

Tarrant County College Vocational Nursing Program Student Guidelines



2021-2022

Tarrant County College Vocational Nursing Program Guidelines, Policies, and Statements

The purpose of the Vocational Nursing (VN) guidelines is to distinguish policies and procedures specific to the VN Program. These guidelines are aligned with the Tarrant County College District (TCCD) Student Guidelines. The supplemental policies and statements contained in this document are subject to continuous review and evaluation. Therefore, the Tarrant County College (TCC) VN Program reserves the right to make changes at any time. This publication is intended for information only and is not to be considered a contract.

Students are obligated to keep themselves apprised of the rules and regulations pertaining to Tarrant County College District (TCCD). See the College [Student Handbook](#) online.

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Introduction and Welcome to the Vocational Nursing Program

The nursing faculty of Tarrant County College (TCC) would like to welcome you to the Vocational Nursing (VN) Program. The TCC VN Program is accredited by the Board of Nursing for the State of Texas. Successful completion of this program is one part of the process to be deemed eligible to take the licensing examination to become a licensed vocational nurse (NCLEX-PN).

Accrediting body information includes:

Texas Board of Nursing
333 Guadalupe #3-460
Austin, Texas 78701
(512) 305-7400
www.bon.state.tx.us

TCC is an equal opportunity institution that provides educational and employment opportunities based on merit and without discrimination of race, color, religion, sex, age, national origin, veteran status, or disability.

The student guidelines document is designed to provide direction for students during the time that they are studying in the VN program. Each course in the program has developed separate and more specific guidelines regarding tardiness, absences, make-ups, test-taking, use of the nursing process, and criteria for safe performance. Please refer to the Course Information Document (CID)/syllabus of the course you are currently enrolled in for more specific information on each of these topics.

The faculty have prepared this document to acquaint the student with important information, policies, and procedures. It is essential that the student read the information contained in this document because it is not repeated in each course. The information is subject to change. The student will be informed in writing of any changes.

Information from the College regarding Student Activities and Services, as well as guidelines for Student Bill of Rights and Responsibilities at TCC are available online in the TCCD Student Handbook at [Tarrant County College - Student Handbook](#).

The VN Program at Tarrant County College meets the state education requirements for a nursing license in the state of Texas. Tarrant County College has not determined if this nursing program meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful. <https://www.ncsbn.org/index.htm>

The next one year will be busy and challenging. The nursing faculty support your efforts to make this year a time of fulfillment and growth. We wish you the best as you pursue your nursing career.

Program Information

Licensed vocational nurses (LVNs) provide basic nursing care in various health care settings. LVNs are under the direction of physicians, registered nurses, dentists, and contribute to the plan of care by collaborating with the interdisciplinary team members and with the patient's family. The Tarrant County College VN Program is a certificate program, offering college credit. The duration of the program is three (3) semesters. The nursing curriculum includes thirty-eight (38) semester credit hours of didactic coursework, nursing skills laboratory and simulation, and clinical learning experiences. Seven (7) semester credit hours consist of the following prerequisites: Anatomy and Physiology I (4 semester hours) and General Psychology (3 semester hours—completed prior to the second semester of the program).

Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN) to become an LVN.

Vocational Nursing Program Mission

The mission of the Tarrant County College VN Program is to prepare skilled nurses to deliver quality, safe care in a dynamic healthcare environment, through patient advocacy and collaboration with interdisciplinary teams.

Revised and adopted spring 2017

Vocational Nursing Program Philosophy

The faculty support the vision, values, and mission of Tarrant County College. The VN Program is a leader in preparing nursing graduates who excel in meeting current community health needs. The faculty create and support an academic climate that promotes excellence by preparing nursing graduates who are accountable, work collaboratively and are caring, competent members of the nursing profession.

The faculty believe human beings are unique, complex, and holistic. They have physiological, psychological, socioeconomic, cultural, ethnic, developmental, and spiritual needs. Human beings possess inherent dignity and worth with the right to participate in decisions that affect their health care.

The faculty believe health is a dynamic state of being, that exists on a wellness/illness continuum. Nurses care for human beings at any point on the continuum in a variety of health care settings.

The faculty believe vocational nursing is provided within a legal, ethical, and regulatory framework that adheres to the standards and conduct rules of vocational nursing practice. LVNs work in coordination and collaboration with the registered nurse as well as members of the interdisciplinary health care team to provide care for patients of all ages and their families in the promotion, maintenance, restoration of health, or assistance at the end of life.

