ODESSA COLLEGE

NURSING

STUDENT HANDBOOK

2024-2025

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PREFACE

Welcome to the Odessa College School of Health and 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 general information, policies and rules and regulations are reviewed each term and is subject to change. We will notify students of updates and changes via email, BB announcement or in person via your instructor. We encourage all students to utilize the online version which can be found via your blackboard course shell and on the Odessa College nursing webpages.

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

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Odessa College Nursing Office Hours:

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

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

Nursing Programs Websites:

- RN to BSN website: Odessa College RN to BSN Program
- 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 or vocational 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) or a Graduate Vocational Nurse (GVN). Information pertaining to the Declaratory Order Process is available at: TBON Declaratory Order. Be advised that the BON requires fingerprint identification to screen all applicants for licensure. Fingerprints are obtained after 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: htps://www.bon.texas.gov/

Nursing Programs Approval and Accreditation

All Odessa College Nursing Programs, including BSN, ADN, and LVN, are approved by the Texas Board of Nursing (BON) for the State of Texas. The Texas BON may be reached at 1801 Congress Avenue, Suite 10-200, Austin, TX 78701, or by phone 512-305-7400.

All Odessa College Nursing Programs, including BSN, ADN, and LVN, curriculum plans are approved by the Texas High Education Coordinating Board (THECB). THECB may be reached at 1801 Congress Avenue, Suite 12-200, Austin, TX 78701, or by phone 512-427-6101.

The Associate Degree Nursing Program at Odessa College, located at Odessa, Tx and Andrews Campus in Andrews, Tx are accredited by the: Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400, Atlanta Georgia, 30326. (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. – View the public information disclosed by the ACEN regarding this program at: https://www.acenursing.org/acen-programs-05202024/odessa-college

Odessa College RN to BSN Program: Effective December 28, 2024, the Odessa College RN to BSN program is a candidate for initial accreditation by the Accreditation Commission for Education in

Nursing. This candidacy status expires on December 28, 2026. Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. View the public information disclosed by ACEN regarding the program at: https://www.acenursing.org/acen-programs-05202024/odessa-college-b

Student Input into the Educational Process

The students are the most important part of the nursing program. Their suggestions and ideas aid us in strengthening the program and student input is encouraged. Mechanisms for input may be through student government, ad hoc student feedback at monthly Departmental Meetings, student representation on the Advisory Committee, course and program evaluations, or in person to faculty, the Director of Nursing, or the Dean of Health & Sciences.

PROGRAM FOUNDATION AND CURRICULAR FRAMEWORK

Mission Statement Odessa College Nursing

The nursing programs at Odessa College are designed to lead the way in preparing nursing students for practice in a multicultural community within a diverse and changing healthcare environment, advance the practice of nursing, and provide quality, comprehensive healthcare in a competent, caring, and compassionate manner.

Odessa College Nursing Vision Statement

The Odessa College nursing programs will advance the practice of nursing in our diverse and evolving communities of care through increased education of our nursing workforce and fostering the application of management principles, evidence-based practice, and compassionate leadership to improve health outcomes.

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.

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.

Definition of Vocational Nursing Education

Nursing education incorporates a student-centered process of learning that utilizes available resources, nursing courses, and general education courses that promote competency, accountability and professional development.

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

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.

EVALUATION OF TEACHING EFFECTIVENESS (RN TO BSN)

Students in the RN to BSN programs will be evaluated with different modalities including:

- Assessment of student learning outcomes: SLO will be evaluated in each course and based on assignments, quizzes, and presentations.
- Peer and Instructor Feedback: students will be evaluated based on feedback from their peers (group work) and instructors. Classmates will provide constructive feedback based on how they performed during group assignments. Instructors will also provide feedback based on assignments, discussions, projects, and portfolios.
- Program Student Learning Outcomes (PSLO): PSLO will be introduced and reinforced at the beginning of the program-NURS 3244, NURSING 3210, NURS 4314, NURS 3354, NURS 4341, and NURS 3351. PSLOs will be reinforced at the end of the program-NURS 4455, NURS 4354, NURS 4323, and NURS 4457.
- Clinical Performance Evaluations: Clinical course grades are a Pass (PA) or Fail (F). Students will be assessed on their ability to perform in the clinical settings which include direct observation, simulation assessments, and feedback from clinical instructors and preceptors.
- Portfolios: Students will compile a list of their literature review, research and data.
- Capstone Project: NURS 4354, students will integrate knowledge learned from their previous coursework into a comprehensive project that prioritize and apply evidence based on compassionate care for individuals and communities, integrating leadership and patient-centered care approach in healthcare delivery. Also, students will summarize the impact of healthcare policy, advocacy, community & public health, and legal issues on

healthcare delivery. In addition, students will be assessed on how they used good

communication skills to advocate for evidence-based care within the healthcare team.

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.

6 Pillars RN to BSN

- Practice evidence-based, compassionate, holistic and patient centered care applying knowledge of leadership and healthcare delivery for individuals and communities.
- Demonstrate integrity, lifelong learning, accountability and responsibility while functioning within the legal and ethical scope of practice.
- Demonstrate skills in the ethical use of healthcare information communication technology and how technology supports safe practice and examination of patient data for outcome analysis.
- Demonstrate understanding of healthcare policy, advocacy, public health, legal and regulatory issues as factors that may influence healthcare delivery and practice.
- Utilize effective intra and interprofessional communication skills to advocate for evidence based holistic care as a member of the healthcare team.
- Practice safe and quality care, minimizing the risk of harm to patients and providers by utilizing structure, process and outcome measures to evaluate the implementation of patient safety and quality improvement initiatives.

6 PILLARS ADN/LVN

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

Nursing Program Core Objectives

Given the rapid evolution of necessary knowledge and skills and the need to consider 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).

BSN DIFFERENTIATED ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS NURSING PROGRAMS (DECS)

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 inwhich 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, VNSG and NURS 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, VNSG and NURS 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 NURS, RNSG except for 2230, and 2130 and all VNSG courses]

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 examines an individual's responsibility to connect choices, actions, and consequences to ethical decision-making. [all NURS, RNSG and VNSG courses EXCEPT VNSG 1405]

(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 NURS, RNSG and VNSG courses EXCEPT VNSG 1405]

Program of Study BSN

The Bachelor of Science in nursing (BSN) at Odessa College is designed 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. It is a post-licensure program (RN to BSN) designed for the registered nurse with an associate degree in nursing (ADN) from a regionally accredited institution of higher education that is accredited by a national nursing accrediting agency or a diploma in nursing from an institution that is accredited by a national nursing accrediting agency who wishes to earn a bachelor of science in nursing (BSN) degree. RN to BSN courses is offered in a 12-month period. The entire didactic program curriculum is online. However, the program has two clinical courses that require onsite clinical attendance in health facilities located in the Permian Basin of Texas.

The program student learning outcomes (PSLO)in the RN to BSN program: Students earning a Bachelor of Science in nursing degree will be able to:

1. Leadership Excellence: Cultivate professionalism by demonstrating leadership qualities, fostering a commitment to ethical standards and promoting a culture of excellence within healthcare organizations.

2. Compassionate Holistic Care: Apply evidence-based compassionate care for individuals and communities by integrating leadership, and patient centered care approach in healthcare delivery.

3. Technology and Data Ethics: Use healthcare information technology ethically, ensuring safe practices, and quality care to improve healthcare delivery.

4. Evidence Based Practices: Measure the impact of research and evidence-based practices for improved health outcomes.

5. Interprofessional Communication: Utilize effective communication skills to advocate for evidence-based holistic care within the healthcare team.

BSN Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs)

The Odessa College RN to BSN program will ensure that graduates demonstrate progressive differentiation of competency levels, building upon the foundational knowledge and skills acquired in the associate degree nursing program. The content standards pertain to the understanding of

nursing practice in areas such as leadership and management, evidenced based practice, community and public health nursing, information, and technology in healthcare, guaranteeing that students are adequately prepared to address the health needs of individual, community and public. The professional responsibility relates to preparing students to provide safe professional nursing care to individuals and community through the promotion of health, prevention of diseases, restoration of health and palliative and end of life care across lifespan.

Each course in the program has specific learning objectives that align with the DECs. These objectives would be clearly communicated to students and will serve as a guide for their learning throughout the program. Also, clinical rotation and simulations (if needed) would be structured to provide opportunities for students to demonstrate proficiency in the DECs. Faculty, preceptors, mentors and clinical instructors would provide feedback to students on their progress and areas for improvement related to the competencies.

The curriculum encompasses a comprehensive range of academic and professional nursing courses, which serve as the foundation for developing clinical proficiency and making well-informed decisions pertaining to healthcare scenarios and the provision of patient care across various clinical and community environments. Students in the post-licensure program will practice their nursing skills under professional supervision and coaching, through 30 semester credit hours and 48 clinical hours in the leadership & management plus community & public health course. Clinical skills emphasize the importance of nursing leadership and management, advocacy, community and public health. Students are expected to reflect, analyze and incorporate these skills at their workplace.

Furthermore, The BSN program emphasizes the importance of ongoing professional development to maintain and enhance competency in nursing practice. Students will be involved in opportunities to engage in continuing education with Odessa College partnered schools, certification programs, and professional organizations such as Sigma Theta Tau.

