



ODESSA COLLEGE

NURSING

STUDENT HANDBOOK

2019-2020

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Preface

Welcome to the Odessa College School of Health Science Nursing Program. Regardless of which nursing program you are currently enrolled in, we are honored that you have chosen Odessa College, and we look forward to serving you!

The Odessa College Nursing Student Handbook is a publication of the Odessa College Nursing Department and contains helpful information to facilitate your success throughout the programs. The policies, rules and regulations, and general information is reviewed each term and is subject to change. We encourage all students to utilize the online version which can be found at the following links: [Odessa College Nursing Handbook](#)

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

CONTACT INFORMATION

Allisa Cornelius, RN-MSN Director of Nursing Odessa College

acornelius@odessa.edu

Office: 432.335.6797

Associate Degree Nursing	Vocational Nursing Program in Andrews	Vocational Nursing Program in Monahans	Vocational Nursing Program in Odessa
Health Sciences Building at Odessa College 201 W. University Blvd, Odessa, TX 79764 Phone: 432-335-6672	Andrews Business and Tech Center 201 NW Ave D., Andrews, TX 79714 Phone: 432-524-4022	Monahans Center 806 South Dwight, Monahans, TX 79756. Phone: 432-335-6390	Health Science Building at Odessa College 201 W. University Blvd, Odessa, TX 79764 Phone: 432-335-6797

Odessa College Nursing Office Hours:

Fall and Spring semesters: Monday – Thursday 8:00 am – 5:30 pm. Closed for lunch from 12- 1

Summer semester: Monday – Thursday 7:30 am – 5:30 pm. Closed for lunch from 12-1. Closed on Friday.

Nursing Programs Websites:

Associate Degree Nursing [Odessa College- Nursing ADN](#)

Licensed Vocational Nursing Program [Odessa College - Nursing-LVN](#)

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

NOTICE OF INELIGIBILITY FOR LICENSURE

The Texas Board of Nursing (BON) has been given the authority by law to protect the public from incompetent or unsafe nurses. Part of their mandated responsibility is to screen individuals applying for their Student Nurse license. Graduation from the Odessa College Nursing Programs does not constitute eligibility to sit for the state licensure Exam. Odessa College considers student ability to obtain licensure during the admission processes, and will fully abide by Texas HB 1508 if students are knowingly admitted to a program when they are ineligible for initial licensure, unless the Student Nurse did not fully disclose or obtain proper authorization prior to program start. Please work with your Program Director for additional guidance. Though you are not required to disclose any sensitive information and any confidential details will not be held against your application status.

In accordance with the laws of the State of Texas, specifically the Texas Nursing Practice Act, notice is given to students who intend to apply for registration as a professional nurse that all applicants for licensure are required to answer the questions available at the Board of Nursing website: [Licensure Eligibility](#). If the student/applicant answers yes to any of the questions, or in any way question his or her eligibility to take the licensing exam upon successful graduation from nursing school, the student/applicant must petition the BON for a Declaratory Order, which may take up to three months to process. Upon receiving the Declaratory Order, the graduate nurse can take the Nursing Licensure Exam and, under most circumstances, will receive a permit to practice as a Graduate Nurse (GN). Information pertaining to the Declaratory Order Process is available at: [TBON Declaratory Order Details](#)

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

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

NURSING PROGRAMS APPROVAL AND ACCREDITATION

The Odessa College Associate Degree Nursing Program and the Licensed Vocational Program are 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 or by phone 512-305-7400.

The Associate Degree nursing program curriculum plan and the Licensed Vocational curriculum plan is approved by the Texas High Education Coordinating Board (THECB). THECB may be reached at 1200 E. Anderson Lane, Austin, TX 78752, or by phone 512-427-6101.

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education of Nursing, Inc. (ACEN). The Accrediting agency may be reached at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30325, or by 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 feedback at monthly Departmental Meetings, student representation on the Advisory Committee, course and program evaluations, or in person to faculty, the Nursing Coordinator, the Director of Nursing, or the Dean of Health Sciences.

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

PROGRAM FOUNDATION AND CURRICULAR FRAMEWORK

MISSION STATEMENT

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

DEFINITION OF PROFESSIONAL NURSING EDUCATION

Professional nursing is an art and science, which emphasizes, promotes, and maintains health and wellness, utilizing evidence-based practice 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 judgement 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 that utilizes available resources, nursing courses, and general education courses that promote competency, accountability and professional development.

Upon successful completion of all Associate degree RNSG courses with a minimum grade of “C” in each course, the student will receive an Affidavit of Graduation signed by the Program Direction which is required for eligibility to test for NCLEX-RN certification with the Texas Board of Nursing.

Upon successful completion of all Level 1 Certificate Vocational Nursing VNSG courses with a minimum grade of “C” in each course, the student will receive an Affidavit of Graduation signed by the Program Director which is required for eligibility to test for NCLEX-PN certification with the Texas Board of Nursing.

CURRICULAR DESIGN PRINCIPLES

PROGRAMMATIC COMPONENTS

Concepts are taught from a simple to an advanced level throughout the nursing curriculums. The nursing programs are organized into three major components: general education courses, biological and social sciences courses and nursing courses.

NURSING COURSE COMPONENTS

The nursing courses are further organized into three (3) distinct areas: theory, skills laboratory, and clinical laboratory. The **theoretical portion** of the nursing curriculum presents concepts and

knowledge essential to the practice of nursing. The **skills laboratory portion** of the curriculum allows the development of manual skills required for nursing practice. The **clinical laboratory portion** of the curriculum provides the opportunity to apply both knowledge (theory) and skills in the direct care of clients.

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

IMPLEMENTATION OF THE NURSING CURRICULUM IS BASED ON THE FOLLOWING PRINCIPLES:

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

NURSING PROGRAM CORE OBJECTIVES

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

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

DESCRIPTION AND ALIGNMENT OF ODESSA COLLEGE'S INSTITUTIONAL CORE OBJECTIVES (CO)

1. (CO 1) Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information: Students will successfully complete an assignment in which they determine an appropriate response to a real-world situation using critical thinking skills such as innovation, inquiry, analysis, evaluation, or synthesis of information. [all RNSG and all VNSG courses]
2. (CO 2) Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication: Students will successfully complete an assignment in which they determine an appropriate response to a real-world interaction situation through written, oral, or visual communication. [all RNSG and all VNSG courses]
3. (CO 3) Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. Students will successfully complete an assignment involving a real-world situation that includes the manipulation and analysis of

numerical data or observable facts resulting in an informed conclusion. [all RNSG and all VNSG courses]

4. (CO 4) Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. Students will successfully complete a group assignment in which they determine an appropriate response to a real-world scenario that considers different points of view and support shared purposes or goals. [all RNSG except for 2230, and 2130 and all VNSG courses EXCEPT VNSG 1227]
5. (CO 5) Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making. Students will successfully complete an assignment in which they examine an individual's responsibility to connect choices, actions, and consequences to ethical decision-making. [all RNSG and VNSG courses EXCEPT VNSG 1405]
6. (CO 6) Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Students will successfully complete assignments in which they examine an individual's social responsibility to promote intercultural competence, knowledge of civic responsibility, and effective engagement in regional, national, and global communities. [All RNSG and VNSG courses EXCEPT VNSG 1405]

Core Objective Community Service Project

All nursing students will participate in community service projects to total a minimum of 20 service/volunteer hours during their nursing program. All community service hours align to the Odessa College Institutional Core Objective 6: Social Responsibility.