The faculty believe vocational nursing education is based on the values, ethics, skills and knowledge of nursing and is supported by natural, behavioral sciences, and the humanities. The curriculum and teaching methodologies are continuously revised using evidence-based practice. The curriculum design fosters learning that is increasingly complex through course progression. The nursing faculty promote learning by fostering systematic problem solving and clinical reasoning. Nursing education takes place in a variety of settings and in collaboration with other disciplines. Students are accountable for self-directed learning as an inherent part of becoming lifelong learners.

The faculty believe the graduate is prepared to enter vocational nursing practice as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. The following concepts are threaded through the program: professionalism, teaching, clinical reasoning, caring approach, safety, collaboration, and communication. With additional experience and continuing education, the vocational nurse graduate can develop advanced practice skills and receive specialty certifications.

Program Objectives

The curriculum concepts and objectives incorporate the components of the Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors 2021 (DEC) and utilize the Essential Competencies of Graduates of Texas Vocational Nursing Educational Programs to measure student learning outcomes. The vocational nursing student learning outcomes are threaded throughout each theory, skills, and clinical courses each semester.

The entry-level competencies of the VN graduate are listed below:

Core Competencies of Graduates of Texas Vocational Nursing Educational Programs

I. 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 health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Contribute to activities that promote the development and practice of vocational nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:

- A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. 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.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- D. Communicate patient data using technology to support decision-making to improve patient care.
- E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.

- F. Supervise nursing care by others for whom the nurse is responsible.
- G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

Additional information can be obtained from:

https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Student Learning Outcomes are linked to SCANS requirements throughout each course of the VN curriculum.

SCAN SKILLS AS ADDRESSED IN TCC DISTRICT MASTER SYLLABI
(SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS)

SCANS SKILLS ARE GROUPED IN TWO AREAS: (1) FOUNDATION SKILLS AND (2) WORKPLACE
COMPETENCIES

Foundation Skills are defined in three areas: a) Basic Skills b) Thinking Skills and c) Personal Qualities.

- a) **Basic Skills**: A worker must read, write, perform arithmetic and mathematical operations, listen and speak effectively. These skills include:
 - Reading: Locate, understand and interpret written information in prose and in documents such as letters, directions, manuals, reports, graphs, and flow charts.
 - Arithmetic and mathematical Operations: perform basic computations and approach practical problems with choosing appropriately from a variety of mathematical techniques.
 - Listening: Receiving, attend to, interpret, and respond to verbal messages and other cues.
 - Speaking: Organize ideas and communicate orally
- b) **Thinking Skills**: A worker must think creatively, make decisions, solve problems, visualize, know how to learn and reason effectively. These skills include:
 - Creative Thinking: Generate new ideas.
 - Decision Making: Specify goals and constraints generate alternatives, consider risks, and evaluate and choose the best alternative.
 - Problem Solving: Recognize problems and devise and implement plan of action.
 - Visualize (“Seeing things in the Mind’s Eye”): Organize and process symbols, pictures, graphs, objects, and other information.
 - Knowing How to learn: use efficient learning techniques to acquire and apply new knowledge and skills.

- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity and honesty.
- Responsibility: exert a high level of effort and persevere toward goal attainment.
 - Self-Esteem: Believe in one's own self-worth and maintain a positive view of oneself
 - Social ability: Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
 - Self-Management: Assess oneself accurately, set personal goals, monitor progress and exhibit self-control.

Workplace Competencies are defined in five areas: D) Resources E) Interpersonal Skills F) Information G) Systems, and H) Technologies

- d) **Resources:** A worker must identify, organize, plan and allocate resources effectively.
- Time: Select goal-relevant activities, rank them, allocate time and prepare and follow schedules.
 - Money: Use or prepare budgets, make forecasts, keep records and make adjustments to meet objectives
 - Material and Facilities: Acquire, store, allocate and use materials or space efficiently.
 - Human resources: Assess skills and distribute work accordingly, evaluate performance and provide feedback.
- e) **Interpersonal Skills:** A worker must work with other effectively.
- Participate as Members of a Team: Contribute to group effort.
 - Teach others new skills
 - Serve clients/customers: Work to satisfy customers' expectations.
 - Exercise Leadership: Communicate ideas to justify position, persuade and convince others, responsible challenge existing procedures and policies.
 - Negotiate Work toward agreements involving exchange of resources, resolve divergent interests.
 - Work with Diversity: Work well with men and women from diverse backgrounds.
- f) **Information:** A worker must be able to acquire and use information.
- Acquire and evaluate information
 - Organize and maintain information.
 - Interpret and communicate information.
 - Use computers to process information.
- g) **Systems:** A worker must understand complex interrelationships.