DIFFERENCIATED ESSENTIAL COMPETENCIES (DECS) KNOWLEDGE, JUDGEMENTS, BEHAVAIORS MAP

Competency	Course	Course	Course	Course	Course
1. Member of the Profession					
A. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing healthcare institution or	NURS 3244: Discuss the role of a professional nurse as a client advocate in the interprofessional healthcare setting. Describe the evolution of professional challenges experienced by nurses of diverse ethnic, racial, and	NURS 3210: Know Texas Nursing Practice Act, Texas board of Nursing rules and guidelines for a registered nurse. Identify the role of a baccalaureate prepared nurse in utilizing clinical judgements for patients, families and public based on evidence based practice and health policy.	NURS 3351: Know ethical and legal standards in evaluating and applying research to provide evidence-based practice. Use hospital protocols to evaluate patient care indicators and outcomes of evidence-based initiatives to support patient outcomes.	NURS 3354: Know regulatory standards and ethical principles (Texas Board of Nursing standards of practice, Nurse Practice Act) to complex patient care situations. Function within the scope of practice of the registered nurse.	NURS 4314: Demonstrate understanding of commitment to professional nursing practice and evaluate factors that create dilemmas in the healthcare system

practice setting.	educational backgrounds.				
B. Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.	NURS 4341:Identify determinants of health and wellness that influence personal health, community health and the quality of life.	NURS 4455: Examine the structure and economics of community healthcare systems at the local and state level. Analyze the steps involved in community assessment. Analyze the provision of health education and access to resources in the community.	NURS 4457:Evaluate the role of a nurse as a change agent within the healthcare setting. Use effective communication techniques to promote interprofessional collaboration, and quality improvement within healthcare practice.	NURS 4323:Distinguish the role of the professional nurse in quality of care and cost containment within the national healthcare delivery system. Articulate the role of information technology in providing safe, quality care.	NURS 4354: Analyze healthcare issues impacting healthcare delivery systems and professional nursing practice.
C. Promote the practice of professional nursing through leadership activities and advocacy.	NURS 3210: Critique ethics and legal precepts, and health policy in professional nursing practice as a basis for providing patient-centered care.	NURS 3351: Address the role of a research nurse in providing evidence-based delivery of safe patient-centered care.	NURS 3354: Apply constitutional, administrative, and criminal law in complex healthcare situations.	NURS 4455: Examine the process of planning, development, and evaluation of programs that facilitate health delivery in the community	NURS 4457: Apply leadership and management theories for care delivery in a variety of healthcare settings.
D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care and lifelong learning.	NURS 3244: NURS 3210: Create a personal philosophy and plan for ongoing professional development and practice that integrates knowledge of current trends and issues.	NURS 3351: Analyze future implications for nursing research as a foundation for evidence-based practice to enhance nursing as a profession.	NURS 4341: Assess the influence of politics, ethics, environment, and the media on health issues and develop a plan of action.	NURS 4323: Explain the relationship between information needs of the: clinician, patient, institution, and insurer and the role of the EHR in all of these needs.	NURS 4457: Evaluate the contributions of nurse leaders in promoting the profession. Develop leadership development plan
2. Provider of Patient-Centered Care					
A. Use clinical reasoning and knowledge based on the baccalaureate degree	NURS 3210: NURS 4323: Analyze health Information technology and information	NURS 3351: Analyze protocols to evaluate patient care indicators and outcomes of evidence-based initiatives to support patient outcomes.	NURS 3354: Apply the legal implications inherent in nursing management.	NURS 4323: Describe the concepts of information and computer literacy as they relate to patient care	NURS 4354: Analyze selected healthcare issues impacting

program of study, evidence-based practice outcomes, and research studies as the basis for decision-making and comprehensive patient care.	systems to support safety in nursing practice and population risk reduction.				healthcare delivery systems and professional nursing practice.
B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients, families, populations, and communities and the interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.	NURS 3244: Discuss the factors influencing the delivery of health care including cultural factors, demographics and life span changes.	NURS 3351: Integrate knowledge, skills, and abilities gained from personal experiential learning, prerequisite, and co-requisite courses in the program of study.	NURS 4341: Identify the definitions, concepts, dimensions, determinants and dynamics of health and wellness that influence personal health, community health and the quality of life. Analyze model of health promotion.	NURS 4455: Examine the structure and economics of community healthcare systems at the local and state level. Develop a health promotion plan based on community assessment, available resources and other contributing factor.	NURS 4323: Explain the relationship between information needs of the: clinician, patient, institution, and insurer and the role of the EHR in all of these needs.
C. Synthesize comprehensive assessment data to identify	NURS 3210: Demonstrate the role of the baccalaureate prepared nurse	NURS 4341: Identify risk factors or etiologic aspects of actual or potential dysfunctional health patterns.	NURS 4323: Discuss methods of communication and data flow within healthcare	NURS 3351: Identify steps for evaluating an evidence-based change in practice. Describe strategies for	NURS 4455: Identify major factors influencing national

problems, formulate goals/ outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team.	using communication, in both professional presentations and written forms.		system. Summarize the role of standardized terminologies in the development process of data exchange. Articulate the role of information technology in providing safe, quality care.	implementing evidence-based change in practice.	healthcare spending. Discuss the implications of healthcare rationing from an economic perspective.
D. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.	NURS 3210: NURS 3244: Provide culturally competent care to diverse client groups that incorporates variations in biologic characteristics, social organization, environmental control, communication, and other phenomena.	NURS 4314: Promotes responsibility and accountability for nursing care. Using nursing theories to prioritize problems/health concerns. Safeguard privacy, confidentiality, and autonomy in all interactions.	NURS 4341: Describe examples of behavioral changes (functional, potentially, dysfunctional, and actually dysfunctional) within the health patterns of families.	NURS 4455:Identify and define health behavior change models and their practical use in altering behavior to enhance health and well-being.	NURS 4457:Select appropriate management decision-making tools that would be helpful in making decisions.
E. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease	NURS 4341: Plan, and implement, nursing interventions in health promotion of individuals, family, and community.	NURS 3354: Explain the reasons for documentation of vital statistics. Explain addiction and regulations of controlled substances and the U.S. Drug Enforcement Administration (DEA) schedule of drugs.	NURS 4455: Describe the key component of a home visit. Analyze contemporary family issues. Apply the Calgary family assessment and Calgary intervention clinical practice models.	NURS 4457: Champion diversity, equity, and inclusion to impact quality and safety initiatives. Construct the full-scope of a manager role by outlining responsibilities, opportunities, lines of communication, expectations and support.	NURS 4354: Evaluate plan of care for patients, families and communities.

prevention, wellness, and promotion of healthy lifestyles.					
3. Patient Safety Advocate					
A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.	NURS 3210:Analyze the various components of Texas Nursing Practice Act, Nurse Practice Act, American Nurses Association Code of Ethics	NURS 3354: Understand the difference between morals, values, and ethics. Examine the importance of ethics in healthcare. Relate specific ethical theories to healthcare situations.	NURS 4314: Understand settings in which nursing practice should occur and the characteristics of what the model's author considers recipients of nursing care.	NURS 4455: Interpret health policy as it relates to quality, access, and cost of healthcare services. Evaluate policy solutions to advance health equity and address the social determinants of health.	NURS 4457:Evaluate how participation of direct care nurses in decision-making relates to job satisfaction and improved patient outcomes.
B. Implement measures to promote quality and a safe environment for patients, self, and others.	NURS 3244:Summarize the stages of nurse-client relationship development. Explain how healthcare team members can develop meaningful professional partnerships	NURS 3351: Use research findings and other forms of evidence of evidence to improve the quality of care.	NURS 4341:Analyze the influence of health legislation on the healthcare delivery system. Discuss the major provisions of the Patient Protection and Affordable Care Act of 2010 and its impact on improving population health.	NURS 4323: Discuss the factors that impact the management of patient flow In hospitals. Identify ways that healthcare is addressing the Joint Commission's patient safety goals with the use of health information technology.	NURS 4354:Analyze evidence-based research that promotes patient health outcomes.
C. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.	NURS 3351: Describe the strategies for implementing evidence-based practice changes. Use research findings and other forms of evidence to improve the quality of care.	NURS 3354: Identify driving forces for healthcare reform in the United states. Describe strategies that enhance the integration of health policy into nursing education and practice.	NURS 4314: Critically appraise research findings and how it translate to healthcare practice.	NURS 4341:Analyze problems and implications of various communicable diseases, including viruses, including Covid-19, and drug resistant bacterial diseases.	NURS 4354: Examine quality improvement project and compare with patient health outcomes.
D. Obtain instruction,	NURS 4455:	NURS 4457: Apply theoretical knowledge of leadership,			

supervision, or training as needed when implementing nursing procedures or practices.	Apply knowledge gained from community assessment into a plan of action to improve community health.	management, budgeting, staffing, professional development plan into simulated clinical scenarios. Integrating artificial intelligence (AI) into nursing practice.			
4. Member of the Healthcare Team					
A. Coordinate, collaborate and communicate in a timely manner with patients, families, populations, communities, and the interdisciplinary healthcare team to plan, deliver, and evaluate.	NURS 3244: Discuss principles to establish helpfulness in nurse-client communication.	NURS 3210: Specify ways to enhance working relationships among multicultural health team members. Explain the concept and elements of person-centered and person- and family-centered care.	NURS 3351:Examine the levels of research evidence available to nurses for practice. Discuss the unique role that leaders have in shifting the current paradigm of care to one that is evidence-based as well as strategies necessary to create and sustain a culture of EBP in healthcare organizations.	NURS 4457: Evaluate the impact of patient and hospital factors, nurse characteristics, nurse staffing, and other organizational factors that influence nurse and patient outcomes.	NURS 4323:Construct a plan for electronic communication with healthcare consumers.
B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.	NURS 3244: Analyze major factors that have influenced health care access and financing since the middle of the twentieth century. Integrate knowledge of health care resources, access, and financing into managing professional nursing care.	NURS 3210:Discuss the implications of the Patient Protection and Affordable Care Act (ACA) for nursing and health care.	NURS 4341:Identify Healthy People 2020 progress update on the goals of increasing access to healthcare services.	NURS 4455:Describe the challenges in reducing the gap between healthcare expenditures and healthcare disparities.	
C. Use multiple referral resources for patients, families, populations, and communities, considering cost; confidentiality; effectiveness	NURS 3351: Discuss the characteristics of quality health care defined by the Institute of Medicine. Compare the characteristics of the major quality improvement (QI) models used in health care.	NURs 4341: Apply models to understand health equity and social determinant of health.	NURS 4457: Use the six steps of the quality improvement process. Champion diversity, equity, and inclusion to impact quality and safety initiatives.	NURS 4323:Explain how health information technology applications can be leveraged to improve delivery of care to diverse populations.	