OPTIONS/TRACKS FOR THE NURSING STUDENT

The Nursing Programs at Odessa College have multiple options for students interested in pursuing a career in nursing. All nursing programs prepare students 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 student's respective nursing program track the student will be eligible to sit for the NCLEX-RN or NCLEX-PN.

Traditional Associate Degree Option:

The traditional track allows students the opportunity to take classes and receive clinical education during weekdays and some weekend hours. Students beginning their nursing career can apply for the traditional track, designed for students who do not hold any licensure to practice nursing as a Vocational Nurse. Odessa College admits students every fall, and graduate them the subsequent fall semester.

Transition Associate Degree Option:

The transition tracks allow the student who has an active license to practice in vocational nursing in the state of Texas to receive credit for selected courses through advanced placement. Transition courses are

offered face to face at the Main Campus in Odessa and the Business and Tech Center in Andrews Texas, during weekday and some weekend hours. The transition student receives advance 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). Transition students are admitted twice a year, in the spring and summer semesters. The program continues for 1 year.

Traditional Licensed Vocational Option:

The traditional LVN track allows the students the opportunity to begin their nursing studies without the need for any pre-requisites. The program is designed for students with zero college experience or previous college course work to begin taking courses toward their nursing certificate. Any students can choose to begin with the LVN program and continue to the transition ADN track after receiving their LVN license. Traditional LVN students take classes for 1 year consecutively through all semesters. Traditional LVN program accepts students once a year to start each fall semester.

Dual Credit Licensed Vocational Option:

The dual credit track is offered at the Main Campus in Odessa and at the Business and Tech center in Andrews. The dual credit tracks give juniors in high school the opportunity to complete 90% of the nursing curriculum while still in high school. This program is designed for the younger students that know nursing is where they want to be and desire to begin ahead of other students their age. The dual credit track begins the fall of the student's junior year, and continues consecutively through the summer after High School graduation.

PROGRAM OBJECTIVES

The Odessa College Nursing Programs prepare individuals to provide safe, competent, compassionate care to persons of need in the community. Upon successful program completion the Vocational or Registered Nurse will have demonstrated competency in the *Differentiated Entry-Level Competencies according to Program level of completion*. The entire competency list can be found at the following link [DEC Manual](#)

- I. Member of the Profession
- II. Provider of Patient-Centered Care
- III. Patient Safety Advocate
- IV. Member of the Health Care Team

ASSOCIATE DEGREE NURSING PROGRAM ADMISSION

Applicants must satisfy all specialized admission criteria:

- General Requirements
- TEAS Thresholds
- Completion of mandatory pre-requisite course with a "C" or better
- Formal interview process

General admission requirements:

Applicants for specialized admission programs in Nursing and the School of Health Sciences must satisfy minimum criteria in order to be eligible for consideration of ranking.

The applicant is required to meet all of the following to meet minimum criteria for considered admission

- Background and immunization clearance through third-party vendor
- Completion with a “C” or better all academic and specialized courses listed on the degree plan.
- Minimum cumulative GPA of 2.5
- Submit all previous transcripts (transliteration of all foreign work required) prior to ranking.
- High School Diploma or GED
- Complete the requirements for the Odessa College’s Success Initiative plan, which may include achieving passing scores on the COMPASS or THEA exam unless an exemption has been made.
- Provide proof of current American Heart Association CPR, must be maintained throughout the program.
- Complete Immunization records: students in health career programs are required by law to have completed immunization record that meet Texas Administrative Code Title 25-97.64
- Provide proof of health insurance

Submit all application documents to the Nursing Secretary at the Odessa College Nursing office before posted deadline. Students may also use the following email address to submit documents ADN@odessa.edu

Mandatory Courses

Mandatory courses are general education courses that a student must complete with a “C” or better prior to program acceptance. Depending on your program track, Traditional or Transition, the courses listed below may be considered pre-requisite courses for program application. Applicants who do not satisfactorily complete the mandatory courses will not qualify for eligibility for ranking into the nursing program.

- BIOL 2401 Anatomy and Physiology I and BIOL 2402 Anatomy and Physiology II- (Maximum of 3 attempts allowed, 3-year maximum validity)- Pre-requisite for both traditional and transitional
- If both BIOL 2401 and BIOL 2402 have been passed with a “C” or better, but are older than 3 years, the student may take a refresher course BIOL 2404 Human Anatomy and Physiology prior to the ADN program start date.
- ENGL 1301 English Composition- Pre-requisite for both traditional and transition
- HUMA choice: HUMA 2319 American Minority Studies, HUMA 1305 Into to Mexican-American Studies, HUMA 2323 World Cultures or PHIL 1304 Into to World Religions Traditional- Pre-requisite, Transitional- Pre-Requisite
- PSYCH 2314 Lifespan Growth and Development Traditional- Pre-requisite, Transitional- Pre-Requisite

Points will be awarded to applicants for the courses listed above, per the table below.

Course	Points for A	Points for B
BIOL 2401 Anatomy and Physiology I	2	1
BIOL 2402 Anatomy and Physiology II	2	1
ENGL 1301 English Composition	1	0.5
PSYC 2314	1	0.5
HUMA Choice	1	0.5

TEAS Assessment Threshold

Below is the minimum for current TEAS exam composite scores for qualification and ranking into the Associated Degree Nursing Program. Student's official scores are valid for a maximum of 3 years and only the most recent scores will be utilized for qualification and ranking points. There is a two (2) week waiting period for re-testing with a maximum of three (3) attempts per application cycle is allowed. Ranking points are awarded based on TEAS scores in the areas of Math and Reading. Each area is awarded points as shown below. TEAS test scores must be classified in the "Proficient" range. A maximum of 16 points can be earned in this area.

Score on TEAS assessment	Points awarded- Reading
90-100	8
80-89.99	6
70-79.99	4
<69.99	0
Score on TEAS assessment	Points awarded- Math
90-100	8
80-89.99	6
70-79.99	4
63.3-69.9	2
<63.3	0

Other Points Awarded During Application Period

- Active CNA License- 2 additional points
- LVN certificate from Odessa College- 2 additional points
- Formal Interview process- up to 20 points

Additional Information

Applications accepted:

- Spring Transition Program- through the month of **October**
- Summer Transition Program- through the month of **March**
- Fall Traditional Program – through the month of **May**
- Program start dates per the Odessa College Academic Calendar
- A student admitted into the Associate Degree Nursing Program has 3 years to complete the program.

Post admission Requirements

Students are responsible for the following requirements AFTER accepting a seat in the Associate Degree Program:

- Background check- must 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 allowed to participate in any clinical course until clearance from the BON is received.
- Substance abuse screening- students will be required to receive clearance (negative) urine drug screens throughout the program in order to be eligible to participate in clinical activities. Students are responsible for the drug screens throughout the program.
- Complete student nursing orientation for the Odessa College Nursing Program- one day in person orientation.
- Clinical orientations- required throughout the program dependent upon the clinical rotation and clinical agency.
- Uniforms, specialized equipment, lab supplies, and liability insurance for each clinical course.

