove any outer garment and leave it in the nursing office.

- Cell phones or personal calculators must be left in the nursing office.

- A departmental calculator will be provided to you. Please return it with the completed exam.

- 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.

Students acknowledge an understanding and willingness to comply with these standards of academic honesty.

Approved: 10/05; 7/10;

Reviewed: 05/14; 8/14; 1/15; 8/15; 6/16; 12/16

#### **REASONS FOR DISMISSAL FROM THE NURSING PROGRAM**

*(As per the rules set forth by the Texas Board of Nursing #215.8)*

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.

#### **STANDARDS OF STUDENT 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.

Nursing care is measured against the conduct of other reasonably prudent graduate nurses with similar knowledge and experience under the same circumstances.

The instructor will be the ultimate authority to judge student performance. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, performance, and patient safety.

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

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

Students must adhere to agency guidelines and policies. Orientation sessions are MANDATORY for all students.

Students may not bring children 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 use cell phones in the patient care 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.

Students are not allowed to have narcotic medications in their possession at any time without an instructor or the primary nurse present. Violation of this policy may result in a clinical failure.

Students should not place medications in their pockets at any time.

Approved 11/11;

Reviewed: 8/14; 8/15; 6/16; 12/16

## **ABSENCE AND TARDY POLICY**

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Because of the large volume of material covered each day, and because clinical laboratory experiences validate learning objectives, it is extremely important that absences and tardiness be kept at a minimum. Good attendance helps ensure success in nursing school. Attendance and punctuality are also considered important professional responsibilities. In the event of illness or family crisis, the instructor should be notified as soon as possible. Students should refer to the individual instructor's course packet for instructions regarding reporting of absences. Upon return to school, the student must see the instructor whose class or clinical was missed to discuss the event and make plans for make-up of time lost.

Tardiness: Tardiness is disruptive to the learning of others and is not acceptable for professional nurses. Repeated tardiness will be addressed by the instructor and may impact the student's standing in the program. Students are expected to be in class at the designated time, one minute past the time is considered tardy. Clinical: Students will be sent home from clinical with a clinical failure for the day after 15min late. Students 5-15 minutes late will receive a unsatisfactory for the day and must follow the instructors syllabus to resolve the unsatisfactory.

Absence from Clinical/lab: If the absence is clinical, the clinical instructor and/or clinical site must be notified according to the specific instructions given at the beginning of the clinical rotation. The student may expect to find these instructions in the course packet for the clinical course or syllabus.

Failure to notify: Failure to notify the clinical instructor and/or clinical site of an absence will result in a grade of Unsatisfactory for the clinical day and a Code of Conduct violation.

Clinical absences will be made up to meet course objectives. The type of make-up assignment will be determined at the discretion of the instructor whose clinical was missed. Initial plans for make-up work must be made with the instructor within one week after the absence and is the responsibility of the student. Make up must be completed prior to final examinations or the student will receive a grade of incomplete (I) and will not be allowed to progress to the next course until the incomplete is resolved. Contact the Program Director for guidance. Make up assignments will not remove the

absence from the student's attendance record. Make up clinical days cannot be made up if missed. The student will receive a clinical failure if a make-up day is missed. It is required that students meet the approved number of hours for the clinical per the degree plan that has been approved by the Texas Board of Nursing in order to receive credit for the course.

Absence from Theory or On-Site Lab: If the absence is in a theory class or lab, the lecturing instructor should be notified as soon as reasonably possible. 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. Note lab is considered clinical time and therefore falls under the clinical guidelines.

Classroom attendance policy for nursing students will follow the same guidelines as listed in the college catalog. This policy states that any student who misses as much as 20 percent of scheduled class time in any semester should review his or her standing in the class with the instructor and determine whether to continue in class or withdraw. Nursing students are held to the standards for contact hours as approved by the Texas Board of Nursing. Individual course hours are listed for each course in the handbook and Course Catalogue. The ability to meet course objectives are seriously jeopardized by any absence.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the Program Director regarding readmission policies for the Nursing Program.

Revised: 5/02; 9/04; 7/07; 6/10; 6/16

Reviewed: 8/14; 1/15; 8/15; 12/16

## **CELL PHONE USE AT CLINICAL AGENCIES**

In an effort to protect client confidentiality, students are not allowed to talk on cell phones or text in any patient care area. Students may use mobile devices to access medical information related to patient care in the privacy of non-patient care areas, such as break rooms. **Patients should not be discussed (verbally or via text) nor photographed on cell phones or any mobile device under any circumstances. Violation of this policy will be cause for immediate dismissal from the nursing program under the NAH Code of Conduct.**

Revised: 9/04; 6/10; 6/12; 8/14; 8/15

Reviewed: 6/16; 12/16

## **MOBILE TECHNOLOGY POLICY**

### 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 and social networking policy)
2. Nursing students shall use their mobile technology to access copies of their text books, drug books, IV books, and other electronic books that are pertinent to their clinical objectives.
3. Nursing students may use the mobile technology to access approved websites or electronic resources only to gain information pertinent to their clinical objectives and information for patient teaching.
4. Nursing students shall not use the mobile technology to access any personal information or social networking site during the clinical time or on the clinical sites (see social networking policy).
5. Nursing students shall not collect or transmit 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.

### 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 Director of Associate Degree of Nursing.

### Disciplinary actions:

Mobile technology must not be used for communication in any manner inconsistent with the cell phone policy or social media policy. Failure to follow this policy and its condition may result in disciplinary action up to and including termination from the nursing program.

## **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 like Facebook, MySpace, Twitter, and YouTube.

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 are not allowed use in the clinical setting computers or resources to participate in social networking unless used to access Hospital-approved sites; meeting the guidelines of the clinical instructor and the health care facility.
3. 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.
4. 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.
5. 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.
6. “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.
7. 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.
8. Nursing students are expected to respect the privacy of other nursing students and refrain from posting photos, opinions, or other information which may portray the student or faculty member in a negative light.
9. 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 Associate Degree Program. It is a violation of this policy to denigrate the quality of services at Odessa College in any social networking forum.
10. 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 termination from the nursing program. If a nursing student’s conduct on and 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, including termination.