and efficiency of care; continuity and continuum of care; and health promotion, maintenance, and restoration.					
D. Communicate and manage information using technology to support decision-making to improve patient care and delivery systems.	NURS 3244: Discuss the roles and implications of informatics and technology in professional nursing practice. Outline the educational preparation and roles of the informatics nurse specialist.	NURS 3210:Identify current technologies used in clinical practice. Discuss the roles and impact of technology, communication, safety, and consumerism in healthcare.	NURS 3354: Understand Health Information Technology for Economic and Clinical Health(HITECH) Act. Discuss the patient's bill of right.	NURS 4314:Discuss technology use in nursing education, and issues in technology-based teaching	NURS 4323:Discuss the role of informatics in evidence-based practice (EBP). Discuss the synergistic role of EBP and practice based-evidence (PBE)in developing informatics-based solutions for managing patients' care needs.

Description on How RN to BSN Program Prepares Students to Recognize Healthcare Needs

1. Recognition and Analysis of Healthcare Needs: Students in the RN to BSN program will plan a community assessment, conduct, gather data, record and develop an action plan of the community's need. Factors such as diseases epidemiology, health disparities, and social determinants of health, environmental health and disaster preparedness will be considered. The health assessment will be conducted through windshield survey to identify healthcare needs, individual interview, focused-group interview and observation. The program teaches the application of nursing process to understand specific health issues faced by individuals, communities and public.
2. Selection and Application of Knowledge and Methods: The program curriculum integrates theoretical knowledge with evidence-based research. Students would learn to critically evaluate research literature, identify best practices, and apply evidence-based interventions to improve health outcomes in the communities. Students would explore various health promotion and disease prevention strategies aimed at addressing the unique needs of individuals, communities and the public. These interventions include health education, behavior change, environmental health initiatives and public service announcements at local radio stations.
3. Evaluation of Nursing Care Effectiveness: The program learning outcomes are based on theoretical knowledge, assessment, analysis, research and evidenced based data to improve patient health outcomes. Through clinical practice experience, simulation, projects,

interprofessional collaboration, cultural competency and advocacy, disease prevention and health promotion strategies, student and program learning outcomes will be evaluated.

Core Objective Community Service Project – (ADN & LVN Students Only)

All ADN and LVN 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. Community service volunteer time is subject to the same expectations and policies of nursing class or clinical. Inappropriate behaviors, attitudes or unprofessional conduct will be processed as all violations within the nursing program.

Options/Tracks for the Nursing Student

The Nursing Programs at Odessa College have multiple options for students interested in pursuing a career in nursing. We offer prelicensure nursing programs that prepare students to assume beginning staff nurse positions under supervision as providers of care, coordinators of care, and members of the nursing profession. We also offer a post licensure program that prepares licensed nurses to build upon the foundational knowledge and skills acquired in the associate degree nursing program. Upon successful completion of the student's respective prelicensure nursing program track the student will be eligible to sit for the NCLEX-RN or NCLEX-PN.

<u>RN to BSN Program Option:</u>

The RN to BSN Program currently has one full-time program option. Courses are offered in a 12-month period. The entire didactic program curricula are online. However, the program has two clinical courses that require onsite clinical attendance in health facilities located in the Permian Basin of Texas.

<u>Traditional Associate Degree Option:</u>

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 graduates them the subsequent fall semester. This cohort continues for 18 consecutive months, with courses occurring in the fall, spring and summer semesters.

Transition Associate Degree Option:
The transition tracks allow the student who has an active license to practice 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 Andrews campus in Andrews Texas, during weekdays 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. This track is offered at the Monahans and Andrews campuses. The program is designed for students with zero college experience or previous college course work to begin taking courses toward their nursing certificate. Any student 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. The 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, in Andrews at Odessa College Andrews extension in Andrews and in Monahans at the Odessa College Monahans extension. 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. To ensure attendance policies are followed and students are dedicated to the LVN program, dual credit students are unable to participate in extracurricular activities while enrolled in the LVN Program with Odessa College. Dual credit students who are concurrently enrolled in extra-curricular activities will be subject to the dismissal policy of the nursing program. Academic UIL events may be considered on a case-by-case basis, with the instructor, students and director of nursing.

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

a) Member of the Profession
b) Provider of Patient-Centered Care
c) Patient Safety Advocate
d) Member of the Health Care Team

RN to BSN End of Program Outcomes

1. Upon completion of the program, students will cultivate professionalism by demonstrating leadership qualities, fostering a commitment to ethical standards and promoting a culture of excellence within healthcare organization.
2. Upon completion of the program, students will prioritize and apply evidence-based compassionate care for individuals and communities, integrating leadership and patient centered care approach in healthcare delivery.
3. Upon completion of the program, students will apply healthcare information technology ethically, ensuring safe practice, quality care and analysis of patient data to improve healthcare delivery.
4. Upon completion of the program students will measure the impact of research and evidence-based practices for improved health outcomes.
5. Upon completion of the program, students will utilize good communication skills to advocate for evidence-based holistic care within the healthcare team.

Associate Degree Nursing End of Program Outcomes

1. Upon completion of the program, students will employ critical thinking skills by recognizing and analyzing data to prioritize, implement, and evaluate nursing care for improved client outcomes.
2. Upon completion of the program, students will demonstrate cognizance of cultural diversity, social responsibilities, and community service in nursing practice.
3. Upon completion of the program, students will demonstrate proficiency in technology to communicate, manage information, and make informed decisions in client care.
4. Upon completion of the program, students will demonstrate competency in providing, advocating, and collaborating for safe client-centered care within the healthcare environment.
5. Upon completion of the program, students will apply professional principles as a member of the healthcare team.

Vocational Nursing End of Program Outcomes

1. Upon completion of the program, students will be able to employ critical thinking skills in their identification of problems, collection and analysis of information and/or equipment, and conclusion.
2. To foster a sense of civic duty and empathy, preparing students to contribute positively to the well-being of communities while upholding the principles of ethical and socially responsible nursing practice the nursing program, students will demonstrate a commitment to social responsibility through active engagement in community service activities.
3. Graduates will demonstrate proficiency in employing diverse and culturally sensitive communication strategies in nursing practice. This includes the ability to convey information clearly and concisely, actively listen to patients and healthcare team members, adapt communication styles to diverse audiences, and effectively collaborate within interdisciplinary teams to optimize patient care outcomes.

4. Upon completion of this program, students will be able to demonstrate their proficiency in working within the scope of a Licensed Vocational Nurse exhibiting a thorough understanding of pertinent legal and ethical guidelines, competent patient care delivery, and adherence to professional standards.
5. Upon completion of the Licensed Vocational Nurse program, students will demonstrate the ability to be effective in clinical settings by competently performing nursing procedures, providing patient-centered care, with accuracy in documentation of care.

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. Should a student decide to enroll in additional courses outside of the nursing curriculum, they must schedule a time to meet with the program director prior to enrolling in courses. 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 and Scholarship

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. Odessa College financial aid information can be found at this link: Financial Aid

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

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 the first semester and are utilized during the entire program.
The RN to BSN program tuition will be equivalent to other bachelor's degree programs offered at Odessa College. Students in the RN to BSN program will be charged at the same rate per credit hour as it is in other associate programs. However, the tuition does not include textbook fees. Students will be responsible for textbook payment.
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 coverage lapses or is cancelled by the student at any time during the program students may be withheld from attending clinical with reciprocating grade/progression impacts.

Students are required to have current immunizations and screenings including the influenza vaccine, tuberculosis skin testing, and multiple urine drug screens. Clinical requirements are dictated by our clinical partners, and each facility is different. As we learn of new or changing clinical requirements, we will update students accordingly. Currently the COVID vaccine and/or COVID testing are clinical requirements for our nursing students. Costs of clinical clearance vary from student to student, depending on their needs. Costs for screening, vaccinations, testing and drug screen fees are the responsibility of the students. 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 tothe 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 the release of Confidential Records for Admission Purposes. To view the Odessa College Academic Privacy Statement follow this link. 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. Odessa College defines directory information per the document found HERE.

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. In the nursing program we encourage and model the proper chain of command. The informal due process can be found below. Odessa College nursing will follow this process for all grievances. When an informal resolution is not possible, students may wish to employ a formal means to problem resolution. Information regarding the formal due process at Odessa College can be found in the Student Handbook.

Informal Due Process:

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

Informal resolution:

- Instructor
- Director of Nursing

Formal resolution

- *Instructional Dean – at this level the Grievance Process becomes formal (Level 1)*
- Vice President of Instruction (Level 2)
- President (Level 3)
- Board of Trustees (Level 4)

GRIEVANCE AT CLINICAL SITES

Grievances at clinical sites between students and faculty will be as follows:

- Student to preceptor/mentor discussion.
- If the issue is not resolved informally, students document the issue with full details. If the

student is not comfortable discussing with the preceptor/mentor or if an informal discussion was unsuccessful, the **student should notify the faculty or clinical coordinator immediately**. The student will submit a grievance statement detailing the incident, attempts at resolution and desired outcome. The clinical coordinator or faculty will investigate and mediate to find a resolution. If a resolution is not found, the faculty will escalate the process to a formal grievance.