- Understand Systems: Know how social, organizational and technological systems work and operate effectively with them.
- Monitor and correct performance: Distinguish trends, predict impacts on system operations, diagnose deviations in system performance and correct malfunctions.

h) **Technology**: A worker must be able to work with a variety of technologies.

- Select Technology: Choose procedures, tools or equipment including computers and related technologies.
- Apply technologies to task: Understand overall intent and proper procedures for setup and operation of equipment
- Maintain and troubleshoot equipment: Prevent, identify or solve problems with equipment including computers and other technologies.

Curriculum Concepts and Definitions

Member of the Profession

Professionalism

A set of attitudes and values which includes providing quality patient-centered care, responsibility and accountability to a legal and ethical system, and the commitment to maintaining competence.

Provider of Patient-Centered Care

Clinical Reasoning

The ability to systematically identify the problem and make a judgement based on health related data analysis.

Caring Approach

Patient-centered care that is respectful of and responsive to individual patient preferences, needs, and values.

Teaching

A system of activities intended to produce learning that can include a diverse patient and family education system, is multifaceted, and involves promoting, protecting, and maintaining health.

Patient Safety Advocate

Safety

Practice that ensures protection from harm and injury to self, patient and others across the life span.

Member of the Health Care Team

Communication

Exchange of information that is timely, clear, accurate, concise and complete in therapeutic, professional, and technological environments.

Collaboration

The actions of nursing and interdisciplinary teams in the management of patients, and their families.

Student Learning Outcomes (End of Program)

Upon completion of the TCC VN program, the graduate will be able to:

1. Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards while demonstrating responsibility for continued competence, reflection, self-analysis, and self-care.
2. Use clinical reasoning and established evidence-based policies as the basis for decision making in implementing an individualized plan of care for patients and their families.
3. Provide safe, compassionate, basic nursing care that is respectful of and responsive to individual patient preferences, needs, and values through a supervised, directed scope of practice.
4. Implement teaching/learning principles to meet the needs of patients and their families with common health problems and well-defined health learning needs.
5. Implement measures to promote quality and a safe environment for patients, self, and others while demonstrating knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules regarding safe practices, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
6. Utilize effective communication skills when interacting with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care.
7. Collaborate with patients, their families, and the interdisciplinary health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

End of Program Outcomes

1. The licensure NCLEX-PN pass rates for the VN Program graduates are at or above the national mean.

2. 80% of all graduates seeking employment as an LVN are able to obtain job placement within six months of graduation.
3. 75% of students admitted to the VN Program at TCC will complete the program within 5 semesters.
4. 90% of graduates through quantitative and qualitative measures, will agree that the VN Program prepared them in the following areas:
 - a. Clinical reasoning
 - b. Responsibility and accountability
 - c. Practicing safely within the LVN scope of practice
5. 90% of employers through quantitative and qualitative measures, will agree that the VN Program prepared them in the following areas:
 - a. Clinical reasoning
 - b. Responsibility and accountability
 - c. Practicing safely within the LVN scope of practice

Required Courses for Completion of VN Program

Course	Title	Credit Hrs	Lecture	Lab	Clinical	Contact Hrs
BIOL 2401	Anatomy & Physiology I*	4	3	2		80
PSYC 2301	General Psychology**	3	3			48
		7	6	2		128
*A&P I must be completed before admittance into the VN Program						
**General Psychology may be completed before admittance or the first semester of the VN Program						
Semester I						
VNSG 1304	Foundations of Nursing	3	2	3		80
VNSG 1323	Basic Nursing Skills	3	1	7		128
VNSG 1360	Clinical - Vocational Nurse Training	3			12	192
VNSG 1116	Nutrition	1	1			16
		10	4	10	12	416
Semester II						
VNSG 1429	Medical-Surgical Nursing I	4	4	1		80
VNSG 1461	Clinical - Vocational Nurse Training	4			16	256
VNSG 1331	Pharmacology	3	3			48
VNSG 1301	Mental Health and Mental Illness	3	3			48
		14	10	1	16	432
Summer I & II						
VNSG 1432	Medical-Surgical Nursing II	4	4	1		80
VNSG 1234	Pediatrics	2	2			32
VNSG 1230	Maternal-Neonatal Nursing	2	2			32
VNSG 1219	Leadership and Professional Development	2	2			32
VNSG 1462	Clinical - Licensed Practical/Vocational Nurse Training	4			16	256
		14	10	1	16	432
		45	30	14	44	1408

VN Course Descriptions

Semester I:

VNSG 1304 Foundations of Nursing

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

VNSG 1323 Basic Nursing Skills

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

VNSG 1360 Clinical – LVN Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 1116 Nutrition

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

Semester II:

VNSG 1429 Medical-Surgical Nursing I

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

VNSG 1461 Clinical – LVN Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 1331 Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1301 Mental Health and Mental Illness

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

Summer I and II:

VNSG 1432 Medical-Surgical Nursing II

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

VNSG 1462 Clinical-LVN Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 1234 Pediatrics

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1230 Maternal-Neonatal Nursing

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the postpartum period.