Reviewed: 06/12; 8/14; 1/15; 8/15; 6/16; 12/16

## **TOBACCO FREE POLICY**

In accordance with Tobacco-Free Policies of area health care facilities, students are not allowed to use tobacco products or any kind during clinical experiences. This includes cigarettes, electronic 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 written "Tobacco Use Warning Form" will be issued to the student by the instructor for the first event. This form will be signed by the instructor and the student, and will be placed in the student's personal file in the Nursing Office. In the event an instructor has the need to issue a "Tobacco Use Warning Form" to a student, the instructor will check the student's file for previous tobacco use warnings. A second violation of this policy will result in a second warning which will also be recorded on the form and signed by the instructor and the student. A third violation of this policy will result in a "Clinical Failure" in the clinical course in which the student is currently enrolled. See Odessa College Nursing Student Handbook regarding Clinical Failures.

Reviewed: 08/15; 6/16; 12/16

## **V. BOARD OF NURSE EXAMINERS POLICIES**

### **LICENSING CRITERIA**

Please refer to [www.bon.texas.gov](http://www.bon.texas.gov) for current up to date criteria

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 R.N. license. Under certain circumstances it is possible to graduate from a nursing school in the State of Texas and yet not be allowed to take the Registered Nurse licensure exam, NCLEX-RN®.

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 registered professional nurse that all applicants for licensure are required to answer the questions contained in this document. If the student/applicant must answer 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. Upon receiving the Declaratory Order, the graduate nurse can take the NCLEX-RN® and, under most circumstances, will receive a permit to practice as a Graduate Nurse (GN). The student, even though he or she has graduated from nursing school, cannot take the NCLEX-RN® or receive a GN permit if a Declaratory Order is needed but not granted.

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.

The questions below must be answered honestly. Do not attempt to falsify information. If one of the following applies to your circumstance (you have to answer yes to any of the following questions), you must submit a Petition for Declaratory Order. Carefully review each item and answer yes or no: <https://www.bon.texas.gov/exam-eligibility.asp>

For any criminal offense, including those pending appeal, have you:

1. Been convicted of a misdemeanor?
2. Been convicted of a felony?
3. Pled nolo contendere, no contest, or guilty?
4. Received deferred adjudication?
5. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
6. Been sentenced to serve jail or prison time or court-ordered confinement?

7. Been granted pre-trial diversion?
8. Been arrested or have any pending criminal charges?
9. Been cited or charged with any violation of the law?
10. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

NOTE: You may only exclude Class C misdemeanor traffic violations

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

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

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? (You may exclude disciplinary actions previously disclosed to the Texas Board of Nursing on an initial or renewal licensure application)
- \*Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or a psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regimen and have had no further hospitalization since disclosure)
- \*In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN)

*Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.*

The most common mistake students make in regards to background checking is assuming that their offense was a long time ago and does not have to be reported. Students who believe the above information will affect eligibility to take the licensing examination must request information regarding a Declaratory Order by going to the BON WEB site at [www.bon.texas.gov](http://www.bon.texas.gov) to the section on Forms. Order will be at least 3 months, possibly longer. Therefore, if the student believes he or she will require a Declaratory Order the application process should start immediately.

Link for form:

[http://www.bon.texas.gov/pdfs/forms\\_pdfs/initial\\_licensure\\_recognition\\_pdfs/declaratoryorder\\_pdfs/DOAPP2014.pdf](http://www.bon.texas.gov/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/declaratoryorder_pdfs/DOAPP2014.pdf)

Though not required, students may meet with the Program Director advisement and assistance in preparing the necessary documentation to obtain a Declaratory Order. The process is strictly confidential and does not in any way jeopardize the prospective student's admission to the ADN Program if otherwise qualified and selected.

Current information regarding licensing found at the following link:

<https://www.bon.texas.gov/>

### **DISCIPLINARY SANCTIONS FOR SEXUAL MISCONDUCT**

Current rules and regulations found at the following link:

[http://www.bon.texas.gov/discipline\\_and\\_complaints\\_policies\\_and\\_guidelines.asp](http://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp)

### **DISCIPLINARY SANCTIONS FOR FRAUD, THEFT, AND DECEPTION**

Current information found at the following link:

[http://www.bon.texas.gov/discipline\\_and\\_complaints\\_policies\\_and\\_guidelines.asp](http://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp)

The Texas Board of Nursing (Board), in keeping with its mission to protect the public health, safety, and welfare, believes it is important to take a strong position regarding the licensure of individuals who have stolen or misappropriated property, money, or other possessions from patients, who have engaged in fraudulent behavior towards patients or who have been convicted or received a judicial order involving a crime or criminal behavior of theft or deception to an extent that such conduct may affect the ability to safely care for patients. The Board's position applies to all nurse license holders and applicants for licensure.

### **DISCIPLINARY SANCTIONS FOR LYING AND FALSIFICATION**

Go to following link:

[http://www.bon.texas.gov/discipline\\_and\\_complaints\\_policies\\_and\\_guidelines.asp](http://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp)

Texas Board of Nursing: [www.bon.texas.gov](http://www.bon.texas.gov)

Nurse Practice Act: [http://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act.asp](http://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp)

Rules and laws: [http://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations.asp](http://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp)

All needed information can be found on the Texas Board of Nursing web site listed above. It is your responsibility as a student nurse to be knowledgeable of rules and regulations governing the Associate Degree Nurse at Odessa College

Reviewed: 1/15; 08/15; 12/16

## **VI. EVALUATION AND GRADING**

### **GRADING POLICY**

Class/Theory Grading Policy:

Students will receive a numerical grade. A grade of 75% or greater is required to pass. Each theory course requires that students reach an average of 75% on unit exams and the final 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	B
75-79	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. Instructors employ academic freedom to round grades from B to A and C to B. However, a grade of D cannot be rounded to passing. A grade of 74.99 (or lower) is a failing grade.



### Clinical Grading Policy:

Clinical course grades are Pass (PA) or Fail (F). Clinical objectives and the clinical evaluation forms provide the objective measure of the student's performance. Instructor observation of care delivered to clients, input from agency staff or preceptors, written concept maps, charting, assigned written work, and other requirements are included in the assessment of clinical performance. Verbal and written feedback on student performance occurs throughout clinical courses (formative evaluation). A summative or final evaluation occurs at the end of each course. Mid-point or rotational evaluations occur in selected courses as specified in course materials.

### Co-requisite Course Grades:

The co-requisite theory course and clinical course will initially be taken in the same semester. If a student receives a clinical failure before the end of the semester, the student must withdraw from both the theory and clinical course. Once the student has completed both courses then if a student is unsuccessful in either the theory or clinical course, the (theory or clinical) course in which the student was unsuccessful must be taken the following semester in which the course (theory or clinical) is offered. Selected nursing skills will be reviewed for all students each semester of the program, students who failed theory and passed clinical will be required to attend the simulation component of the clinical course in order to maintain clinical skills. All students are required to demonstrate maintained knowledge of the required skills in each semester in order to progress in the course enrolled.