STUDENT MENTAL HEALTH RESOURCES AND SUPPORT

Odessa College provides students the access to a multi-disciplinary Behavioral Intervention Team (BIT) toassist with student health and safety, and generally to assist persons in need. The BIT team information is 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 these free resources for Odessa College nursing students 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. Students should begin the practice of protecting patients and visitors from all possible infections while in school. To do so, students shouldrefrain 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 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 ofdrugs 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 an emergency room, employee health service, private physician or drug/alcohol referral.
- Notify the clinical team leader (course coordinator) and 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, they will notify their own insurance carrier. The student and the 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 careprovider'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.

STUDENTS UNDER THE CARE OF A HEALTHCARE PROVIDER

The health and well-being of the nursing student is paramount. Students who are under the care of a healthcare provider should discuss their nursing school status with their provider. You and your provider should discuss your risks for exposure and any needed or recommended precautions that you should take. You are also encouraged to discuss the physical expectations of clinical rotations. These expectations may include, but are not limited to: lifting, moving, and turning patients or equipment; standing for long periods of time; being active and on your feet for up to 12 hours during a clinical rotation. It is also recommended, although not required, to involve your nursing school faculty in the discussions surrounding any limitations and special advisement related to your health and wellbeing.

All students will sign an Exposure and Risk Waiver form at the beginning of their program.

OUTSIDE EMPLOYMENT

Students may not serve the dual role of student and hospital/agency employee, including accessing facility resources as an employee, during the time the student is participating in a clinical laboratory experience. This may result in immediate dismissal from the program. 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 Director if further assistance is needed.

All official communications must take place through OC email and other faculty approved communication platforms. See your course syllabus for more information. Students are to remember they are in an adult, professional program and will treat email and other communication

as such, including all forms of communication, but certainly all forms of written communication, including text messaging. Each and every student will be expected to communicate with their instructor professionally and respectfully. Instructors reserve the right to address non-professionalism, lack of respect and or grammar issues within your email prior to responding to your email requests. A continued lack of adherence to professional communication via email, may result in additional assignments, per instructor or director.

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

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

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. It is your responsibility as a student nurse to be knowledgeable of the rules and regulations governing Nursing Education in Texas, including licensing and education requirements. All needed information canbe found on the Texas Board of Nursing website under the respective tabs “Licensure” and “Education”:

www.bon.texas.gov

DISCIPLINARY SANCTION POLICIES

The Texas Board of Nursing has developed 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 notfunction 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 inmaintaining quality practice.

For the Odessa College nursing student, accountability means that they 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, they will assume professional responsibilities and develop competencies which will shape their 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:

1. Participating in learning experiences and appropriately sharing these experiences and knowledge with instructors and classmates;
2. 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;
3. Maintaining the highest ideals, morals, personal integrity, and ethics possible; and
4. Making a commitment to being fully accountable, responsible, and answerable for their 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 they are doing everything possible to promote trustworthiness in both conduct and actions.
It is your responsibility as a student nurse to be knowledgeable of the laws and the rules and regulations governing nursing education programs and nursing practice. The following links are available for athorough review:
Texas Board of Nursing Texas Nursing Practice Act
Texas Board of Nursing Rules and Regulations

NURSING PROGRAM SPECIFIC POLICIES

Use of Electronic Communication Equipment

Students must be aware that the use of electronic communication devices is distracting to themselves and others in classrooms, simulation, and clinical environments. Students should give family members and others the phone number of the respective nursing office. See contact information within the student handbook. The nursing secretary will transfer messages of an emergency nature to students via the nursing faculty.
Classroom
All electronic communication equipment must be kept on silent and kept out of sight except as directed for educational activities by the faculty. Should students use electronic communication equipment during class time and it becomes a disruption to the faculty/instructor, student, or classmates, the student may be asked to leave the classroom. Unless a potential emergency exists, students must not leave the classroom to respond to a text or to make/receive cell phone calls. If accommodation is needed, the student must inform the faculty/instructor prior to class start about the potential emergency.
Repeated violations of this policy are considered unprofessional conduct, and the student will be

required to meet the faculty/instructor and/or the program director.

Clinical

Only cell phones are allowed in clinical settings. Cell phones must be turned on silent and kept out of sight when in any clinical setting, including nursing labs, simulations, hospitals, community agencies, etc. Cellphones may be used for professional work only and in areas approved by the faculty and/or preceptor/mentor. The student must promptly notify the instructor in the event of a personal emergency and cannot leave the area without proper notification. Personal calls of non-emergent nature are not allowed when thestudent is in the clinical area of any hospital or agency. Students must comply with the clinical site related policy on the usage of cell phones. If the clinical site policy differs, the clinical site policy supersedes Odessa College's nursing policy.

If a student is caught using a cell phone in the patient care area, the student may be asked to immediately show the device and must not make any changes prior to showing the device to the clinical faculty or clinical preceptor/mentor. If the student makes any changes prior to showing the device or refuses to show the device, the student will be in violation of the policy which will result in progressive discipline as outlined below.

Violation of this policy will result in progressive discipline:

1st violation: Formal verbal warning. The student will be dismissed from clinical and will beassigned a full clinical absence with no partial credit.

2nd violation: Formal written warning. The student will be dismissed from clinical and will beassigned a full clinical absence with no partial credit.

3rd violation: Failure of clinical course.

Students must maintain professionalism with all communication as stated in the Nursing Student Handbook sections:

- Nursing Student Conduct and Performance
- Student Accountability
- Social Media/Social Networking

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 warning 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/simulation/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.
- Failure to notify instructor of tardiness greater than 15 minutes or absence before the start time, is considered a no call no show, and will result in a write 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 the hours missed.
- A student in the nursing programs is 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 clinical course, will result in a clinical course failure and possible 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 15 minutes 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 as posted in the course syllabi or course documents.
  - Failure to notify instructor of tardiness, greater than 15 minutes, or absence before the start
  - time is considered a no call no show and will result in a SOHS Code of Conduct write up.
  - 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 and expectation 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, simulation, or clinical locations:

- Students must always 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/mentor 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 as soon as possible.

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 or at any time the student is representing the program or college. 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 and expectation of all nursing students. Appearance reflects on the individual and the Odessa College Nursing Programs. The student clinical dress code applies to students enrolled in all program tracks and must be purchased prior to the beginning of any clinical rotations. *If you have questions about the appropriateness of attire, make sure to receive approval from faculty or director in advance of your clinical experience.*

RN to BSN Students Clinical Uniform Policy:

Students in the Odessa College RN to BSN program are allowed to wear any color of scrub. However, students must follow the guidelines above and the ones below at all clinical sites/ simulation laboratories:

- Students must always be dressed in their professional attire. Wear a white lab coat below the knee level on top of scrubs with student badge and patch. Students can wear any scrub and shoes of their choice.
- Students may wear short acrylic nails no longer than ¼ inch long.
- Students are expected to dress professionally including having all hair up.
- Each student will pick their preceptor. Student can complete clinical hours at their primary place of employment. However, the prececptor must sign a form and proof that shows the student is not at the workplace as RN. Students must handover preceptor form and daily clinical evaluation form to preceptor. All forms must be signed and submitted on Blackboard weekly.
- All students must abide by all Odessa College Nursing programs policies and clinical sites policies.

ADN and LVN Clinical Uniform Policy:

- The uniform consists of pewter gray scrubs. Uniforms may be purchased through the Odessa College Campus Store or other approved vendors.
- Uniforms must be clean, neat, pressed, and well fitting (not too tight or too loose). Student uniform appearing unkempt or dirty will be sent home from clinical, and will be subject to makeup time, or dismissal if overage of hours occurs because of clinical day absence.
- Uniform pants should be hemmed and not touch the floor.
- A white or black undershirt may be worn under the scrub top.
- Undergarments may not be visible.
- A pewter gray scrub jacket is required. It must be at least finger-tip length when the arm is extended to the thigh. The scrub jacket may be purchased from the Odessa College Campus Store or other approved vendors.
- 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 must wear both the Odessa College student name tag and facility id badge at all times when in the facility.

- Beards must be short and neatly trimmed.
- Hair must be clean, neatly groomed, and combed.
- Hair must be pulled back and secured away from the face at all times. Students 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. See your instructor for guidance.
- Messy buns, loose styles, use of claw clips, or any hair that falls into the face or work area are not permitted.
- Hair should be styled in a way that does not interfere with vision, job performance, or hygiene standards.
- A solid black, gray, or white headband or scrub cap is allowed. No other hair décor may be worn.
- Makeup must be light and in good taste. Artificial eyelashes should be of natural length. See instructor for details.
- A single wedding band (gold, silver, or silicone) with no detail, or gemstones 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. Nails may not be visible over the tip of finger from palmer view. 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 or solid black with neutral-colored soles. The shoe must have a closed toe and have a closed heel/back (Example: tennis shoes or clogs for medical professionals). See instructor for further approval as needed.

- Students may be required to purchase up to two class t-shirts to be worn at community events and certain clinical rotations.
- Students with special uniform needs pertaining to cultural or religious requirements should consult with the program director before purchasing uniforms.
- A student will be dismissed from their clinical rotation if attire is not compliant with the above stated rules and the students will not get credit for that clinical day.

If a clinical facility's dress code policy differs from OC nursing policy, the student at that clinical facility will be required to adhere to the additional regulations stipulated by the clinical facility. 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.)