VNSG 1219 Leadership and Professional Development

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Admission Policy and Process

Requirements for Applicants:

- The biology class (BIOL 2401) must have been completed prior to application to the VN Program. A grade of “C” or higher on the required course(s): BIOL-2401* and General Psychology **. The “2-attempt rule” and the “5-year rule” no longer applicable.
- Completion of the Test of English as a Foreign Language (TOEFL) with a passing score of 83 or the International English Language Testing System (IELTS) with a score of overall 6.5 and a minimum score of six (6) in all areas if native/first language is not English.
- The students must meet the Texas Success Initiatives (TSI) requirement and be compliant to register for VNSG classes.
- HESI A2 75% or higher on Reading, Vocabulary, Grammar, Math, Anatomy and Physiology
- Completed TCC VN program application with supporting documentation.
- Successfully completed background investigation and drug screening.
- Completion of an approved CNA/PCT/CMA program and current CNA/PCT/CMA state certificate (CNA/PCT/CMA to VN transition option only).
- At least six months employment in an acute/chronic care setting (CNA/PCT/CMA to VN transition option only).
- A Grade of C or better in Skills performance check-off (CNA/PCT/CMA to VN transition option only).
- CNA/PCT/CMA to VN transition will receive three (3) credit hours for VNSG 1323 by credit-by-examination.

- TCC-Associate Degree Nursing (ADN) students who had an academic dismissal from the ADN Program will be considered for VN Program admission if criteria are met. If the previous ADN student's dismissal was a behavioral dismissal, admission will not be considered. Criteria for consideration of VN Program Admission:
 - Schedule an interview with the Assistant Dean of Nursing managing the VN Program during the VN Program application period.
 - Submit a **Letter of Intent** to the Assistant Dean of Nursing who is managing the program. The letter should include the reason for previous academic dismissal and changes that have been made to ensure success.
 - Submit a **Letter of Recommendation** from previous ADN Professors at each Level that was completed. (i.e. Skills, Foundations, Adult, Pediatrics, Maternal-Child Nursing, and Complex)
 - The Assistant Dean of Nursing managing the VN Program will make a final determination.
 - If it is determined that the student may apply, all application criteria must be met.

* Only the highest grade earned in the first two (2) attempts of any repeated course will be used for admission purposes.

** Students may complete a General Psychology course prior to enrolling in the program or may complete the course prior to the second semester VNSG courses.

*** Each applicant is assigned a score based on the standardized admissions test results (75%).
Revised 4-9-2020

Complete details of the nursing admissions process can be found at www.tccd.edu/nursing.

Transfer Student Admission

Transfer student applicants will require the following:

1. Admission to Tarrant County College (TCC).
2. Letter of good standing from Dean/Director of the previously attended nursing program.
3. Completion of all prerequisite courses with a letter grade of "C" or better.
4. Provision of official transcripts with a completed transcript evaluation.
5. Attendance at an information session during the period of application or review of power point presentation with quiz completion.
6. Participation in or review of video from the one-day VN Program Orientation.
7. Completion of the HESI Admission Assessment (A2) exam meeting minimum entry requirements.
8. Required testing for clinical preparation (DFWHC Orientation, HIPAA, TCC Nursing Student Guidelines Examination, and Dosage Calculation Examination).
9. Remediation and demonstration and/or possible auditing of Nursing Skills Course

10. *CPR Certification (American Heart Association).
11. *Up-to-date immunizations (Castle Branch).
*(CPR Certification and immunizations are required and must remain current, for each semester, throughout the entire program.)
12. Submission of blue card or completion of Declaratory Order or letter from TBON.

If the transfer student has been out of a VN program for two long semesters, the transfer student must, in addition to meeting the criteria listed above, complete the Nursing Skills Course as an audit student. This course must be audited concurrently with other nursing courses.

Students who have been absent from a VN program longer than two long semesters must apply to the program as an entry level nursing student.