VOCATIONAL NURSING PROGRAM ADMISSION REQUIREMENTS

Students must satisfy all specialized admission criteria:

Pre-Admission Requirements

- Meet TEAS assessment thresholds
- Accepted into Odessa College as a credit student
- Completion with a “C” or better all academic and specialized courses listed on the degree plan
- Minimum cumulative GPA of 2.0 for Traditional Applicants, 2.5 Minimum GPA for Dual Credit Applicants.
- High School Diploma transcripts or GED
- Complete Immunization records: students in health career programs are required by law to have completed immunization record that meet Texas Administrative Code Title 25-97.64
- Provide proof of current American Heart Association CPR, must be maintained throughout the program.
- Dual Credit students will not be permitted to participate in any extracurricular activities for the duration of the program, with the exception of some academic UIL activities. The excluded activities include but is not limited to sports, competitions or any other activity through the high school or from an outside entity. For students seeking to discuss participation in academic UIL activities, schedule a meeting with your Nursing Coordinator or Director.

Submit all application documents to the Nursing Secretary at the Odessa College Nursing office (Andrews Extension, Monahans Center or Main Campus) before posted deadline. Students may also use the following email address to submit documents LVN@odessa.edu

Course substitution of BIOL 2401 and BIOL 2402 for VNSG 1405

- BIOL 2401 and BIOL 2402 Anatomy and Physiology I & II must be passed with a “C” or better within the last 3 years. Both must be completed prior to the LVN program start date.
- If both BIOL 2401 and BIOL 2402 have been passed with a “C” or better, but are older than 3 years, the student may take a refresher course BIOL 2404 Human Anatomy and Physiology prior to the LVN program start date.

Post-Admission Requirements

- Background check- must 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 allowed to participate in any clinical course until clearance from the BON is received.
- Substance abuse screening- students will be required to receive clearance (negative) urine drug screens throughout the program in order to be eligible to participate in clinical activities. Students are responsible for the drug screens throughout the program.
- Complete student nursing orientation for the Odessa College Nursing Program- one day in person orientation.
- Clinical orientations- required throughout the program dependent upon the clinical rotation and clinical agency.
- Uniforms, specialized equipment, lab supplies, and liability insurance for each clinical course.

Additional Requirements

- Applications accepted through the month of May
- Program start dates fall term per Odessa College Academic Calendar
- Number of students may vary by year depending on program instructional and clinical resources.
- Traditional LVN students have 1 year to complete the LVN certificate level 1. Dual Credit students will take courses during their Junior and Senior years of high school. Dual credit students will be enrolled in their final courses the summer after high school graduation.
- Students will be expected to pay additional fees required for state mandatory background tests and national exams. We will provide most current list of extraneous expenses at student orientation.
- All dual credit students, in addition to the expectations of the Vocational Nursing Program, are expected to uphold all disciplinary and attendance policies of the high school institution.

GENERAL INFORMATION

ADVISEMENT AND REGISTRATION

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

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

FINANCIAL AID

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

The scholarship application is separate from the FAFSA. Students accepted into the Nursing Program are also eligible to apply for selected scholarships specifically for nursing majors. For eligibility requirements and other information for the Odessa College Foundation at this link: [Scholarships and Financial Aid](#).

Students are also encouraged to consider membership in the Odessa College's Chapter of Phi Theta Kappa Honor Society. Additional information about this international group and scholarship benefits can be found at: [Phi Theta Kappa](#)

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

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

PROGRAM EXPENSES AND STUDENT RESPONSIBILITIES

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

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

Health insurance must be purchased by the student and several sources are listed for the student on Odessa College main website [Health Insurance for Students](#). If coverage lapses or is cancelled by the student at any time during the program they may be withheld from attending clinical with reciprocating grade/progression impacts.

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

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

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

LEGAL NAME and AVAILABILITY OF PERSONAL CONTACT INFORMATION

All professional applications, including school and program applications, must be made using the student's legal name as validated by photo identification. The student's legal name will be submitted to the Board of Nursing and will be the name that is used for the student account with the Board of Nursing. Students must keep their most current address and phone number(s) on file. A routine update of pertinent student information will be made at the beginning of each semester.

FERPA

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

EVALUATION OF FACULTY AND COURSE

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

GRIEVANCE POLICY

It is recognized that most academic issues and concerns are resolved on an informal basis. When this is not possible, students may wish to employ a formal means to problem resolution.

Informal Due Process:

If a student has a conflict with a faculty member or lab instructor relating to instructional matters or grading, the student should attempt resolution at the first level possible by conferencing with the following individuals in the order listed:

- Instructor
- Nursing Coordinator
- Director of Nursing
- Instructional Dean – at this level the Grievance Process becomes formal.*

The Nursing Department's policy reflects the Odessa College Student Handbook. For more details and explanations of the Odessa College student grievance procedures use the link: [Odessa College Student Handbook](#).

STUDENT HEALTH AND SAFETY

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

Students have access to Mental Health resources for free professional health counseling. Our student's mental health and wellbeing is a top priority for us in addition to the student's success in and outside of

our classrooms. For scheduling assistance or questions regarding this free resources for Odessa College nursing students contact 432-335-6121 or visit the webpage. [Mental Health Resources- Counseling](#)

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.

Infection control is a nursing responsibility. We want all students to begin the practice of protecting patients and visitors from all possible infections while in school. To do so, we expect students to refrain from reporting to class or clinical if they are acutely ill (fever, acute GI disturbances, or other contagious disorders). The student is responsible for notifying the appropriate instructor for missed classroom or clinical time according to handbook and syllabi guidelines. The student is subject to being dismissed from clinical or lecture days if they arrive to either with symptoms suggestive of an infectious illness.

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

Instructor Responsibility:

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

Student Responsibility:

- When a student is seen in the Emergency Room for care, he/she will notify his/her own insurance carrier. The student and his/her health insurance company will be billed for services rendered.

Returning to Class and/or Clinical following Illness or Injury:

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

PREGNANCY

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

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

OUTSIDE EMPLOYMENT

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

STUDENT-INSTRUCTOR COMMUNICATION

All instructors have scheduled office hours which are posted on-line and outside their office doors. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or need other help related to their role as a student nurse. Contact the Program Nursing Coordinator if further assistance is needed.

All official communications and turning in of assignments must take place through OC email.

Policies and procedures are communicated to students by means of the Student Handbook, course syllabi and learning materials packets. The handbook is revised as needed to provide current and accurate information to students in the Nursing Program.

Changes in policies and procedures will be announced to each class by the Program Director, Nursing Coordinator(s) or faculty and copies of the revised policy will be distributed as handouts or on the departmental home page at the OC Web site. Instructors, Nursing Coordinators, and/or the Program Director will answer student questions regarding stated changes.

NURSING PROGRAM SPECIFIC POLICIES

EMERGENCY TELEPHONE CALLS

Cell phones should be put away and on silent or do not disturb while during class time. Should the student use their cell phone during class time, the cell phone becomes a disruption to the instructor, student or classmates, or the cell phone goes off during class time the student will be asked to leave and may result in completion/progression issues for the student.