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 lab, 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.
- Students are restricted from leaving the clinical facility for lunch or breaks, unless it is expressly indicated on the clinical schedule.
- Students are not to go to the parking lot or parking garage until the conclusion of the clinical day.
- Students must contact an Odessa College Nursing instructor for permission to leave the facility. Leaving the clinical site without approval given by an Odessa College nursing faculty will result in SOHS code of conduct violation and potential dismissal from the program.
- Students are allowed time off the unit for lunch. Students are not to be off the floor for more than what is stated below unless authorization is received from your clinical instructor (excluding sites that are closed for lunch).
- For 12-hour shifts students can take a 15-minute break in the morning and afternoon, with a 30-minute lunch.
- For 8-hour shifts students can take one (1) 15-minute break and a 30-minute lunch.
- All breaks and lunches should be communicated with your primary nurse or faculty member.
- Students are not allowed to have visitors to the clinical site at any time.
- Sleeping, resting with eyes closed, or resting with head on a desk is not permitted while at a clinical site. If you feel unwell, please communicate with your faculty members on site that day.
- Laptops, iPads, or any other form of electronic devices are not permitted at any clinical site. Students need to refer to the “Electronic Communication Equipment” policy, within this handbook, for additional information related to cell phone usage in the clinical facilities. Students may only access facility devices at a clinical rotation for the sole purpose of collecting and viewing patient information. The use of facility devices to access anything but patient information is not permitted.
- If a student is dismissed from a clinical site, for any reason, they are to leave the premises immediately (including parking lots). Leaving of the site should be done in good taste and with respect of the program, the facility and yourself.

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. Clinical attire, guidelines and expectations are following while in simulation and laboratory unless stated by the faculty.

- The 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.
- 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 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 or gum 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, ATI, and/or the streaming format of current textbooks. 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 lab coordinator.

NURSING STUDENT CONDUCT AND PERFORMANCE

SCHOOL OF HEALTH AND SCIENCES (SOHS) CODE OF CONDUCT

Admittance into a program in the SOHS at Odessa College is a highly selective and competitive process. The faculty and staff teaching in these programs expect students to demonstrate professional and ethical behavior at all times that are over and above student expectations as outlined in the Odessa College Student Code of Conduct. A Student Professional Incident form is used to alert you and to document behaviors that may result in a failing grade and hinder future selective admission processes resulting in permanent disqualification from any program in the SOHS. This is a notice to the student to become familiar with expected ethical and professional behaviors of your future profession. The School of Health and 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-accountabilityact1996

- 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 people 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.
- A student may not answer the phone at any clinical facilities.
- 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 concerns including criticism of an agency, an individual, or an instructor through the Director of the Nursing Programs. 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 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.
- A student may not share one's own 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.

REMOTE LEARNING STUDENT CONDUCT AND EXPECTATIONS

During times when remote learning is established as the normal delivery of instruction, the following expectations and conduct will be enforced for all Odessa College nursing students. As an Odessa College nursing student, you are expected to uphold the policies and expectations, even while in the remote environment. Student engagement and participation is a requirement of our program and integral to your success.

STUDENT EXPECTATIONS DURING REMOTE INSTRUCTION

- Participate in the learning environment- Students are required to follow the guidelines set forth by their instructor. However, participation may include the following: using the chat feature to answer questions or ask questions, speaking to instructor and classmates when asked.
- Commit to treating the virtual environment as the face-to-face environment- Create a space for yourself away from distractions, as much as possible. Remove distracting stimuli (phone, music, TV). Do not engage in other activities while in the remote classroom (working, exercising, driving, cleaning). If a student is engaging in outside stimuli during the live lecture session, the instructor reserves the right to dismiss the students from the remote environment.
- Video should be turned on. Students are required to have video and audio capabilities. During your remote lecture sessions, students are required to have their video on for the duration of the lecture session. If the video is turned off, the instructor reserves the right to dismiss you from the class.
- Take responsibility and accountability for your learning. Check learning management platform frequently. Check student email frequently. Respond to instructor communications promptly. Ask questions when uncertain. Remain up to date on assignments.
- When entering the remote lecture session, mute yourself. Remain muted unless called

upon or unmuted by your instructor.

STUDENT CONDUCT DURING REMOTE INSTRUCTION

As mentioned, during remote instruction, you are still held to the expectations and policies within the Nursing Handbook, as well as the Odessa College Student Handbook. Violations of standards, policies, and expectations will have the same consequences as a non-remote nursing student.
Communication during remote learning is crucial and should be done appropriately. When communicating with your instructor or nursing faculty, use your Odessa College student email account. Emails correspondence from outside sources is often sent to junk or quarantine email. Communicate professionally with the Odessa College nursing faculty, include your full name and the course name and number in which you are wanting to discuss.
Engagement in the classroom should also be professional, and specific to course work and course material. Remote learning communication is not private, never say, write or record anything that violates our handbook policies.
Academic Honesty and Integrity will be held with high regard in the remote learning environment. Be incredibly conscientious of the plagiarism and cheating standards set forth by Odessa College. Code of conduction violations and consequences will be followed for plagiarism and cheating.
For any disruptions or violations of our remote learning policies the instructor reserves the right to remove you from the remote live classroom.

ATTENDANCE DURING REMOTE INSTRUCTION

Students may be required to complete coursework following the safe learning requirements. During these
times, students will be conducting classes online and in person. We expect our students to maintain professionalism and respect for peers and instructor both during in person instruction and online instruction. The following will help to guide the student through their in-class instruction.

- Arrive on time, follow absence and tardy policies and instructions listed in handbook and syllabus.
- The camera must be on and able to show students through the entirety of the lecture session. If a student does not have their camera on and functioning, the student may be counted absent or receive a daily grade deduction.
- Follow instructor protocol and guidelines when your ability to follow the camera expectation is in question.
- Students are expected to be engaged in the online format as if they were in person. Alternative activities outside of the classroom material will not be allowed. Including but not limited to cell phone use, working on other material, driving or riding in a car, and other activities that portray a distraction to the students in their home learning environment.
- Students should be courteous to all other learners.
- Students should be expected to call and engage if called upon.

- Students should be expected to utilize the chat feature or any other online resource the instructor requests during class time.

If students are not following these guidelines they may be removed from the online lecture, marked absent or receive a grade reduction for that day.

REMOTE TESTING POLICY

While Odessa College is following social distancing guidelines, of which prevents students from taking exams on campus with their instructor, the nursing programs will be using HonorLock browser or other secured testing methods at the discretion of the instructor. Remote secure testing will require webcam and audio capabilities for each unit exam. The following guidelines will ensure students proceed with no "flagged violations" during exams.

- No cell phones will be allowed during the exams. If students are seen with a phone during the exam, they will receive a failing grade for that exam.
- When completing the environment sweep before the exam, move the camera SLOWLY. Students are required to show the room and workspace in its entirety.
- The student's face needs to be in the center of the frame before the exam and for the duration of the exam. If a student steps away from the camera, they are flagged. If the student moves the camera, they are flagged. If the student is out of frame (meaning the whole face is not visible) the student is flagged.
- Do not turn off the facial recognition alarm. This is designed to remind students of the program's standards.
- Students are not allowed to use any form of notes or materials during the exam, unless written guidelines have been posted by the instructor.
- Students are required to bring a blank sheet of paper (show it is blank before proceeding), a writing utensil, and a calculator (phone calculators are NOT allowed).
- Please attempt to make each exam as close to a proctored setting as you are able. Remember the NCLEX will not allow reading outload, TV or music on in the background, or headphone during your exams.

If a student receives a "flagged violation", the instructor and Director will determine the severity of the violation. If the violation is deemed inappropriate, the students will be subjected to a code of conduct violation and consequences of the written violation including but not limited to additional examination, probation, point deductions, 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 those 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 LVN and ADN STUDENTS MAY NOT:

- Leave the floor or unit without proper notification of preceptor and or instructor. Students will only be allowed off the floor or unit with their preceptor for clinical related activities. Students are permitted to leave their assigned location for their lunch time but must notify their clinical instructor/preceptor of their location when off the floor.
- 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, signature of an Against Medical Advice (AMA) form, or legal forms.
- Implement teaching plans or discharge plans without the primary nurse/preceptor or nursing instructor present.
- Fill out incident reports without a nursing instructor present.
- Take verbal or telephone orders from any physician.
- Perform post-mortem care without presence and permission of nursing instructor and/or preceptor.
- Scan, photograph, or 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 primary nurse/preceptor or nursing instructor present.
- Place patient medications in their pocket at any time.
- Perform any skills that you have not been successfully checked off by an instructor.
- Perform an invasive procedure on any patient over the age of 18 without your primary nurse/preceptor or nursing instructor present.
- 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 required Newborn Screening (previously known as 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/preceptor and nursing instructor approval and supervision.
- Administer blood or blood products.
- Administer chemotherapy agents.
- Perform central line interventions other than site care and medication administration.

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.

RESPONSIBILITIES OF STUDENTS IN THE ODESSA COLLEGE RN TO BSN PROGRAM AT CLINICAL SITES

Students May:

Community & Public Health

- Attend meetings with nurse leaders or nurse administrators
- Conduct windshield survey
- Develop and present health education
- Assist in immunization clinics
- Assist at employee health clinics
- Participate in disaster preparedness training and planning
- Be a champion for rolling out protocols to improve patient's health outcome
- Participate in community outreach programs
- Participate in case management for patients with chronic illnesses
- Participate in quality improvement programs
- Help design and implement strategies to improve service delivery in community health clinics.

Leadership & Management

- Shadow nurse managers, directors or other healthcare leaders
- Attend leadership meetings
- Assist in identifying areas for quality improvement
- Participate in mock or real performance appraisals under supervision
- Collaborate on developing or revising polices to address healthcare strategies
- Observe how policies are implemented
- Facilitate or observe team-building activities
- Mentor junior nurses or nursing students
- Participate in interprofessional rounds and observe collaboration between healthcare teams
- Identify opportunities for improving team communication and patient outcomes
- Participate in planning and execution of departmental or organizational project

Student Responsibilities (Texas Board of Nursing Rule 3.7.3):

1. Coordinate personal schedule with the preceptor/mentor's work schedule to avoid any conflicts.
2. Maintain open communications with the preceptor/mentor and faculty.
3. Maintain accountability for own learning activities.
4. Prepare for each clinical experience as needed.
5. Be accountable for your own nursing actions while in the clinical setting.