### Other Grades That May Be Assessed:

Grades of "I" (incomplete) may be issued when the student needs extra time to complete the theory or clinical course. A grade of "I" allows the instructor to work with a student who may be experiencing a family or personal crisis. In order to receive a grade of "I" at least seventy-five percent (75%) of the course must be completed. The instructor and student enter into a contractual agreement as to course requirements that must be met and agree upon deadlines for completion. Once the contract is completed, the instructor sends a grade change request to the registrar's office. If the student does not complete the requirement by the end of the following semester, the grade of "I" automatically changes to a grade of "F."

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 Wrangler Express Office regarding refund eligibility. In order to repeat the course, students must receive approval and direction from the Director of Nursing.

Reviewed: 08/15; 1/16; 6/16; 12/16

## **PROCEDURE FOR REQUESTING SPECIAL ACCOMMODATIONS**

In accordance with federal and state laws and regulations, Odessa College strives to provide a complete range of services for students with special needs. Students with a disability should contact the Odessa College Help Center at 335-6861 for information and assistance with obtaining accommodation services. A counselor who specializes in accommodation assistance is available.

Nursing students with a disability who request reasonable accommodations must meet with the Director no later than the first week of classes. Reasonable accommodations will be provided as authorized by the office of the Vice President of Student Services as long as course requirements are not compromised. Nursing faculty provide no accommodations without authorization. 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.

Approved: 6/10;

Reviewed: 8/14; 1/15; 08/15; 6/16; 12/16

## **VII. PROGRESSION/READMISSION**

### **READMISSION**

A student not maintaining continuous enrollment in the Nursing Program per assigned Plan of Study for one or more semesters is defined as Withdrawn from the ADN Program and must apply for readmission consideration from the Director of Nursing.

A student who has withdrawn from the ADN Program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter at the first semester must reapply during the program application period in the Fall or Spring and be ranked with that applicant pool.

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. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department to schedule testing.

Re-entering students must abide by the current admission, curriculum and program requirements of the department. Students are readmitted only when space is available.

Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.

The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee, Director of Nursing, and AD of Nursing and Allied Health.

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.

Reviewed: 1/16; 6/16; 12/16

## **PROGRESSION/DISMISSAL**

Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted or readmitted the Associate Degree Nursing Program.

Once a student has enrolled in the ADN 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 (3) years of the initial acceptance.

No grade below a C in nursing core curriculum science and nursing courses will be acceptable for progression.

In order to receive a grade of C, a minimum grade of 75 must be attained in each nursing course.

Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course must, if eligible, re-enroll and be successful in that course before enrolling in a subsequent nursing course with approval from Director.

A student must achieve an overall GPA of 2.5 in all nursing curriculum in order to progress to the next nursing course.

Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. Withdrawal from a nursing course w or voluntary non-enrollment in a nursing course for (1) or more semesters is considered a break.

A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, the student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course occurs due to a catastrophic event.

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

A student may be dismissed from the program for academic dishonesty.

Traditional students should progress and graduate within four semesters. Transition students should progress and graduate within three semesters, which includes 1 summer session. (Summer I and II are considered a semester for the purposes of the progression policy. It is expected that students follow the degree plan.

Approved: 12/14

Reviewed: 1/15; 08/15; 1/16; 6/16; 12/16

## **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:

Due to the need for hospital and computer orientation, readmission and transfer students must be accepted into the Odessa College Nursing Program no later than two weeks before the first class day. The Director of the OC Nursing Program will notify the appropriate instructor who will make arrangements for hospital and computer orientation.

Students who have been out of the Odessa College Nursing Program or any other nursing program for more than two long semesters will not be admitted as readmission or transfer students, but may be considered for admission as a beginning nursing student.

Transfer students who have an unsatisfactory or failing grade in a clinical area, must submit a letter from the Director of the previous nursing program, stating that the clinical failure was not due to a violation of safety.

Students who have been out of the Odessa College Nursing Program or any other nursing program for one long semesters or more will be required to pass the final exam for the last course attended with a passing grade of 75 or above. A study guide for the final exam will be provided for the student or the student will be advised areas of content to study. They must also demonstrate competency in clinical skills for the last semester attended.

Students who have demonstrated unsafe clinical practice or unprofessional conduct are not eligible for readmission.

Reviewed: 1/16; 6/16; 12/16

## **INELIGIBILITY FOR RE-ADMISSION**

Students are not eligible for readmission if they fail the same course twice. This means that upon the second failure, the student cannot continue in the series of courses in the curriculum. Students who have demonstrated unsafe clinical practice or unprofessional conduct that violates TBON Legal and Ethical Standards of Practice or the Odessa College Nursing and Allied Health Code of Conduct are not eligible for readmission.

Reviewed: 1/16; 6/16; 12/16

## **ACADEMIC DISMISSAL**

Earning a "D" or "F" in nursing courses in one semester is cause for academic probation. The student will be given one chance to repeat the failing course regardless of cumulative GPA.

Earning less than a cumulative GPA of 2.5 for two consecutive semesters is cause for academic dismissal.

Students earning a "D" or "F" in the same nursing course twice is cause for academic dismissal from the program.

Failure to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

## **SPECIAL SITUATIONS**

Students must follow the curriculum plan delineated in the college catalog. Nursing courses are sequential. Special progression is allowable only with approval from the Director of Nursing.

Revised 06/13;

Reviewed: 08/14; 1/15; 8/15; 6/16; 12/16

## **STUDENT RETENTION POLICY**

In order to assist the student in successful completion of the Odessa College Associate Degree Nursing Program the following best practices are put in place to support your learning and enhance the educational environment.

### Orientation for New Nursing Students:

Information from the Student Success Center (SSC) will be provided. New students will be encouraged to visit the SSC before classes begin in order to become familiar with the location and staff.

### ATI Orientation:

New students will be required to submit evidence of completion of the ATI Plan- Student orientation Nurse Logic, by the end of the second week of RNSG 1193 first semester.