Cell phones are NOT allowed at clinical sites at any time. If an emergency occurs requiring immediate notification of the student, all efforts will be made to contact the student in a timely manner. Family may contact the nursing office where the student attends courses, and the faculty and staff will get the student in contact with the family.

If the student is in clinical, the most expedient method is to contact the Nursing Office, attempts will be made to reach the instructor and/or student in the clinical setting. 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. Personal calls of non-emergent nature are not allowed when the student is in the clinical area of any hospital or agency.

TOBACCO POLICY

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

ABSENCE AND TARDY POLICY

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

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

Absence from Clinical and Simulation: The following will result in an automatic grade of ZERO for a clinical day and a possible written Violation of the School of Health Sciences Code of Conduct:

- Failure to notify the clinical instructor of an absence at least 15 minutes before the clinical day begins.
- Clinical absences: all will be made up to meet course objectives. Any tardy over 15 minutes from a clinical site will be considered an absence and must be made up.
- If a student shows up to a clinical without completed, proper paperwork, attire or equipment, the student will be sent home and the clinical will be considered an absence and must be made up.
- Missed clinical hours must be made up to receive clinical course credit. There will be no partial credit given for clinical time. A full clinical day make up is required regardless of hours missed.
- A student in the nursing programs are allowed to miss clinical time that does not exceed two (2) days of clinical experience. For example: if your clinical course requires 12-hour clinical days, you are not allowed to miss more than 24 hours of clinical time. Any clinical time missed over the allowable per semester will result in a dismissal from the program and will impact the student’s progression through their degree or certificate plan.
- A total of 3 tardies of less than 15 minutes late, per clinical course will automatically equal 1 full clinical day of absence, and must be made up.

Absence from Classroom and Lab: The following will result in an automatic grade of zero for a class/lab day and a written Violation of the School of Health Sciences Code of Conduct:

- Classroom instructor should be notified of any absence as soon as there is a conflict, at minimum before the class begins. If the instructor cannot be reached, a message may be left on the instructor’s voice mail or in the Nursing Office. Follow the guidelines set by each instructor, in their course syllabus.

- A tardy is considered an arrival ≥ 1 minute after the start time of class
- If the student does not call, it will be considered a no call no show and the time must be made up hour for hour.
- A total of 3 tardies will automatically equal 1 full classroom day of absence. The hours will be counted towards that day's class(es).
- Students are not allowed to miss more than 10% of the course's contact hours, for any one course. Missing more than the allotted 10%, could result in dismissal from the Nursing Program.

PROFESSIONAL ATTIRE AND CONDUCT POLICY

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 Programs. 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.

General Professional Appearance and Behavior Policy:

The following guidelines are to be followed by all nursing students regardless of classroom, lab, or clinical locations.

- Students are expected to act professionally at all times. This includes profane and vulgar language in and outside of clinical, class, lab or simulation.
- Only natural hair color is permitted. No alternative (blue, purple, green, bright red, etc.), non-naturally occurring hair colors will be allowed.
- Nails are to be clean and short with rounded edges. No nail polish, acrylic, gel, or dipped nails are allowed.
- Personal hygiene must be maintained. Effective deodorant must be worn. Offensive breath should be avoided.
- Body art or tattoos should be tasteful or else covered up. Examples of body art that are not allowed include but are not limited to: tattoos that advocate gang representation, sexual, racial or religious discrimination. Any tattoo that is deemed inappropriate or not acceptable by an instructor, clinical instructor, preceptor or clinical site will be required to be covered for the duration of the program.
- Students may be required to purchase up to two class shirts to be worn at community events, as well as some clinical rotations.

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

Classroom/Lab Attire Policy:

Attire on campus should be appropriate for the setting. Suggestive or distracting clothing is not to be worn in the classroom setting. Classrooms may be cool so layering of clothing is helpful to maintain comfort. No sleepwear is allowed. Students may be expected to dress in full clinical attire during simulation or lab time, follow instructor guidelines for details.

CLINICAL UNIFORM POLICY AND CLINICAL/LAB GUIDELINES

Projecting a professional image is a responsibility of all nursing students. Appearance reflects not only on the individual but also upon the Odessa College Nursing Programs. The student clinical dress code applies to students enrolled in all program tracks.

Clinical Uniform Policy:

- The uniform consists of royal blue scrubs. Uniforms must be purchased through the Odessa College Campus Store.
- Uniforms must be clean and pressed. Student uniform appearing unkempt or dirty will be sent home from clinical, and will be subject to make-up time, or dismissal if overage of hours occurs because of clinical day absence.
- Pants should be hemmed and not touching the floor.
- A white or black undershirt may be worn under the scrub top.
- Undergarments may not be visible.
- A royal blue scrub jacket is required. It must be at least finger-tip length when the arm is extended to the thigh. The scrub jacket will also be purchased from the Odessa College Campus Store.
- The Odessa College name tag must be worn on the left side of the uniform or lab coat. It must be visible at all times. Name Tags are purchased by the student as part of course fees and ordered by the Nursing Department. The student is responsible for any name tag replacements, including picking up and paying for the name tag at the local provider. Clinical agencies may require photo identification badges, and if so, the student will follow all instructions regarding their provision and use.
- Beards must be short and neatly trimmed.
- A nice bun (no messy or loose buns) with no loose hair will be worn when in clinical. The pony tail may be braided and then made into a bun. Hair is not to touch shoulders. Solid black or white headbands will be allowed, no larger than ¼" wide. No other hair décor may be worn.
- Student's with short hair (male or female), must have hair pinned out of face, and should not hang below eyebrows. If hair touches the collar then it will have to be pulled back.
- Makeup must be light and in good taste.
- A single wedding band (gold, silver, or silicone) with no detail, or diamonds may be worn in the clinical setting.
- No other jewelry of any kind may be worn. This includes but is not limited to earrings, non-wedding bands or rings, necklaces and other visible body piercings or tongue rings. Small, clear or flesh colored spacers are allowed. Religious medals and medallions will be discussed on a case by case basis. See Director for discussion.
- Nails are to be clean and short with rounded edges.
- No nail polish may be worn. No acrylic, shellac or dipped nails may be worn.
- A white or black leather or plastic watch with a second hand will be required. (No smart watches are allowed.)
- Body art or tattoos should be tasteful or else covered up. Examples of body art that are not allowed include but are not limited to: tattoos that advocate gang representation, sexual, racial or religious discrimination. Any tattoo that is deemed inappropriate or not acceptable by a clinical instructor, preceptor or clinical site will be required to be covered for the duration of the clinical year.
- Footwear must be solid black tennis shoes.

- Students may be required to purchase up to two class t-shirts to be worn at community events and certain 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.)

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

The instructor will send a student home if attire is inappropriate. Student will not get credit for that clinical day.

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

Clinical Guidelines:

- Student name badges and identification should be removed outside of the clinical setting. When feasible, students should not wear their uniforms in public settings.
- Gum chewing is **NOT** permitted while in any clinical area or simulation setting.
- Students are not allowed to eat at the clinical site during clinical hours with the exception of the lunch period and scheduled breaks.
- Only water bottles with lids are allowed in the clinical setting. No other packaging or drinks will be allowed to remain with the students during clinical time.