6. Arrange for preceptor/mentor's supervision when performing procedures, as appropriate.
7. Contact faculty by telephone, pager or email if faculty assistance is necessary.
8. Respect the confidential nature of all information obtained during the clinical experience.
9. Adhere to safety principles and legal standards in the performance of nursing care.

When students are assigned to non-nursing mentor such as epidemiologist, nutritionist, social worker etc, students are required to observe and shadow them ONLY in their specific roles and duties and adhere to the nursing student handbook.

MENTOR'S GUIDELINES

RN to BSN Program

The Odessa College RN to BSN program utilizes qualified preceptors holding a master's degree or higher in nursing or other healthcare-related fields to enhance clinical learning experiences. Students in the RN to BSN Program must follow Texas Administrative Code Rule 215.10 and Texas Board of Nursing Education Guidelines 3.7.3 in selecting a preceptor. Preceptors are used in a nursing program after a student has received clinical and didactic instructions in all basic areas of nursing content. Nursing preceptors must hold a current license to practice as a Registered Nurse or Advanced Practitioner in the state of Texas. The preceptor must show evidence of teaching abilities, maintain current knowledge, clinical expertise and safety in the subject areas of teaching responsibilities. Also, the preceptors philosophy must align with Odessa College Nursing Programs
A nursing preceptor is a licensed nurse who has agreed to serve in this role either in a short term (one or two days) basis with **one or two students** or as a long-term (for the clinical rotation) preceptor for no more than two students. While preceptors may provide input on student performance, final evaluation and grading remain the sole responsibility of the nursing faculty. **Preceptors must watch the recorded orientation video and sign the agreement form.**

Non-Nursing Mentors

Non-nursing mentors must hold a master's degree or higher. When students are assigned to non-nursing mentors such as nutritionist, epidemiologist, health inspector, social worker etc. This clinical experience will be considered "observation clinical" which means students are not allowed to provide direct patient care; they can only observe. Students will sign a release form if they are to ride along with a health inspector for field observation. **Mentors must watch the recorded orientation video and sign the agreement form.**

ADN Program

Students in the ADN Program must follow Texas Administrative Code rule 215.10 and Texas Board of Nursing Education Guidelines 3.7.3 in selecting a preceptor. Preceptors are used in a nursing program after a student has received clinical and didactic instructions in all basic areas of nursing content. A preceptor is a registered nurse and must hold a current license to practice as a Registered Nurse in the state of Texas. The preceptor must show evidence of teaching abilities, maintain current knowledge, clinical expertise and safety in the subject areas of teaching responsibilities and complete our preceptor information packet with learning objectives.

LVN Program

Students in the LVN Program must follow Texas Administrative Code rule 214.10 and Texas Board of Nursing Education Guidelines 3.7.3 in selecting a preceptor. Preceptors are used in a nursing program after a student has received clinical and didactic instructions in all basic areas of nursing content. A preceptor is a registered nurse or licensed vocational nurse and must hold a current license to practice as a Nurse in the state of Texas. The preceptor must show evidence of teaching abilities, maintain current knowledge, clinical expertise and safety in the subject areas of teaching responsibilities and complete our preceptor information packet with learning objectives.

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. Annual influenza vaccinations are a requirement for clinical during the influenza season to attend clinical, proof of influenza immunization must be in the student chart at the nursing office. Any exemptions must be discussed with the nursing director.

During times of pandemic or crisis, students will be required to follow Odessa College standards regarding clinical participation, as well as all clinical affiliate guidelines and standards. All students participating in clinical hours during such times, will be responsible for following personal protection equipment (PPE) requirements and self-monitoring for symptoms. Students will be required to follow instructor and director instructions regarding notification procedures for any type of exposure.

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 and has not notified the nursing instructor of possible tardy, the door will be locked and the student will be counted tardy and 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. If a student shows to class unprepared, they may be asked to leave the classroom to go prepare and they will be allowed back in upon instructor discretion.
    - Refer to the Nursing Student Handbook section: “Use of Electronic Communication

Equipment: Classroom" for guidance with usage of electronic communication equipment in the classroom.

- Students must request permission from the individual instructor of each course before using a tape recorder or other forms of recording in class. Permission is upon instructor discretion.

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

- Inform the student of the nature of the unacceptable behavior and the student may be asked to leave the learning environment.
- If the behavior continues a meeting may be scheduled with the Nursing Program Director, Dean, or Vice President for Student Services.
- 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 and could result in enforcement of the SOHS Student Code of Conduct.

ACADEMIC INTEGRITY

Academic integrity is important for the individual student and the program. Integrity in all capacities is foundational to the nursing profession. Actions that lead to a questioning of a student's integrity will be communicated and documented with the student. Repeated concerns related to a student's integrity can result in dismissal from the nursing program. Scholastic dishonesty shall constitute a violation of the School of Health Sciences Code of Conduct, in addition to grade deductions, at the discretion of the instructor and director. Scholastics dishonesty shall include but is not limited to, cheating on a test, plagiarism, use artificial intelligence platforms and collusion, or forging of any document used or turned in as a part of the nursing program. Examples are found below, but are not all encompassing:

- Copying from another student's test, quiz, or assignments.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an administered test or assignment.
- Substituting for another student, or permitting another student to substitute for oneself, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- The nursing program acknowledges the unapproved use of artificial intelligence platforms to complete assignments as academic honesty.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
- Forging, in any capacity will not be tolerated. The assignment or document will not be accepted, and the student will receive a "Zero" for that assignment, a write up and possible dismissal from the nursing program.
- Plagiarism as defined below.
- Students taking exams on campus, 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 the test administrator.

PLAGIARISM

Plagiarism is the act of presenting someone else's work, ideas, or words as one's own without proper acknowledgment. Plagiarism includes, but is not limited to:

- Copying text, ideas, images, or data from any source (including books, articles, websites, AI-generated content, or another student's work) without appropriate citation.
- Appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- Paraphrasing or summarizing another person's work without giving proper credit.
- Submitting an assignment that was written or completed, in whole or in part, by someone else.
- Using AI-generated content without proper attribution or in violation of course guidelines.

- Self-plagiarism, which involves reusing one's previous work for another assignment without explicit permission from the instructor.

EXPECTATIONS FOR ACADEMIC INTEGRITY

- Students are responsible for understanding and applying proper citation practices, including APA 7th edition formatting.
- All work (paper, discussion board, PowerPoint etc.) must be turned into **Safe Assign** in Blackboard-a plagiarism detection tool prior to submission.
- All work submitted must be original, with appropriate references for any external sources used.
- Students are encouraged to go the writing center for their paper to be reviewed by a tutor.
- If unsure about citation practices, students should seek clarification from instructors for guidance on citations and academic writing or utilize available academic resources.

CONSEQUENCES OF PLAGIARISM

Plagiarism is a serious academic offense and will be addressed according to the following guidelines:

- **First Offense:** The student will receive a written warning and may be required to revise and resubmit the assignment with a possible grade penalty.

- **Second Offense:** The student may receive a failing grade for the assignment, and additional remediation may be required.
- **Third Offense:** The student may fail the course and face further disciplinary action, including possible dismissal from the program.

Each case will be reviewed individually, and sanctions may vary based on severity and intent.

REPORTING AND APPEALS

- Any suspected cases of plagiarism will be reviewed by faculty and program administrators.
- Students have the right to appeal decisions through the institution's academic grievance process.

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 Nursing Student Handbook guidelines regarding the use of cell phones and electronic media in the clinical setting. (See Use of Electronic Communication Equipment policy)
2. Nursing students are not allowed to use computers or resources in the clinical setting 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 retrieve 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 reframe 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 any clinical facility 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 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.

11. Reporting: Nursing students and faculty have a duty to report nursing students who violate the social media/social networking policy. Any policy infractions and or abuse should be sent to the director of nursing.
12. Disciplinary actions:
13. 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 NURS, 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 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

Grades will be calculated at the end of the semester for each theory class according to the formula specified in the course syllabus after the student meets the exam threshold requirement.
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 RN-BSN, ADN, and LVN programs.
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 and time. A make-up exam will be of the same testing content but may be a different format than the original exam.

Assignments, projects, discussion board, quizzes and papers must be turned in before the deadline. Please refer to the course schedule. No late work is accepted in the Nursing Programs. If there is an extenuating circumstance, the student should promptly notify the instructor prior to the due date of the assignment. The course instructor and program director will consider an exception on an individual basis. While late work is not accepted, and a zero will be received for the late assignment, the assignment is still required for course completion.
Any exceptions must be made and agreed upon in writing with the instructor of the nursing course before the exam time begins.

Late Submission/Extension - **BSN (ONLY)**

Late Submission Penalties

- Assignments submitted within 24 hours after the deadline will incur a penalty of 10% off the total possible points for that assignment.
- Assignments submitted between 24 to 48 hours late will incur a penalty of 20% off the total possible points.
- Assignments submitted more than 48 hours late will not be accepted and will receive a grade of zero, except in cases where an extension has been granted prior to the deadline.

Extension Requests

- Extension requests must be submitted to the course instructor at least 48 hours before the assignment's due date. Requests must include a valid reason for the delay (e.g., medical emergencies, personal crises).
- Approval of extensions is at the discretion of the course instructor and will typically require supporting documentation (e.g., a doctor's note).
- Approved extensions will be granted a new submission deadline; no late penalties will be applied if the work is submitted by the extended deadline.