### Student Success Plans:

At any level of the nursing program, if a student receives a grade of below 75, the student will receive a Performance Alert and will be required to meet with the course instructor. The instructor will send an e-mail

to students receiving a score of less than 75 on the unit exam, advising the student to contact the instructor for an appointment. The instructor will complete a Student Success Plan (sample available upon request) with the student. The student will review each question missed on the exam and complete the Test Analysis Form (on campus). The instructor will review the Test Analysis Form with the student when completed. The instructor will tutor the student on the content missed for one to 2 hours as needed in an individual or group session. Various AVID strategies for tutoring and studying, will be used by the instructor. The student is encouraged to attend at least one hour of Study Skills at the SSC before taking the second exam. The student will sign in and sign out at the SSC using their Odessa College ID Badge to record attendance.

If a student receives a grade of below 75 on a subsequent exam in the same course, the course instructor will again send a Performance Alert and e-mail the student to contact the instructor for an appointment. The current Student Success Plan will be reviewed by the instructor with the student for changes or additional success strategies. The instructor will review each question missed on the exam and complete the Test Analysis Form with the student. The instructor will review the content of the exam with the student, using alternate teaching methods, such as AVID. Instructors should collaborate with students to identify specific learning difficulties, such as reading, language barriers, and learning styles, and assist the student in contacting appropriate resources. The instructor will be available during designated times to the student for tutoring. The student will be required to meet with the instructor during designated times and will sign a contract of intent to meet with the instructor. The Student must meet with the instructor and complete the success plan, the student will not be able to take the next exam until the success plan has been completed.

Upon receiving a grade of less than 75 on the third unit exam in the same course, the student will meet with the course instructor to assess further strategies that may assist the student in success. The process above will continue with alternate strategies and teaching methods. Students should keep in mind that an average of 75 on unit exams and the final are required to pass the course.

In the event a student is repeating a course, the instructor will arrange a designated time and location for one hour of student tutoring each week. If the student receives a grade of below 75 on the first unit exam, the above policy will be instituted.

Children are not permitted at tutoring sessions or during class or clinical.

#### Satisfactory Academic Progress:

Students not adhering to the Student Success policy may not be allowed to take the next exam until these guidelines are followed, will be counseled and may be withdrawn from the course in which currently enrolled for continuous failure to follow these guidelines.

#### Student Support Services:

Odessa College provides a holistic approach to supporting Student Success through the Design for Completion (D4C) model. This includes the assignment of a Success Coach to each student. The Success Coach is an access point for multiple services across campus. Please contact the Nursing Secretary if you need your Success Coach's contact information.

### **MEDICATION MATH COMPETENCY**

Calculating correct dosages, IV rates, and other medications is essential to safe practice in nursing. Math medication errors greatly endanger patients and as such, each student must demonstrate proficiency in medication calculation competency on an ongoing basis throughout the program. The ability to accurately calculate medication dosages will be measured by the following methods: The following rules apply to all semesters.

1. Accurate dosage calculation in the skills laboratory and clinical setting is mandatory.
2. The instructor will provide math questions in the form of quizzes on five of the clinical days during post conference, all quizzes will be averaged at the end of the day and students will be required to seek remediation if they fall below the course percentage required. Students will be given a 25 question math exam on week 7 of 8 week courses and week 15 of a 16 week course and must reach the course requirement in order for the student to receive a pass and progress to the next course. If the student is not successful on the first attempt a second

attempt will be provided the following week. Students must obtain remediation through the Math and/or Nursing Departments prior to the second attempt as directed by the instructor. If not successful on the second attempt then the student will fail to meet the medication objective for that course and will repeat the clinical.

3. Students will be evaluated after each quiz and will be required to obtain remediation should they fall below the required percentage for that course.

General Instructions:

1. Calculators furnished by the nursing department are to be used for the exams. No other calculator will be permitted.
2. Students must show calculations. Scratch paper will be furnished and must be submitted with the completed test.

Competency Testing in First Semester:

First semester students will be evaluated for medication math competency in RNSG 1360. The quizzes will contain 25 questions total for the semester. Students will receive 5 questions per quiz during post conference.

Calculation questions will be from the following categories:

1. Currently used conversions between and within systems.
2. Calculations of medication doses administered IM & SC.
3. Calculations of medication dosages administered PO (by mouth) in liquids, tablets or capsules.

The first semester student must achieve a minimum passing grade of 75% average overall. The first semester student will be allowed to participate in clinical activities while completing medication math competency requirements since this level of student is closely supervised. Students not achieving an overall score of 75% on the end of the course exam of 25 questions will fail to meet the objectives of RNSG 1360 and will be required to repeat the course. The student will be eligible for readmission to RNSG 1360 pursuant to the readmission policies.

Competency Testing in Second Semester:

Students in the second semester will be evaluated for medication math competency during RNSG 1261, Common Concepts of Adult Health Clinical and RNSG 2161 Mental Health clinical. The quizzes will contain 25 questions total for the courses. Students will receive 5 questions per quiz on 5 clinical days, exception Transition 2161 will have 3 quizzes and a 25 question final on week 4. Each of the above courses is independent of the other and the student must achieve an overall 80% in each course for successful progression to Second semester.

Calculation questions will be from the following categories:

1. Currently used conversions between and within systems.
2. Calculations of medication doses administered (IM, SC, or IV, IVP and IVPB).
3. Calculations of medication dosages administered PO (by mouth) in liquids, tablets or capsules.
4. Combination problems such as calculating weight and dosage.
5. Calculation of IV flow rates/administration rates by gravity flow and by infusion pumps.

The second semester student must achieve a minimum passing score of 80% average overall. The quizzes will be administered during post conference. The second semester student will be allowed to participate in clinical activities throughout the semester and administer medication since this level of student is closely supervised. Students not achieving an overall score of 80% on the end of the course exam of 25 questions will fail to meet the objectives of RNSG 1261 and RNSG 2161 and will be required to repeat the course they were unsuccessful in. The student will be eligible for readmission to RNSG 1261 and RNSG 2161 pursuant to the readmission policies.

Competency Testing in Third Semester:

Students in the third semester will be evaluated for medication math competency during RNSG 1262, Complex Concepts of Adult Health Clinical and RNSG 2263 Care of childrearing and childbearing families clinical. RNSG1262 occurs in the first semester for transition students, but hold to the following guidelines. The quizzes will contain 25 questions total for the courses. Students will receive 5 questions per quiz on five clinical days. Each of the above courses is independent of the other and the student must achieve the overall 85% in each course for successful progression to Fourth semester.

Calculation questions will be from the following categories:

1. Currently used conversions between and within systems.
2. Calculations of medication doses administered (IM, SC, or IV, IVP and IVPB).

3. Calculations of medication dosages administered PO (by mouth) in liquids, tablets or capsules.
4. Combination problems such as calculating weight and dosage.
5. Calculation of IV flow rates/administration rates by gravity flow and by infusion pumps.