Guidelines for Use of Nursing Laboratory and Simulation Spaces

All previously mentioned guidelines and appearance expectations will be enforced during simulation and laboratory experiences, in addition to the below guidelines.

- Safety of students and patients is our priority. If a student is found to be in violation of discussed safety measures the students will be subject to disciplinary actions to include but not limited to: code of conduct violation, additional learning activities or assignments, make up simulation or clinical time.
- Cell phones are not allowed when using the lab for practice, remediation, and evaluation of skills.
- Supplies and materials are to be taken from the supply room by instructors **ONLY**.
- Laundry is to be discarded in the laundry barrel. **NEVER** discard needles or trash in the laundry barrel. Use approved needle disposal units to discard needles and other sharp objects.
- Children are not allowed to play in this area.
- Keep off beds unless their use is part of practice in the lab. Before a student lies in the bed to serve as a patient, shoes should be removed.
- Straighten the bed after use. Replace chairs around tables. Leave the lab neat, clean, and orderly.
- No food or drink is allowed in the lab.
- Use proper shut down procedure before turning off computers.
- The Instructor and or Simulation Lab Coordinator will notify students of “Open Lab” times. The instructors and Simulation lab coordinators will work with students to arrange remediation, or evaluation of skill performance by appointment with approved faculty.

- Videotaped demonstrations and Skills Videos are available on Blackboard and the streaming format of current text book. Nursing students must make time to view media prior to attending the scheduled skills lab if requested by the course instructor.
- Students who demonstrate deficiencies in the clinical setting may be sent back to the skills lab by the instructor for review and rechecks by Nursing Faculty /Simulation Coordinator.

TEXAS BOARD OF NURSING POLICIES

LICENSING CRITERIA

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

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

DISCIPLINARY SANCTION POLICIES

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

STUDENT ACCOUNTABILITY

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

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

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

- I. Participating in learning experiences and appropriately sharing these experiences and knowledge with instructors and classmates;
- II. 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;
- III. Maintaining the highest ideals, morals, personal integrity, and ethics possible; and
- IV. Making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behaviors.

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

Collection of important links:

Texas Board of Nursing: www.bon.texas.gov

Nurse Practice Act: 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

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

NURSING STUDENT CONDUCT AND PERFORMANCE

SCHOOL OF HEALTH SCIENCES CODE OF CONDUCT

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

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

All students are required to abide by HIPAA rules and regulations at all times. The following link contains needed information: <https://aspe.hhs.gov/report/health-insurance-portability-and-accountability-act-1996>

- Clinical sites may orient students to the agency's guidelines for HIPAA implementation.

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

STUDENT RESPONSIBILITY

- Consult with the instructor if the student feels that circumstances regarding the patient will hamper him or her from giving effective care or would potentially present sensitive issues regarding confidentiality (e.g., person known to the student).
- The student must conduct himself or herself in a professional manner when caring for patients or families and interacting with staff, instructors, and peers.
- Channel any criticism of an agency, an individual, or an instructor through the Director of the Nursing Programs. In order to instill confidence and trust in our program, students should refrain from critical discussion outside the school or with other students.
- Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the nursing program.
- Be responsible for one's own learning, and help promote an atmosphere which facilitates maximum learning for his or her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
- Be respectful of instructors and peers. Help maintain an atmosphere where you and others can learn and grow.
- Be responsible for reading and familiarizing self with printed college and nursing department policies and procedures, as well as policies and procedures in clinical agencies that impact the role and function of the student nurse.
- Student may not share personal information with any patient in any clinical setting.

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

SCOPE OF PRACTICE / CLINICAL CONDUCT

Students have the right by the Nurse Practice Act to practice nursing as it relates to educational preparation. 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 their clinical training.

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

ALL ODESSA COLLEGE NURSING STUDENTS MAY NOT:

- Assume Responsibility for patient belongings or patient transport
- Violate the no smoking policies of any clinical agency.
- Sign or witness patient or client signature for consents for any type of procedures or signature of an AMA form.
- Implement teaching plans or discharge plans without the primary nurse/preceptor or nursing instructor present.
- Fill out incident reports without instructor present.
- Take verbal or telephone orders from any physician.
- Perform post-mortem care without presence and permission of instructor and/or preceptor.
- Scan, photograph, or tape record contents of patient documents.
- Have unauthorized patient contact.
- Use profanity or vulgarity while in the clinical setting.
- Violate HIPAA.
- Have narcotic medications in their possession at any time without an instructor or the primary nurse present.
- Place patient medications in their pocket at any time.
- Perform vaginal examinations, vaginal checks or vaginal medication administration.
- Perform invasive procedures on a pediatric patient. The pediatric patient is considered any patient younger than 18 years of age. Invasive procedures include PKUs, swabs, capillary blood glucose checks, injections, IVs and urinary catheterization. **Students may administer vaccinations to a pediatric patient 10 years of age and older with primary nurse and instructor approval and supervision.**
- Administer Blood or Blood product or chemotherapy agents.

THE LICENSED VOCATIONAL NURSING STUDENT ADDITIONALLY MAY NOT PERFORM THE FOLLOWING:

- Perform any central line care. This includes flushes, dressing changes or medication administration.
- Administer IV push medications, with the exception of Saline Flushes.

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, transmission-based precautions and adhering to all agency policies when providing care. The student should consult with the instructor, agency policies, and/or staff when questions of safety or infection control arise. Flu shots are a requirement for clinical during the Flu season. In order to attend clinical, proof of Flu immunization must be in the student chart at the nursing office. There will not be any exceptions made.

STANDARDS FOR CLASSROOM CONDUCT

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

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

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

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

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

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

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

ACADEMIC INTEGRITY

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

- Leave personal items such as book bags and handbags in the nursing office or classroom. The secretary or instructor will secure the items so they are safe.
- Cell phones and watches are not allowed in the exam room.
- 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.

SOCIAL MEDIA /SOCIAL NETWORKING

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

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

Guidelines:

1. Nursing students shall follow all Student Handbook guidelines regarding the use of cell phones and electronic media in the clinical setting. (See cell phone policy)
2. Nursing students are not allowed use in the clinical setting computers or resources to participate in social networking, or non-clinical related course work.
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, and may

result in punishment if the communication is deemed dangerous, unprofessional or out of alignment with the standards of conduct.

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 Vocational Nursing 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 dismissal from the nursing program. If a nursing student's conduct on or off Odessa College campus adversely affects his or her performance as a student nurse, the performance of another student, or performance of a faculty member, the nursing student may be subject to disciplinary action as enforced by the SOHS Code of Conduct.

EVALUATION AND GRADING POLICIES

CLASS/THEORY GRADING POLICY

The Nursing Programs grading scale for all RNSG and VNSG courses are different from that of the general college. A grade of "C" is awarded for numeric grades of 75%-79.99% in all nursing courses within in the Nursing Programs. To be eligible for graduation and course completion, the Odessa College nursing student must have completed each of the prescribed courses in the curriculum with a minimum grade of "C".

90 – 100	A
80 – 89.99	B
75 – 79.99	C
74.99 – 0	D

In addition, each candidate for graduation must meet all other course and program requirements, pay for all NCLEX-RN or NCLEX-PN examination fees, complete the TBON Jurisprudence exam, satisfy all college

financial obligations, complete certificate confirmation in the Record's Office by the specified deadline, and return any and all school property to meet the graduation requirement.