Exceptions

- Exceptional circumstances, which include severe illness, family emergencies, or significant personal hardships, will be considered for extensions without penalty. Appropriate documentation must be provided to support such claims.
- Students with disabilities who are registered with the university's Office for Student Accessibility Services may be granted specific accommodations regarding assignment deadlines, as outlined in their accommodation plans.

Responsibility of Students

- Students are responsible for planning their study schedules to complete assignments promptly.
- Students are expected to communicate with instructors about any potential delays as soon as they are aware that a delay might occur.

- It is the student's responsibility to submit extension requests and supporting documentation in accordance with this policy.

Instructor Responsibilities

- Instructors are required to clearly communicate assignment deadlines at the start of the course and via the online learning platform.
- Instructors should provide timely feedback on received extension requests and maintain confidentiality and sensitivity regarding students' personal circumstances.
- Instructors will apply late penalties consistently and fairly in line with this policy.

Exam Threshold Policy- ADN/LVN

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 THRESHOLD 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".

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 Texas Board of Nursing (TBON) jurisprudence exam, satisfy all college financial obligations, complete certificate confirmation in the Odessa College's Record's Office by the specified deadline, and return any and all school property to meet the graduation requirement.

REMEDIATION POLICY

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

- Any unit examination with a score of 75 or lower will require the student to schedule a remediation appointment with their instructor before the next unit exam. Instructors may require a higher score for mandatory remediation (i.e., 80 or below). The same policy will apply if the instructor requires a different cutoff score to remediate.
- 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.

- Remediation scheduling and completion is the responsibility of the student. Failure to schedule, and complete remediation prior to your next exam will disqualify you from taking your next exam at the scheduled time. Students are not allowed to take the next exam until remediation has occurred. If a student is delayed in completing required remediation in order to be able to take their next exam, they will receive a 10 points deduction for a late test on the next exam.

CLINICAL GRADING POLICY

Clinical course grades are Pass (PA) or Fail (F). Clinical objectives, care plans, concept maps, daily assignments, 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.
To pass a clinical course, students must obtain an average of at least 75% or above on the total number of care plans, concept maps, and objectives assigned in each clinical course along with daily grades. The total number of care plans or concept maps 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, concept maps, daily assignments, or objectives will be taken. If there is an extenuating circumstance, the student should promptly notify the instructor prior to the due date of the assignment. The course instructor and program director will consider an exception on an individual basis
- Work must be completed at 100% or it will not be accepted, and the student will be sent home for the clinical day and will be required to make up the clinical day, 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.

Failing a clinical course may result in dismissal from the program; LVN, ADN and BSN.

Clinical objectives and the clinical evaluation forms provide objective measures of the student's performance. While preceptors/mentors may provide input on student performance, final evaluation and grading remain the sole responsibility of the nursing faculty.
Instructor/preceptor/mentor observation of care delivered to clients, input from agency staff or preceptors/mentor, clinical assignments, simulation assignments, charting, assigned written work, and other requirements are included in the assessment of clinical performance. Verbal and written feedback on student performance occurs throughout clinical courses (formative evaluation). A final evaluation occurs at the end of each course. Mid-point or rotational evaluations may occur to provide guidance and support to the students.

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. 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 may view the Odessa College refund policy through this link: OC Refund Policy .

PROCEDURE FOR REQUESTING SPECIAL ACCOMMODATIONS

Assistance will be made available to students that have provided documentation that confirms their disability and need for accommodation in the academic setting. The Odessa College Office of Student Accommodations helps with advising, accommodation and other services as needed. Additional information is available at 432-335-6697 and through this link: Odessa College Office of Student Accommodations. 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.

ADMISSION, PROGRESSION, READMISSION, DISMISSAL AND TRANSFER

ADMISSION AND ACCEPTANCE TO THE BSN PROGRAM

- Odessa College will honor Applied Associate in Science (AAS) in Nursing from other Community Colleges.
- Applicants must have at least a C in all previous nursing coursework.
- Applicants must have an overall GPA of 2.5 in all nursing coursework.
- Must have a minimum of 90 semester credit hours from pre-requisite courses + ADN courses prior to acceptance.
- Applicants must complete all prerequisite general education course work with a C or higher AND an overall GPA of 2.5 prior to starting the RN to BSN program.
- Applicants must have an unencumbered current Texas RN License. *
- Must have a letter of recommendation from a previous nursing faculty member or a current employer.
- Applicants must be able to complete clinical hours in the state of Texas.

- Applicants must show proof of a positive Hepatitis B immunity.

PROGRESSION – BSN

If a **student fails a course in the RN to BSN program**, the student will wait until the next cohort when the course is offered to retake it. For example, a student taking a course in Spring 1 term that fails will wait until when the course is offered in another cohort.

PROGRESSION – ADN/LVN

- 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 Dean of the School 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.
- 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, but not limited to:

    - 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 one or more semesters

READMISSION- BSN

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 and 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 readmission 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 a 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.
- 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 the student desires to be re-admitted.
    - The circumstances that have changed to indicate that the applicant would successfully complete their nursing education at this time.

READMISSION- ADN/LVN

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 and 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 readmission 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 a 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 required 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 the student desires to be re-admitted.
    - The circumstances that have changed to indicate that the applicant would successfully complete their nursing education at this time.

- Students who have been out of the program for less than a year are allowed to test out of, or demonstrating competency in previously passed courses, at the discretion of the program director. Students will demonstrate competency of certain knowledge, skills, and medication calculations appropriate for the point of re-entry to the program by completing the following.
    - Competency is demonstrated by taking final exams for all pre-requisites or previously completed courses, and passing with a minimum of an 80.
    - Math threshold exams must be passed with minimum threshold for the corresponding course or at the level of student re-entry. If student is re-entering at semester 2, semester 1 math threshold must be passed at the required score.
- Students who have been out of the program more than a year, or the course content is more than 1 year ago are not allowed to test out of previously passed course work and will be required to begin the program from the beginning of the nursing program.
- 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 Texas Board of Nursing Rules and Regulations sections 214.8 and 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 TBON's Rules and Regulations, and generally accepted standard of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

Violating nursing student handbook policies and expectations will lead to repeated write-ups and consultations. Repeated behavior and write-ups will lead to a dismissal from the nursing program. Course failures, failure to be cleared for clinical rotations, and SOHS Code of Conduct write-ups will result in a dismissal from the nursing program.

The following are examples that will result in a course failure, clinical clearance failure and or SOHS

Code of Conduct violation.

- Any time missed over 2 full clinical days one clinical semester
- A clinical make-up is missed or is sent home, leading to a clinical course failure
- Leaving a clinical site without appropriate approval from faculty
- Two (2) no call/no shows in the program
- Any theory course absence of more than 10% of scheduled class time
- Any overall course grade below 75%
- Any course exam threshold average of below 75%
- Not meeting the math competence thresholds each semester
- Having 3 SOHS Code of Conduct write-ups during the Associate Degree program or Vocational Nursing program duration
- Not meeting clinical clearance requirements.

INELIGIBILITY FOR READMISSION/ ACADEMIC DISMISSAL

Students are not eligible for readmission into the same nursing program track under the following conditions:

- Failing the same nursing 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 readmitted into the middle of a nursing program.)

TRANSFER POLICY

For ADN and VN Programs: 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 that the student is requesting admission into.
- All transfer students' point of reentry will be determined on a case-by-case basis after reviewing transcripts, grades, meeting all admission requirements, 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 80% or higher. A topic list/guided reading guide will be provided to the student to assist the student with the area 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 the student desires to be re-admitted.
    - The circumstances that have changed to indicate that the applicant would successfully complete their nursing education at this time.
- Attend a conference with the program director.

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.

TRANSFER POLICY FOR BSN

In addition to meeting all general admission criteria for Odessa College and the Odessa College Nursing Program; consideration of transfer students from another RN to BSN program and the assessment of transferable credits will be conducted individually and subject to the discretion of the Program Director. The following criteria must be met for consideration:

- Prospective transfer students must have earned a grade of "B" or higher in all nursing courses, which must have been completed within the past academic year at the previous institution. The curriculum of the student's former institution must align with that of Odessa College nursing program.
- Transfer students are also required to meet the SACSCOC residency mandate, which stipulates that 25% of the degree program must be completed at Odessa College, equivalent to a minimum of 30 semester credit hours within the degree plan.
- Potential applicants seeking to transfer into the RN to BSN program at Odessa College are

required to provide specific documentation a minimum of 4 weeks prior to the start of the upcoming semester for review. This includes:
    - Transcripts from all previous colleges/universities.
    - Detailed course syllabi containing course descriptions, clinical hours, evaluations, grades and any completed nursing coursework.
    - Letter of recommendation from the director of nursing program previously attended.
- Transfer students must complete at least 50% of the nursing program to graduate. Prior to acceptance, transfer students will undergo written and skills competency tests, pay applicable lab fees, and pass exit exam from prior semesters for admission consideration at Odessa College Nursing.

Notifications regarding the Program Director's decision will be sent via email within 2 weeks of receiving all required materials.

ATI: ASSESSMENT TECHNOLOGIES INSTITUTE- ADN

ATI PRACTICE EXAMS AND REMEDIATION

Students will have access to two (2) ATI practice exams, A & B, for each course containing an ATI proctor exam component; both practice exams will be assigned to the student to take during the course that the ATI proctor exam component is attached to. These tests will be used to assess the student's understanding of the course information.

Enrichment hours and activities are designed to support the student in areas of improvement to ensure successful retention of content. Enrichment hours are driven by the faculty's assessment of opportunities for growth. Successful completion of Focused Review and enrichment hours with associated learning activities are a course and program requirement. All practice exams, proctored exams, and remediation must be completed by the deadlines set by the faculty. Students are required to complete Focused Review, an individualized remediation component within ATI to assist in areas that are specific to each student as delineated by the individual report.