The Third semester student must achieve a minimum passing score of 85% average overall. The quizzes will be administered during post conference. The Third semester student will be allowed to participate in clinical activities throughout the semester and administer medication since this level of student is closely supervised. Students not achieving an overall score of 85% on the end of the course exam of 25 questions will fail to meet the objectives of RNSG 1262 and RNSG 2263 and will be required to repeat the course they were unsuccessful in. The student will be eligible for readmission to RNSG 1262 and RNSG 2263 pursuant to the readmission policies.

Competency Testing in Fourth Semester:

The fourth semester student must achieve a minimum average of 90% on the medication math quizzes. The exam will be administered during post conference in Advanced Concepts of Adult Health Clinical RNSG 1263, and RNSG 1166. The quizzes will contain 25 questions total for the course. Each of the above courses is independent of the other and the student must achieve the overall 90% in each course for successful completion of the program.

Conversions between and within systems

1. Calculations of medication doses administered IM, SC, or IV given by a syringe.
2. Calculations of medication dosages administered PO (by mouth) in liquids, tablets or capsules.
3. Combination problems such as calculating weight and dosage.
4. Calculation of IV flow rates/administration rates by gravity flow and by infusion pumps.
5. Titration of IV medications (mcg/kg/min).
6. Medication calculations throughout the lifespan will be included.

The fourth semester student must achieve a minimum score of 90% overall average. The quizzes will be administered during post conference. Students not achieving an overall score of 90% on the end of the course exam of 25 questions will fail to meet the objectives of RNSG 1263 and RNSG 1166 and will be required to repeat the course they were unsuccessful in. The student will be eligible for readmission to RNSG 1263 and RNSG 1166 pursuant to the readmission policies.

Revised: 1/15; 08/15, 12/15, 1/16; 06/16

Reviewed: 06/06

**ATI STANDARDS and COMPETENCY**

Assessment Technologies Institute’s (ATI) Comprehensive Assessment and Review Program (CARP) are designed to assist the student in passing the NCLEX-RN. It is composed of comprehensive on line learning tools that complement a variety of learning styles. Critical thinking and test taking skills are emphasized throughout the program. Focused content modules are comprised of critical thinking tools, practice exams, remediation suggestions and content driven proctored exam(s). Odessa College nursing students will begin utilizing ATI upon admission into the ADN Program and ATI is continuously applied as either a way to benchmark student knowledge and earn grades in courses, or as a threshold in the course to progression all the way through NCLEX-RN testing. All ATI fees are included in the appropriate course fees.

**ATI Threshold Overview**

If students are unsuccessful in passing the below thresholds in any course, it will result in course failure and they will be required to follow the appropriate readmission or withdrawal process as outlined in the ADN Student Handbook of the active academic term.

	First Semester	Second Semester	Third Semester	Fourth Semester
<b>Threshold</b>	No Threshold	Level 2	Level 2	90%
<b>Course</b>		RNSG 1441	RNSG 1443	RNSG 2230 (RNSG 2130 Transition)
<b>Attempts (Practice)</b>		2	2	2
<b>Attempts (Proctored)</b>		2	2	2

**First, Second, Third Semester Details**

Students will have access to two (2) ATI practice exams for each course: Practice A and Practice B.

Practice A will occur on week 5 in 8 week courses and week 13 for 16 week courses. Remediation will always be due from the first attempt of any ATI version within one week.

Practice B will occur the 6th week for 8 week courses and the 14th week of class for 16 week courses. Remediation for practice B is due one week after exam is completed, students can use this remediation to study for the proctored exam.

The instructor will create a group review of areas as determined by student's comprehensive report from the proctored exam. All students will be required to attend this review in preparation for the final proctored exam.

Students are required to complete their individualized remediation to support learning in areas 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 use "create the focused assessment", and the templates that are provided for all remediation for ATI. (NO cutting or pasting is allowed). Instructors may choose to assign remediation in group study format during class any time. Attendance of remediation sessions is mandatory for all students who do not reach the level 2 or higher on any exam. Proctored exam 1 will occur on week 7 of 8 week and week 15 of 16 week. If student is not successful in reaching a level 2 then a second attempt will be given on week 8 of 8 week and week 16 of 16 week courses.

Specific information regarding the practice and proctored exams will be found on the course calendar. These exams(s) are secured online and proctored by nursing faculty.

#### **ATI POINTS AWARD FOR GRADING PURPOSES**

Proficiency level on ATI Proctored Assessments	Points Awarded for Achievement on ATI proctored Exams	Points awarded for Evidence of Remediation on missed topics from ATI assessment	Total points awarded out of ten
Proficiency Level 3 on the content mastery series	8	2	10
Proficiency Level 2 on the content mastery series	6	2	8
Proficiency Level 1 on the content mastery series	5	2	7
Proficiency Level below Level 1 on the content mastery series	4	2	6

#### **Fourth Semester Details**

The comprehensive Proctored Predictor represents the student's probability at that point of passing the NCLEX-RN.

The first practice comprehensive exam will be administered one week prior to Capstone and results will be used to build the CAPSTONE course. The second practice comprehensive exam will be administered after Capstone is complete.

The percentage obtained on the first Proctored Predictor will be worth 20% of the course grade and is administered prior to the mandatory three (3) day ATI Live Review.

The percentage achieved on the second Proctored Predictor will be worth 25% of your grade per RNSG 2230 (RNSG 2130 for Transition) syllabi. All students must pass the 90% threshold by the second Proctored exam for progression.

As in all nursing courses, no grades are rounded up.

#### **ATI Live Review**

An ATI live review course will be held at Odessa College, the live review will be built from the first proctored predictor exam and is mandatory.

Attendance is required for 8 hours a day for the three (3) days of the review. Consequences for any missed time will result in the student being assigned practice NCLEX questions or other appropriate tutoring assignments.

ATI must be utilized with your text books throughout your nursing courses; correlating pages are given for each chapter in the syllabus for each course. ATI is a valuable part of the preparation to take the NCLEX exam and therefore is considered an important part of course objectives to be utilized and completed as assigned.