Each theory course requires that students also reach an average of 75% on unit exams (50%) and the final (50%) in order to pass the course, this is called the EXAM THRESHHOLD and no other grades will be utilized in determining the final grade until this threshold is met.

Below is an example of the calculation of the Exam threshold:

The student has taken 4/4-unit exams for the nursing course, scoring: 75, 82, 78, 88. These scores are averaged at: 80.75. The student takes the final exam and scores a 68. The final (68) and the unit exam average (80) are added together (148) and divided by 2 (74). The student here would not meet the exam threshold requirement of a 75, and in turn would not receive credit and would receive a "D".

Grades will be calculated at the end of the semester for each theory class according to the formula specified in the course syllabus. There will be no rounding of grades in the Odessa College Nursing Programs. A grade of 74.99 (or lower) will prevent the student from continuing in the RNSG or VNSG program.

In the event of an absence, quizzes and daily work cannot be made up for a grade, but the assignment may still be required to fulfill course requirements. The student will receive a zero for those assignments.

Any course assignment the instructor assigns is designed to be a learning opportunity to develop critical thinking skills, and help to develop an understanding and the course content. Students who choose not to complete an assignment given by the instructor will receive a zero for that assignment. In the event a student receives 3 unexcused zeros in a single course, a SOHS code of conduct violation will be issued to the student. Three SOHS code of conduct violations may result in Nursing Program dismissal.

If the student is absent on the day of an exam, they will be required to make that exam up on the first day of returning to class, and at a time that the instructor assigns. An automatic 10 points will be deducted from any exam that is not taken on the original assigned date.

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

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

REMEDATION POLICY

All students in the nursing programs will be required to complete remediation according to the following policy:

- Any unit examination with a score 75 or lower is required to schedule a remediation appointment with their instructor before the next unit exam.
- Students may be asked to show proof of exam preparation during the remediation appointment.

- Remediation may differ from course to course or instructor to instructor and may include but is not limited to: exam review, reflective analysis, additional ATI or exam question practice, and additional tutoring.

CLINICAL OBJECTIVES/DAILY CLINICAL GRADE/CARE PLAN GRADING POLICY

Clinical course grades are Pass (PA) or Fail (F). Clinical objectives, care plans, and evaluations provide the objective measure of the student's performance. A summative or final evaluation occurs at the end of each course, informal evaluation and feedback occurs consistently throughout the clinical course by instructors and preceptors.

- In order to pass a clinical course, students must obtain an average of at least 75% or above on the total number of care plans and objectives assigned in each clinical course along with daily grades. The total number of care plans assigned in each course must be submitted to the instructor in order to pass each clinical course.
- Care plans, concept maps, and/or objectives will be assigned within each clinical course and are required to be submitted in the order that the course instructor assigns.
- No late work for care plans or objectives will be taken. If a student is absent on the day the careplan is due they are able to scan in proof of completed careplan to instructors that will suffice until the hardcopy is turned in on the first day the student returns in person. If the hard copy is not turned in the first opportunity, then a zero will be given for that careplan assignment.
- Work must be completed at 100% or it will not be taken and the student will be sent home for the clinical day and will be required to make up the total number of hours missed, and the student will receive a "zero".
- Care plans, concept maps, and objectives will be graded on the rubric designated within each assignment.
- Clinical daily grades will be based on student performance, preparedness and engagement.

INCOMPLETE/ WITHDRAWAL POLICY

Grades of "I" (incomplete) may be issued when the student needs extra time to complete the theory or clinical course, due to an extenuating circumstance. The 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 75% of the course must be completed. The instructor and student enter into a contractual agreement as to course requirements that must be completed and met, as well as an agreed upon deadline for completion. Once the contract has been fulfilled the instructor submits a grade change request to the registrar's office. If the student does not complete the requirement by the end of the agreed upon deadline, or before the end of the next semester the grade of "I" will automatically change to a "D".

The award of the grade of "W" (withdrawal) follows Odessa College policy. Each semester, the college publishes the "last day to withdraw." If the date is not published for 8 week courses, consider the withdrawal date to be three-fourths into the course. If the withdrawal is early in the semester, a refund or partial refund may be granted. Students should consult with the cashier's office regarding refund eligibility.

PROCEDURE FOR REQUESTING SPECIAL ACCOMMODATIONS

Assistance will be made available to students that have provided documentation that confirms their disability and need for accommodations in the academic setting. The Odessa College Office of Disability

Services provides assistance with advising, accommodations and other services as needed. Additional information is available at 432-335-6861 and through this link: [Odessa College Office of Disability Services](#). Students are responsible for obtaining appropriate documentation, such as that from a professional health care provider. It is the student's responsibility to be a self-advocate when requesting accommodations.

PROGRESSION, READMISSION, DISMISSAL AND TRANSFER

PROGRESSION

- Students will abide by the current Nursing admission, curriculum and program requirements at the time they are admitted or readmitted into the program.
- Nursing courses are sequential. Special progression is allowable only with approval of the Program Director and Deal of Health Sciences.
- Progression in the nursing program is dependent on achieving grades of higher than a "C" in all required courses in the Plan of Study for the appropriate academic year of admission.
- In order to receive a grade of "C", a minimum grade of 75% must be attained in each nursing course (*See Evaluation and Grading Policy*).
- Once enrolled in the Nursing program, a student who receives a D, or W in a nursing course, or withdraws from a nursing course must follow the re-admission guidelines before enrolling in a subsequent nursing course. Re-admission is only good for the next academic school year.
- Once enrolled in the nursing program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: Receipt of a grade of D, or W in a nursing course requiring a repeat of the course. Withdrawal from a nursing course or subsequent failure of a co-requisite course. Non-enrollment in a nursing course for (1) or more semesters.

READMISSION

A re-admission applicant is defined as an individual who voluntarily withdrew, or was dismissed from an Odessa College Nursing Program. Re-admission is limited to one time. Any exception to this policy must be requested in writing to the Program Director and the Dean for School of Health Sciences.

Re-admission applicants are considered on an individual basis and based on clinical space availability and at the discretion of the Program Director and the Dean for the School of Health Sciences during the appropriate admissions period. Any former student from the Odessa College Nursing Program desiring re-admission must complete the following items that will be used in consideration of their re-admission application:

- Submit notification to the Program Director during the application period for program start, if planning to reenter at program beginning. If student is requesting to enter the program at any point other than when the program starts, the Director should be notified at minimum 2 months (8 weeks) prior to requested entry.
- Meet the current admission requirements and procedures required of the respective Nursing Program applicants by the designated date/upcoming cohort, this includes current cut TEAS scores.
- Submit a detailed, professionally written letter with their application to the Nursing Program Director stating:
 - The reasons for previous withdrawal or dismissal from the program

- The reasons he/she desires to be re-admitted.
- The circumstances that have changed to indicate that the applicant would successfully complete his/her nursing education at this time.
- Attend a conference with the Program Director
- Demonstrate competency of certain knowledge, skills, and medication calculations appropriate for the point of re-entry to the program.
 - Competency is demonstrated by taking final exams for all pre-requisites or previously completed courses, and passing with a minimum of 75.
 - Math threshold exams must be passed with minimum threshold for the corresponding course.