Completion of Focused Review is a course and program requirement, no items are optional.

Students must complete any remediation/intervention components as assigned by faculty in order to be successful in the course. ATI assists you and your instructor to find resources that help support the areas of greatest opportunity for improvement. Your instructors will assign ATI components as a requirement based on your testing data.

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 are secured, online and proctored by nursing faculty.

Student success plans consists of the following (but not limited to):

- For every ATI Practice A, Practice B, and Proctored Exam taken, the student will be required to complete their individualized "focused review" and associated quizzes within ATI, along with attendance of student enrichment hours and additional assignments as outlined by the faculty.
- Required enrichment hours and expectations will be communicated to students in a timely manner by the instructor of record in each course that an ATI exam is given.

- All components must be completed in their entirety and by the deadlines outlined by the instructor of record to receive the remediation points, all or nothing. If the remediation is incomplete or late for any of the ATI practice or proctored exams in the associated course, the student forfeits the 15 points and will get the base grade. No exceptions.

ATI GRADING RUBRIC

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

- The first column represents the raw grade that is awarded per the ATI Level achieved by the student.
- The second column represents the points for remediation that will be added to the raw ATI score.
- The third column represents the total points that will be awarded for students who have completed ALL the remediation requirements. This score is the score that will be used as part of the overall course grade calculation (i.e., 10%).

Proficiency level on ATI Proctored Assessments	Points Awarded for Achievement on ATI proctored Exams	Points awarded for evidence of completion of Remediation Assignments	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

Comprehensive Predictor Exam Grading:

The Comprehensive Predictor Exam results include a raw score and a Probability of Passing (PoP) percentage. Students will receive the PoP percentage on the first attempt as their ATI grade in the course that it is aligned with (see tables below). Students will forfeit 15 points from the PoP score if they fail to complete any portion of the student success plans as outlined above.

ASSOCIATE DEGREE ATI PROCTORED EXAMS AND COURSE ALIGNMENT

ATI Exam	Level	Traditional Alignment	Transition Alignment
Nutrition Proctored	Level 2 Encouraged	RNSG 1301 Pharmacology	RNSG 1201 Pharmacology
Mental Health Proctored	Level 2 Encouraged	RNSG 2213 Mental Health Nursing	RNSG 2213 Mental Health Nursing
Fundamentals Proctored	Level 2 Encouraged	RNSG 1443 Complex Concepts/Adult Health	RNSG 1443 Complex Concepts/Adult Health
Maternal Newborn Proctored	Level 2 Encouraged-10% of course grade averaged with Nursing Care of Children Proctored	RNSG 1412 Nu Care-Childbearing/Childrearing	RNSG 1412 Nu Care-Childbearing/Childrearing
Nursing Care of Children Proctored	Level 2 Encouraged-10% of course grade averaged with Maternal Newborn Proctored	RNSG 1412 Nu Care-Childbearing/Childrearing	RNSG 1412 Nu Care-Childbearing/Childrearing
Leadership Proctored	Level 2 Encouraged	RNSG 2221 Prof Nursing-Leadership & Management	RNSG 2221 Prof Nursing-Leadership & Management
Community Health Proctored	Level 2 Encouraged	RNSG 2230 Prof Nursing-Review/License Preparation	RNSG 2130Prof Nursing-Review/License Preparation
Medical-Surgical Proctored	Level 2 Encouraged	RNSG 2331 Adv Concepts of Adult Health	RNSG 2331 Adv Concepts of Adult Health
Pharmacology Proctored	Level 2 Encouraged	RNSG 2230 Prof Nursing-Review/License Preparation	RNSG 2130 Prof Nursing-Review/License Preparation
ATI Comprehensive Predictor	90% Probability of Passing NCLEX Encouraged	RNSG 2230 Prof Nursing – Review/License Preparation	RNSG 2130 Prof Nursing-Review/License Preparation
ATI Virtual Review	Greenlight Achievement Encouraged	RNSG 2230 Prof Nursing – Review/License Preparation	RNSG 2130 Prof Nursing-Review/License Preparation

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 1402	VNSG 1402
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	VSNG 1334 Pediatric Nursing
Mental Health Proctored	Level 2 Encouraged- 10% of course grade	VNSG 1238 Mental Illness	VSNG 1238 Mental Illness
Management Proctored	Level 2 Encouraged- 10% of course grade	VSNG 1219 Leadership and Professional Development	VSNG 1219 Leadership and Professional Development
Pharmacology Proctored	Level 2 Encouraged- 10% of course grade averaged with Comprehensive Predictor	VNSG 1363 Advanced Clinical Nursing	VNSG 1363 Advanced Clinical Nursing
Medical Surgical Proctored	Level 2 Encouraged- 10% of Ccourse grade	VNSG 2510 Nursing in Health and Illness III	VNSG 2510 Nursing in Health and Illness III
ATI Comprehensive Predictor	90% Probability of Passing NCLEX Encouraged- 10% of course grade averaged with Comprehensive Predictor	VNSG 1363 Advanced Clinical Nursing	N/A
ATI Virtual Review	Greenlight Encouraged	N/A	VNSG 1363 Advanced Clinical Nursing

ATI END OF PROGRAM PROCEDURES - ADN

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 ATI Comprehensive Predictor a second time after the ATI Live Review is completed. Atendance is required for 8 hours a day for the three (3) days of the review. Any hours missed will be approved in advance of the review per the Director and will require additional NLCEX prep work on the part of the student including but not limited to completing 500 NCLEX prep questions for each 1 hour of the live review missed or being required to attend additional enrichment hours.

ATI Virtual Review (VATI)

- VATI is implemented to help support the student's individual needs at the end of the program, further supplementing the student success plan to prepare students for success on NCLEX. VATI is given to all RNSG students and the LVN Dual Credit students.
- The course will begin at the earliest, 7 weeks before graduation. Attendance is required in the classroom until completion of VATI coursework. The student will be responsible for communicating with the ATI coach and completing the assignments/modules by the deadlines provided by the VATI contract.
- All students are required to take the comprehensive predictor exam administered by the faculty.

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 - ADN

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, simulation, 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:

- Any student who scores below the required scores on the Med Math atempts are required to complete remediation or participate in tutoring before the next med math atempt.
- Any student who is not successful at achieving the minimum competency score by the end of the 3rd atempt will be dismissed from the nursing program and will be eligible for readmission the following year or course offering pending pursuant to readmission policies.

LVN Medication Math Competency	RNSG Traditional Medication Math Competency	RNSG Spring Transition Medication Math Competency	RNSG Summer Transition Medication Math Competency
Med Math Competency 1: VNSG 1402 Applied Nursing Skills Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time. Must achieve a minimum of an 85%, in 3 atempts.	Med Math Competency 1: RNSG 1360 Clinical Foundations Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time. Must achieve a minimum of an 85%, in 3 atempts.	Med Math Competency 1: RNSG 1 Clinical Medical Surgical 1262 Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time. Must achieve a minimum of an 85%, in 3 atempts.	Med Math Competency 1: RNSG 2263 Clinical Ob/Pedi Includes: Oral tablets, capsules, and liquid medication calculations, injections, conversions and military time. Must achieve a minimum of an 85%, in 3 atempts
Med Math Competency 2: VNSG 1334 Pediatrics Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations. Must achieve a minimum of a 90%, in 3 atempts.	Med Math Competency 2: RNSG 2263 Clinical OB/Pedi Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations. Must achieve a minimum of a 90%, in 3 atempts.	Med Math Competency 2: 2263 RNSG 2263 Clinical OB/Pedi Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations. Must achieve a minimum of a 90%, in 3 atempts.	Med Math Competency 2: RNSG 1262 Clinical Medical Surgical Includes: all content from med math 1 and weight based, SDR, simple IV flow rate and IV push medication calculations. Must achieve a minimum of a 90%, in 3 atempts.

Med Math Competency 3: **Traditional:** VNSG 1219 Leadership and Professional Development; **Dual Credit:** VNSG 1238 Mental Illness Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations. Must achieve minimum of 95%, in 3 atempts.	Med Math Competency 3: RNSG 1263 Clinical Advanced Medical Surgical Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations. Must achieve minimum of 95%, in 3 atempts.	Med Math Competency 3: Advanced Clinical Nursing RNSG 1263 Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations. Must achieve minimum of 95%, in 3 atempts.	Med Math Competency 3: Advanced Clinical Nursing RNSG 1263 Includes: all content from med math 1 and 2, and titrations and complex IV Flow calculations. Must achieve minimum of 95%, in 3 atempts.

COMMENCEMENT, PINNING, AND BSN MILESTONE CEREMONY

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 & BSN MILESTONE CEREMONY

Completion of an Odessa College Nursing Program is a time for celebration. As a program, our hope and goal are to offer a traditional pinning ceremony and BSN milestone celebration that would be held for each graduating class separate from Odessa College's formal Commencement. When the college is unable to safely offer a traditional pinning/BSN milestone ceremony, the Nursing Program

will seek other avenues of celebrating and recognizing our graduates. During the pinning ceremony, each graduate is given a lamp and a pin to signify their welcoming into the nursing profession. Student awards presented at pinning/BSN milestone ceremony:

- Nightingale Award – peer award to the student who represents nursing at its finest.
- Academic Excellence Award – presented to the highest-ranking student(s) 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 for being an asset to nursing.

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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 submited 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 they are 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 they have read and understands this policy and gives the nursing or allied health program permission to release information related to health and safety. Further, permission is granted to conduct the criminal background check.

_____ _____

Signature Date

_____

Printed Name

STUDENT ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

_____(print name) I have read and 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