Revised: 01/15; 08/15; 1/16; 6/16; 12/16

## REQUIREMENTS FOR GRADUATION

The nursing program's grading scale for the RNSG courses is different from that of the general college with a grade of "C" awarded for numeric grades of 75-79. To be eligible for graduation, the nursing student must have completed each of the prescribed courses in the curriculum with a minimum grade of "C". Each of the non-nursing courses required for the degree must also be passed with a minimum grade of "C". The Texas Higher Education Coordinating Board (THECB) requires a capstone experience which has been identified in the ADN program as the ATI competency predictor exam. The candidate for graduation must score satisfactorily on the competency predictor exam\*, complete the ATI program, have an overall average of 75 on unit exams and the final exam, satisfy all college financial obligations, complete a degree application in the Registrar's Office by the specified deadline, and return any borrowed school property.

\*Exception completing the Individual Plan for success/remediation for success which meets graduation criteria but delays graduation and approval from the BON to function as a graduate nurse (GN) and to take NCLEX-RN.

Revised: 9/04; 6/08; 6/10; 08/14; 1/15

Reviewed 08/15; 6/16; 12/16

## VIII. CLINICAL POLICIES

### LEGAL AND ETHICAL REQUIREMENTS

The nursing student is expected to abide by the following legal and ethical requirements:

Be prepared for clinical assignments.

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).

Students must comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The law protects patient confidentiality and the security of patient data. Significant fines, civil and even criminal penalties, can be levied if there is wrongful disclosure of medical data. The general rule affecting nursing is that patient authorization is required for any use or disclosure of protected information that is not directly related to treatment or payment. These rules cover all types of communication including patient charts, computerized information, patient room identification systems, faxes, lab slips or specimens, nursing care plans, medication records, dietary trays, and communication boards, faxes, and phones. The law provides even more stringent protection for clients in psychiatric and chemical dependency units. Selected applications of HIPAA to your role as a student nurse:

- 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.
- Consult with the instructor if the student feels that circumstances regarding the patient will hamper him/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/herself in a professional manner when caring for patients/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 Program. 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/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.
- Failure to abide by these regulations present grounds for disciplinary actions up to and including dismissal from the nursing program.

Approved: 9/04; 6/10;

Reviewed: 08/14; 1/15; 08/15; 6/16; 12/16

## **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.

Further details regarding the scope of practice for a particular course will be found in clinical course materials.

Approved: 9/04; 6/10;

Reviewed: 08/14; 1/15; 08/15; 6/16; 12/16

## **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 of MET for all clinical outcomes delineates that the student has successfully achieved the end of course outcomes and will receive a PA or Pass for the clinical course. This is determined on the final clinical evaluation. Students must also achieve a 75% minimum passing score on the final clinical concept map in order to pass the clinical course. In fourth semester students must achieve an 80% in order to achieve a passing score.

A rating of NOT MET signifies unacceptable performance in one or more areas and the student receives an F or Fail for the clinical course. The student displays one or more of the following and did not improve after completion of student success plan(s):

1. unsafe practice by the lack of application of principles of safety and asepsis;
2. failure to accomplish task(s);
3. disregard for the client and /or family in administering care;
4. inability to identify or correct errors;
5. inability to transfer theory knowledge to clinical practice; and/or
6. inconsistent clinical behavior in the performance of nursing responsibilities. Example: not prepared for clinical day.

Dismissal from the Nursing Program MAY occur with serious violations of safe clinical practice under the NAH Code of Conduct regulations.

#### Physical Hazard:

A physical hazard is any action performed by the student which could endanger the patient's life. Examples of a physical hazard include (but not limited to) medication error, leaving the side rails down, leaving patient unattended while in bath, bed in high position, removing oxygen from a patient over a period of time, non-report of symptoms that could endanger patient, attempting to practice beyond scope, attempting skills that have not been checked off by instructor, performing a skill without proper or approved supervision.

#### Emotional Hazard:

An emotional hazard is any verbal or non-verbal behavior by the student which puts the patient in danger, or is inappropriate, or unprofessional. Examples of an emotional hazard include (but not limited to) displaying emotional outbursts, cursing, obscene facial or hand gestures, yelling at faculty, staff or patient, racial slurs/comments, talking about patient in an inappropriate setting, making unfavorable statements regarding patients or their significant others to other students in an inappropriate setting or to the public.

Reviewed: 9/04; 6/05; 7/07; 6/10; 06/13; 08/14; 1/15; 08/15; 6/16; 12/16

### **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.

Reviewed: 9/04; 7/07; 6/10; 08/14; 1/15; 08/15; 6/16; 12/16

### **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 termination of the nurse/patient relationship.

Reviewed: 9/04; 6/10; 08/14; 1/15; 08/15; 6/16; 12/16

## **CLINICAL CONCEPT MAP POLICY**

In order to pass a clinical course, students must obtain a minimum score of 75% or above on the final concept map assigned in each clinical course. The total number of concept maps assigned in each course must be submitted to the instructor in order to pass each clinical course.

Throughout the semester the instructor will work with you on concept maps and the development of. You will receive feedback and you may turn in your map prior to the actual grading for feedback.

Concept maps will be graded on the rubric designated for concept maps in each semester.

Clinical courses are graded as Pass or Fail.

Revised: 12/15

Reviewed: 6/16; 12/16

## **IX. STUDENT HEALTH AND SAFETY**

### **HEALTH SCREENING REQUIREMENTS**

Students in health career programs are required by state law, Odessa College, and/or by clinical agencies to have certain immunizations or health screening. Nursing students must show proof of current immunization requirements prior to program admission. These may change to follow national standards at any time. Odessa College Nursing utilizes a third party to verify and give clearance for immunizations. The student will upload all records required to Verified Credentials who will communicate with the student in regards to clearance. All students must receive clearance prior to attending clinical/lab.

#### Tuberculosis Skin Test

Students are required to obtain a tuberculosis skin test when admitted into the nursing program. The Nursing Program will not accept a TB skin test that has been done more than 3 months prior to the start of class. If the student has a history of testing positive to the TB skin test, a chest x-ray report, or letter from physician, must be on file in the Nursing Office. The chest x-ray must be within 1 year of program admission. Unless medically contraindicated, a TB test will be required prior to the start of the second year of the nursing program. Verified credential requires a two-step process for clearance. The student is encouraged to communicate with Verified Credentials for needed guidance.

#### Health History and Physical Exam

Incoming students will have a physical examination and complete a health history. The physical is provided free of charge by Texas Tech Health Sciences Center Family Medicine Clinic. The physical is scheduled by the Nursing Program. If the screening reveals disease or disability incompatible with the role and functions of the student nurse, the student will be released from the Program. Appropriate health counseling will be advised. The student may re-apply after the health issue is resolved.

All health information must be current at time of application and remain current throughout the program in order to be admitted to the first day of class each semester.