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

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

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

REASONS FOR DISMISSAL FROM THE NURSING PROGRAM

A student may be dismissed from a Nursing Program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administrative Code 213.27 and the Education guidelines 214.8 & 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.

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

- Any time missed over 2 full clinical days one clinical semester
- The student will receive a clinical failure if a make-up day is missed
- Two (2) no call/no shows in a class/lab and clinical
- Any course absence of more than 10% of scheduled class time
- Any overall course grade below 75%
- Any course exam average of below 75%

- Not meeting the math competence thresholds each semester
- Not meeting all ATI thresholds for the Medical Surgical, Pharmacology and Comprehensive Proctored Exams
- Having 3 SOHS Code of Conduct write-ups during the Associate Degree program or Vocational Nursing program duration.

INELIGIBILITY FOR READMISSION/ ACADEMIC DISMISSAL

Students are not eligible for readmission into the same Nursing Program track under the following conditions:

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

TRANSFER POLICY

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

- Must be accepted into the Odessa College Nursing Program no later than two weeks before the first class day.
- Students who have not been active in any nursing program for more than one long semester will not be admitted as a transfer student, but can be considered for admission as a beginning nursing student.
- Only courses with a passing grade will be considered for substitution into the Odessa College Nursing Program Plan of Study student is requesting admission into. *all transfer students point of reentry will be determined on a case-by-case basis after reviewing transcripts, grades and discussion with the student.
- Students who have been active in a nursing program for less than one long semester may be required to pass the final exam for the last course attended with a grade of 75% or higher. A study guide for the final exam will be provided for the student or the student will be advised areas of content to study.
- Students must demonstrate competency in clinical skills for the last semester attended. The course instructor(s) will provide the student with a list of skills required for the semester in which the student is applying. Skills must be passed on the first attempt with a grade of "Pass". Skills will be graded using the guidelines for the semester skills being tested. Practice sessions may be scheduled by the student with the Odessa College Nursing Instructors.
- Students will be required to pass the Medication Math Exam appropriate for the course in which the student is applying for admission. Guidelines for the Medication Math Exam will be consistent with guidelines for the semester exam taken.
- Submit a detailed, professionally written letter with their application to the Nursing Program Director stating:
 - The reasons for previous withdrawal or dismissal from the program
 - The reasons he/she desires to be re-admitted.

- The circumstances that have changed to indicate that the applicant would successfully complete his/her nursing education at this time.
- Attend a conference with the program director and or nursing coordinator.

Transfer of Credit

Students with course credits from other accredited colleges or universities must provide the registrar 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. Transfer of nursing credit occurs only when course content is deemed equivalent with that of Odessa College.

ATI: ASSESSMENT TECHNOLOGIES INSTITUTE

ATI PRACTICE EXAMS AND REMEDIATION

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

All Practice exams and Proctored exams must be 100% remediated. All remediation is due 7 days after each corresponding exam is taken.

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

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

Remediation consists of the following:

- For every ATI Practice A and Practice B Exam taken, the student will be required to log 2 hours of practice time in the "focused review" along with 3 "Critical Points" for each missed topic.
- For every ATI Proctored Exam taken, the student will be required to complete 3 "Critical Points" for each missed topic along with logging the following practice time in the "focused review":

Level 3= 1 hour of practice time

Level 2= 2 hours of practice time

Level 1= 3 hours of practice time

Below Level 1= 4 hours of practice time

- For the Comprehensive Predictor final exam all students will be required to log 2 hours of practice time in the “focused review” along with 3 “Critical Points” for each missed topic.

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ASSOCIATE DEGREE ATI PROCTORED EXAMS AND COURSE ALIGNMENT

ATI Exam	Level	Traditional Alignment	Transition Alignment
Nutrition Proctored	Level 2 Encouraged- 10% of course grade	RNSG 1301 Pharmacology	RNSG 1201 Pharmacology
Mental Health Proctored	Level 2 Encouraged-10% of course grade	RNSG 2213 Mental Health Nursing	RNSG 2213 Mental Health Nursing
Fundamentals Proctored	Level 2 Encouraged- 10% of course grade	RNSG 1443 Complex Concepts/Adult Health	RNSG 1443 Complex Concepts/Adult Health
Maternal Newborn Proctored	Level 2 Encouraged- 10% of course grade avg with NCC	RNSG 1412 Nu Care- Chldbearing/Chldrearing	RNSG 1412 Nu Care- Chldbearing/Chldrearing
Nursing Care of Children Proctored	Level 2 Encouraged-10% of course grade avg with MNB	RNSG 1412 Nu Care- Chldbearing/Chldrearing	RNSG 1412 Nu Care- Chldbearing/Chldrearing
Leadership Proctored	Level 2 Encouraged- 10% of course grade	RNSG 2221 Prof Nursing- Leadership & Mgmt	RNSG 2221 Prof Nursing- Leadership & Mgmt
Community Health Proctored	Level 2 Encouraged	RNSG 2230Prof Nursing- Review/Licens Prp	RNSG 2130Prof Nursing- Review/Licens Prp
THRESHOLD: Medical Surgical Proctored	Level 2 Required- 10% of course grade	RNSG 2331 Adv Concepts of Adult Health	RNSG 2331 Adv Concepts of Adult Health
THRESHOLD: Pharmacology Proctored	Level 2 Required 10% of course grade	RNSG 2230Prof Nursing- Review/Licens Prp	RNSG 2130Prof Nursing- Review/Licens Prp
THRESHOLD: ATI Comprehensive Predictor	90% Probability of Passing NCLEX	RNSG 2230Prof Nursing- Review/Licens Prp	RNSG 2130 Prof Nursing- Review/Licens Prp

VOCATIONAL NURSING PROGRAM ATI PROCTORED EXAMS AND COURSE ALIGNMENT

ATI Exam	Level	Traditional Alignment	Dual Credit Alignment
Fundamentals Proctored	Level 2 Encouraged- 10% of course grade	VNSG 1509 Nursing in Health & Illness II	VNSG 1405 Nursing in Health and Illness I
Maternal Newborn Proctored	Level 2 Encouraged- 10% of course grade	VNSG 1330 Maternal Newborn Nursing	VNSG 1330 Maternal Newborn Nursing
Nursing Care of Children Proctored	Level 2 Encouraged-10% of course grade	VNSG 1334 Pediatric Nursing	VNSG 1334 Pediatric Nursing
Mental Health Proctored	Level 2 Encouraged-10% of course grade	VNSG 1238 Mental Illness	VNSG 1238 Mental Illness
Management Proctored	Level 2 Encouraged- 10% of course grade	VNSG 1219 Leadership and Professional Development	VNSG 1219 Leadership and Professional Development
THRESHOLD: Pharmacology Proctored	Level 2 Required	VNSG 2510 Nursing in Health and Illness III	VNSG 1363 Advanced Clinical Nursing
THRESHOLD: Medical Surgical Proctored	Level 2 Required- 10% of Course grade in VNSG 2510 If level 2 not achieved in 2510, the student is required to achieve a level 2 in 1363.	VNSG 2510 Nursing in Health and Illness III	VNSG 2510 Nursing in Health and Illness III (10% of course grade) VNSG 1363 Advanced Clinical Nursing (Level 2 required if not in 2510)
THRESHOLD: ATI Comprehensive Predictor	90% Probability of Passing NCLEX	VNSG 2510 Nursing in Health and Illness III	N/A
THRESHOLD: ATI Virtual Review	Green Light	N/A	VNSG 1363 Advanced Clinical Nursing

Regarding ATI Threshold Assessments:

- Students who do not reach the required ATI Threshold or predictability scores on their first proctored attempt, will be required to remediate and attend mandatory remedial tutoring, per instructor guidance. After that is complete, each students who did not meet the threshold scores on their first attempt will have the opportunity to take a second proctored assessment to reach the required scores.

- If unsuccessful in reaching the required ATI Threshold and predictability scores after their second attempt, the student will be subject to failure to complete course requirements and may be subject to the following additional course requirements but not limited to failure of the corresponding course, purchasing of additional ATI resources or exams, or requirement to complete additional ATI assignments and exams

ATI GRADING RUBRIC

The following rubric is utilized by all RNSG and VNSG courses with an ATI exam component.

Proficiency level on ATI Proctored Assessments	Points Awarded for Achievement on ATI proctored Exams	Points awarded for Evidence of completion of Remediation on missed topics	Total points awarded
Proficiency Level 3 on the content mastery series	85	15	100
Proficiency Level 2 on the content mastery series	75	15	90
Proficiency Level 1 on the content mastery series	60	15	75
Proficiency Level below Level 1 on the content mastery series	50	15	65

ATI BINDER

Students will be required to keep an ATI binder throughout the program. Each binder must have a minimum of the following:

- All practice A, practice B, and proctored exam reports
- All **hand-written** remediation from each of the practice and proctored exams

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

ATI END OF PROGRAM PROCEDURES

ATI Live Review

Given to all RNSG students and the Traditional LVN students

An ATI live review course will be held at Odessa College. The ATI live review will be scheduled for the last semester of the program. All students will take the Comprehensive Predictor ATI a second time after the ATI Live Review is completed. Attendance is required for 8 hours a day for the three (3) days of the review. Any hours missed will be approved per the Director and will require additional NLCEX prep work on the part of the student including but not limited to "paying for an additional ATI resource, completing 500 NCLEX prep questions for each 1 hour of the live review missed, or being required to meet additional ATI thresholds.

ATI Virtual Review

Given to all RNSG students and the LVN Dual Credit students.

The course will begin at the latest, 4 weeks before graduation. Each student has a maximum of 8 weeks (up to 2 weeks after graduation) to complete the ATI virtual review in its entirety. Attendance is required in classroom until greenlight is earned. The student will be responsible for communicating with the ATI coach and completing the review by the given deadline date.

If a greenlight is not earned at the end of the course, the student will receive an incomplete for that course. *See incomplete policy for details.*

If the review is not completed in the 8 week time period, the student may receive a "D" on their transcript and will be given the opportunity to re-enroll into the program pending readmission criteria is met.

ATI FEES

ATI fees are collected as course fees attached to nursing courses throughout the program. Total ATI Fees are subject to change at any time, each student is responsible for the ATI fees.

MEDICATION MATH COMPETENCY

Calculating correct dosages, IV rates, and other medications is essential to safe practice in nursing. Since math medication errors greatly endanger patients, it is required that each student must demonstrate proficiency in medication calculation competency prior to program completion. The ability to accurately calculate medication dosages will be measured in the following ways:

- Dosages will be accurately calculated in the skills laboratory and clinical setting.
- Medication calculation questions are included on exams in nursing courses at the instructor's discretion.

General Instructions:

- Students must show all calculations. Scratch paper will be furnished and must be submitted with the completed test.
- If retesting is required, the student is responsible for making the arrangements for remediation.
- Testing deadlines will be enforced.

Nursing Students will complete the Med Math Competency Threshold according to the table below:

LVN Medication Math Competency	RNSG Traditional Medication Math Competency	RNSG Transition Medication Math Competency
<p>Med Math Competency 1: VNSG 1402 Applied Nursing Skills</p> <p>Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time.</p> <p>Must achieve a minimum of an 85%, in 3 attempts.</p>	<p>Med Math Competency 1: RNSG 1360 Clinical Foundations</p> <p>Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time.</p> <p>Must achieve a minimum of an 85%, in 3 attempts.</p>	<p>Med Math Competency 1: RNSG 1 Clinical Medical Surgical 1262</p> <p>Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time, weight based, SDR, IV Push and simple flow rate calculations.</p> <p>Must achieve a minimum of an 85%, in 3 attempts.</p>
<p>Med Math Competency 2: VNSG 1334 Pediatrics</p> <p>Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations.</p> <p>Must achieve a minimum of a 90%, in 3 attempts.</p>	<p>Med Math Competency 2: RNSG 2263 Clinical OB/Pedi</p> <p>Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations.</p> <p>Must achieve a minimum of a 90%, in 3 attempts.</p>	<p>Med Math Competency 2: 2263 RNSG 2263 Clinical OB/Pedi</p> <p>Includes: all content from med math 1 and titrations and complex IV Flow calculations.</p> <p>Must achieve a minimum of a 95%, in 3 attempts.</p>
<p>Med Math Competency 3: VNSG 1219 Leadership and Professional Development</p> <p>Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations.</p> <p>Must achieve minimum of 95%, in 3 attempts.</p>	<p>Med Math Competency 3: RNSG 1263 Clinical Advanced Medical Surgical</p> <p>Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations.</p> <p>Must achieve minimum of 95%, in 3 attempts.</p>	

- Any student who is not successful at achieving the minimum competency score by the end of the 3rd attempt will be dismissed from the associated nursing program and will be eligible for readmission the following year or course offering (per Director) pending pursuant to readmission policies.

COMMENCEMENT AND PINNING

COMMENCEMENT

Odessa College has two commencement ceremonies a year: May and December. It is a requirement of the program that each Nursing student complete an application for their graduation ceremony. Vocational nursing students will submit application for graduation for the May graduation ceremony. 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.

REQUIREMENTS FOR GRADUATION

The nursing program's grading scale for nursing courses is different than that of the general college. 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 non-nursing course 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 in the Associate Degree Nursing Program, with is identified as the ATI Competency Predictor Exam. The candidate for graduation must score satisfactorily on the competency predictor exam, complete the ATI program, complete all course work according to grading policy, satisfy all college obligations, and complete the graduation application in the Registrar's office by the specified deadline, and return any borrowed school property.

PINNING

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

Student awards presented at pinning:

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

Odessa College

Health and Safety Requirements

for

School of Health Sciences Students

POLICY AND RELEASE OF INFORMATION

Student admitted to Odessa College Nursing and School of Health Sciences 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

NURSING PROGRAM STUDENT HANDBOOK

STUDENT ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

_____ (print name) I have read and agree to abide by the policies, rules, standards and guidelines stated in the Student Handbook for the Odessa College Nursing Programs. 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. I further acknowledge that in the event the handbook policy is updated and or revised, an amendment will be given and the changes will be discussed, with a subsequent acknowledgement to be signed.

Signature

Date signed

Printed Name