Reviewed: 08/13; 08/14; 1/15; 08/15; 1/16; 6/16

### **DRUG SCREENING**

The Odessa College Associate Degree Nursing Program maintains contractual arrangements with clinical agencies used in the education of nursing students. Some of these agencies require drug testing of their employees and students. For incoming nursing students, drug screening is required as part of the admission process. For currently enrolled students, clinical agencies or the nursing faculty can require drug and alcohol screening when there is probable cause and/or

reasonable suspicion to believe that the student is under the influence of alcohol and/or drugs while in the clinical setting. Drug screening from facilities other than those approved by the Odessa College Nursing Program and Verified Credentials will not be accepted.

Incoming and currently enrolled students with verified non-negative test results for alcohol, any illegal drug; or the abuse of prescribed or over-the-counter medication, or mind altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, incoming students will not be enrolled in the program, and currently enrolled students will not be allowed to participate in clinical activities, thus they cannot meet the clinical objectives required for successful completion of the nursing program.

Revised: 9/04; 6/12;

Reviewed: 08/14; 1/15; 08/15; 6/16; 12/16

## **CRIMINAL BACKGROUND CHECK**

Upon acceptance to the program, students will be given specific instructions from the program concerning how to obtain the background check. Students should NOT apply for background checks before receiving directions from the nursing department. Background checks through the Texas Board of Nursing (BON) are required for the Odessa College Nursing Program.

Background checks will be honored for the duration of the student's enrollment in the nursing program if the participating student does not have a break in the enrollment (nonattendance of one full semester or more).

Any criminal activity during nursing school must be reported to the nursing program, may lead to dismissal from the program and may impede the licensing process.

The following histories will disqualify an individual for admission/continuation in the nursing program because the student would not be eligible for clinical placement (including but not limited to):

Registered sex offenders

Felony convictions

Felony deferred adjudications involving crimes against persons (physical or sexual abuse)

Known or observed abuse or neglect of patients/clients/customers

Observed or proven theft

Convictions of violent acts (misdemeanor or felony)

Violence in the workplace

Securing execution of a document by deception

Misappropriation of fiduciary property or property of a financial institution (Class A misdemeanor or felony)

Health and Human Services – Office of Inspector General list of excluded individuals, U.S. General Services

Administration excluded parties list, Employee Misconduct Registry, U. S. Treasury-Office of Foreign Assets

Control (OFAC) List of specially Designated Nationals (SDN), Texas Health and Human Services (TX HHSC). Office

of Inspector General (OIG), Exclusion List.

A student on probation for any legal offense.

### Disclaimers:

- Clinical agencies can establish more stringent standards, if they so desire and can conduct additional background checks for their facility.
- Successful completion of a criminal background check for the nursing program does not guarantee eligibility for licensure or future employment.
- Cost of the criminal background check will be the responsibility of the student.

### Criminal Background Check Procedure:

Criminal background checks must be completed and the results submitted to the nursing office no later than the first day of class for the first semester (or the first semester a transfer student is attending). Upon completion of the acceptance list of nursing students for the upcoming semester, the nursing program will send a roster of students accepted to the Texas Board of Nursing (BON).

Please click on the following link for information regarding background check from the (BON). Refer to item 3.  
<https://www.bon.texas.gov/olv/examination.html>

Only the college's designated members of the nursing program will have access to your background check results. Students should be advised that criminal activity during the nursing program will impede the licensing process. The Texas Board of Nursing may heavily scrutinize the applicant for licensure who demonstrates poor professional behavior as a student nurse.

Reviewed: 11/11; 08/14; 1/15; 08/15; 6/16; 12/16

## **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.

Revised: 9/04; 6/10;

Reviewed: 08/14; 1/15; 08/15; 6/16; 12/16

## **GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE**

The management of issues related to infectious diseases is of primary concern to students, nursing faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, with the individual rights of privacy and equal opportunity. As part of the curriculum, nursing students are provided with information regarding protection from infectious diseases common in the health care environment.

Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of the Nursing Program that:

All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical experiences. Instruction in Standard Precautions and CDC recommended infection control measures will be provided and skills reinforced in the laboratory setting.

### Guidelines:

1. Routine use of Standard Precautions for all patients will reduce the risk of disease transmission.
2. Patients suspected of having a condition requiring Airborne, Droplet, or Contact Precautions require the use of enhanced precautions.
3. The student will be asked to review current information regarding Standard Precautions and CDC recommended infection control measures in the clinical setting with instructor and/or agency staff guidance. Infection Control manuals and/or on-line policies and procedures are to be consulted when in the clinical setting.

### Infection Control Precautions:

Handle the blood of all clients as potentially infectious.

Use hand foam for hand hygiene when entering and leaving room. Wash hands between patients.

Wash hands before and after all contact with clients or specimens containing body fluids.

Wear gloves for potential contact with mucous membranes, non-intact skin, blood, or body fluids.

Wear mask if airborne transmission of microorganisms is possible.

Wear protective eyewear if splatter with blood and body fluids is possible. Wear gown if clothing is apt to be soiled.

Immediately place used syringes in nearby impermeable container. Do not recap or manipulate needle in any way.

Treat all linens soiled with blood and/or body secretions as potentially infectious.

Process all laboratory specimens as potentially infectious.

Follow agency policy regarding resuscitation during respiratory arrest.

Utilize red biohazard bags for medical waste.

Ask questions regarding infection control policies and their application in each agency or unit where assigned. Be informed; practice proper procedures with every client situation, and be safe.

OSHA Guidelines Following Percutaneous or Mucosal Exposure:

A significant occupational exposure is defined as:

A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood and/or body fluid.

A mucous membrane exposure to blood or body fluids (i.e. splash to eyes, nares, mouth).

A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid — especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

The student will immediately notify the instructor of an injury or exposure (or potential exposure) to an infectious disease while in the clinical setting.

Procedure following exposure:

1. Wound care/first aid
  - a. All wounds shall be vigorously cleansed with soap and water immediately.
  - b. Mucous membranes shall be flushed with water or normal saline. Use eye wash stations when needed.
  - c. Other wound care shall be rendered as indicated.
2. Notification of responsible parties
  - a. The student will report to the clinical instructor any incident that constitutes an exposure.
  - b. The clinical instructor will complete a report and submit to the Director.
  - c. Clinical instructor and/or student will notify the Infection Control Officer or designee of the clinical agency involved. Specific recommendations will be made according to the type of exposure and infectious disease involved. Expense incurred in exposure follow-up is the responsibility of the student.

Approved: 9/04; 6/10; 7/11;

Reviewed: 08/14; 1/15; 08/15; 6/16; 12/16

**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:

1. A determination shall be made if the student is in need of:
  - a. Emergency Room — used for treating injuries/illness requiring immediate assessment and treatment, i.e., trauma.
  - b. Employee Health Service (if available) — this service may or may not be available to students. Service may be used to provide assistance when a student has received an occupational related exposure to an infectious agent.
  - c. Private physician — health problems that are not emergent in nature and do not involve possible liability on the part of the agency, or for health clearance to return to class.
  - d. No referral.
  - e. Referral following agency protocol if drugs/alcohol suspected.
2. Notify the clinical team leader (course coordinator), Program Director.

3. 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. Some restrictions may prevent the student from continuing in the clinical course. A course withdrawal or grade of incomplete may be necessary, depending on the nature and timing of the problem. 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.

Revised: 9/04; 6/11;

Reviewed: 08/14; 1/15; 08/15; 06/16; 12/16

### **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:

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

Revised: 9/04; 6/10;

Reviewed: 08/14; 1/15; 08/15; 06/16; 12/16

## **X. RESOURCES/MISCELLANEOUS**

### **STANDARDS FOR WRITTEN WORK**

Assignments must be legibly written on white paper with black ink or word processed. Utilize appropriate forms when designated for the assignment.

For purposes of orderliness, folders with pockets are required. Papers should not be folded unless specific directions are given to do so. The student's name should appear on the outside of the folder.

Only one side of the paper should be used.

Written work will have a cover sheet. (Exception may be clinical papers; check with the instructor for preferences.) Refer to example of cover sheet.

All written work will contain appropriate grammar, punctuation and spelling.

Pages will be numbered. Typed pages will be double spaced with one-inch margins.

Format provided by your instructor will be followed when writing major assignments.

All written assignments, no matter how small or large, 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 in academic penalties determined by the instructor.

Written assignments are to follow APA format that can be found at:

<https://owl.english.purdue.edu/owl/resource/560/01/>

Revised: 9/04; 6/10;

Reviewed: 08/14; 1/15; 08/15; 12/16

### **STUDENT RESOURCES FOR SUCCESS**

It is the goal of the Nursing Program for every student to be successful. There are numerous resources to help students improve skills and knowledge, as well as decrease stress, improve retention, and enhance learning.

### Learning Resource Center

The Learning Resources Center (LRC) at Odessa College is open extensive hours that vary by semester and are always posted on the LRC page on the Odessa College website. The LRC is located on the Odessa College main campus. LRC staff is helpful and will gladly provide support, tutoring, or assistance as needed. Main phone number for LRC is 432-335-6640.

Early intervention for academic problems is important for success. EMS faculty encourage students to visit the LRC during open hours or by appointment. LRC staff can assist students to target solutions for identified problems, such as developing test taking skills, prioritization strategies, and study skills specific to EMS content. On-line sessions are available and interested students should call the LRC main phone line to set up an appointment.

EMS students can also become tutors for other EMS students! Tutoring is free of charge to students but tutors do get paid. EMS students interested in becoming tutors should first see the Associate Dean.

### Counseling

Odessa College's counseling department can assist students with academic issues as well as offer short-term crisis counseling. The counselors can make referrals as necessary. Please contact Ms. Genevia Slate at 432-335-6121 for assistance.

Approved: 6/05; 6/10; 08/14;

Reviewed: 1/15; 08/15; 06/16; 12/16

## **PINNING AND COMMENCEMENT**

Completion of the Nursing Program is a time for celebration. A traditional pinning ceremony is held for each graduating class. The Odessa College Associate Degree Nursing Pin is placed on each graduate in a candle light ceremony. Friends and family should be invited to join in the occasion. Time and place are announced well in advance. The ceremony is usually held the week of graduation.

Students pay for the pin at the time fees and tuition are remitted for the last semester. If for any reason the student does not graduate, a refund can be processed for the pin. The Nursing Office takes responsibility for picking up the pins from the book store.

Student awards are presented at pinning:

**Nightingale Award** – peer award to the student who represents nursing at its finest. Fourth semester students elect the recipient.

**Academic Excellence Award** – presented to the student with the highest 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.

Students who do not complete RNSG 2331 Advanced Concepts of Adult Health and its co-requisite clinical course are eligible to participate in the pinning ceremony at the conclusion of the semester where the student should have completed the courses. Consult with the Program Director if questions arise regarding eligibility to participate in the pinning ceremony.

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.

Approved: 6/05; 7/07; 6/10:

Reviewed: 08/14; 1/15; 08/15; 06/16; 12/16

## **GLOSSARY**

**Absence** – Missing any required educational time, regardless of whether instructor or institution is notified.

**Admission Threshold** – criteria required for consideration to apply for the ADN program.

**Clinical Failure** - a clinical failure results in the student being removed from the nursing program.

**Code of Ethics** - ethical obligations and duties.



**Critical Thinking** - The ability to utilize knowledge, problem solve systematically, in a clinical environment to deliver safe effective nursing care to a patient.

**Curriculum Plan** – Plan of study that identifies all courses that must be taken to receive the AAS in Nursing.

**Expunged** - removed from legal record.

**FERPA** (Family Educational Rights and Privacy Act) - Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under applicable programs of the U.S. Department of Education.

**Grievance Process** - The process that a student may follow to resolve any conflicts.

**HIPAA** (Health Insurance Portability and Accountability Act) - protects the privacy of individually identifiable health information.

**NCLEX-RN** (National Council Licensure Examination-Registered Nurse) - the test a student takes on completion of all educational requirements of the nursing program that provides them upon successful completion the designation of RN.

**On-site lab**- designated classroom experiences which are equivalent to clinical time. These occur on campus in the laboratory setting, may include skills training, or simulation.

**Options/Tracks** - the educational path to Registered Nurse status which is dependent on prior licensing.

**Pillar** - organizing instructional framework of the nursing program.

**Program Admission** - Students must apply and be accepted into the Nursing Program in order to be a nursing student.

**Ranking System** - A point system based on multiple criteria, the top 20 candidates with the highest overall points are selected.

**Threshold** - a criteria/grade/component that must be met in order to progress to the next semester.

**Unsatisfactory Clinical Grade** – An Unsatisfactory is issued when a student has not completed or met the requirements for a clinical day.

# 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

# ODESSA COLLEGE

## ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK

### 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

Associate Degree 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date