Students are selected for re-entry according to the following order of prioritization:

- 1st. Returning students without academic problems.
- 2nd. Returning students with academic problems who have met faculty recommendations.
- 3rd. Transferring students without academic problems.
- 4th. Transferring students with academic problems who are eligible for re-admission to the previous school and have attempted remediation.
- 5th. Transfer applicant selection will be determined by the ranking and prioritization of the HESI A2 Admission Test scores.
- 6th. Students who have been identified as unsafe in the clinical area on the Exit Summary may be re-admitted after meeting faculty recommendations.

Upon Admission, Students to the VN Nursing Program Must Have:

- Negative drug screen
- No disqualifications from the Criminal Background Checks.
- Proof of medical insurance
- Current healthcare provider CPR course (approved by the American Heart Association)
- Social Security card/and or supporting documentation from the TCC International Admissions Office
- Participation in a one-day VN Program Orientation
- Up-to-date immunizations and annual TB screening record including a current TDaP (within 10 years).
- Completion of all courses required for the program with a grade of C or better
- Completion of English Proficiency, if required

Any student admitted to the VN program must meet the legal requirements for licensure by the Texas Board of Nursing. The Texas Board of Nursing requires all applicants for licensure to complete a criminal background check and fingerprinting. These requirements are completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

Applicants with a history of criminal charges, mental illness, or chemical dependency must request a Declaratory Order from the Texas Board of Nursing **prior** to enrollment to determine eligibility for licensure and admission to the VN Program. (See Legal Requirements for Licensure)

Registration

Nursing registration follows the campus procedure. Registration will be initiated by the VN Program department. Students are responsible for tuition payments by the district deadlines.

TCC Code of Student Conduct and Honor Code

The Tarrant County College VN Program student is expected to display professional behaviors that are conducive to the practice of vocational nursing at all times. The nursing student displays behaviors described in the Tarrant County College Code of Conduct and in the TCC Nursing Division Professional Code of Conduct derived from the guidelines and regulations established by the following ethical and professional entities:

1. National Association for Practical Nurse Education and Service—Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs
2. Texas Board of Nursing Laws & Rules-Nursing Practice Act
3. National Federation of Licensed Practical Nurses

TCC VN Program Code of Conduct

- As members of the profession, students are expected to commit to and maintain high ethical standards and moral character.
- Students are accountable for their own academic and professional behaviors and the resulting consequences.
- Students will demonstrate self-discipline throughout all aspects of their education, including meeting academic responsibilities and exhibiting professional conduct in the classroom, clinical setting, and in the community.
- It is each student's responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment.

Dishonesty

Dishonesty includes, but not limited to the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty;
- b. Furnishing false information to any College District Official, faculty member, or office;
- c. Forgery, alteration, or misuse of any College District document, record, or instrument of identification;
- d. Fraud-receiving or attempting to receive payment services or academic credit under false pretenses; and
- e. Tampering with any College District election process.

Students are expected to guard public safety by immediately reporting to faculty any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of such behavior and failing to report it constitutes a breach of both academic and professional responsibilities.

Lack of compliance with any portion of the TCC VN Program Code of Conduct will result in written counseling and/or up to dismissal from the nursing program as determined by the nursing faculty and administration.

Student Representatives on VN Program Committees

Student representatives are selected each year to serve on various committees. All students are encouraged to discuss current issues with their student representatives so their voice may be heard at faculty committee meetings.

The committees with student representatives include:

1. *Curriculum*: this committee is to facilitate implementation and evaluation of the curriculum.
2. *Program Effectiveness Committee*: this committee is to facilitate program evaluation and development through implementation of the systematic evaluation plan for program evaluation and promotes use of the data collected to make program improvements.
3. *Teaching Effectiveness Committee*: this committee promotes teaching effectiveness through the support of technology, testing, library materials, and teaching strategies.
4. *Student and Faculty Affairs Committee*: this committee supports and directs policy, development and services for faculty and students.

Evaluation of Teaching Effectiveness

To maintain program rigor and consistency, students have input through representation on the VN Program Committees. In addition, students are given the opportunity to answer end of the course surveys regarding the satisfaction of the course(s). Surveys are analyzed and maintained by the Senior Data Analyst. Course or curriculum changes and improvements will be addressed with the responsible committees at the end of each semester.

Dean's List

Nursing students are eligible for the dean's list. The Dean's List includes those students who have completed 12 or more college-level semester hours of work for the term with a grade point average of 3.5 or higher.

Legal Requirements for Licensure

Drug Screening/Criminal Background Check

Faculty and students entering health-related programs of study at TCC will be subject to fingerprinting, drug screening and criminal background checks, in addition to the existing immunization requirements.

The following paragraphs outline the major points relative to these policies and procedures.

1. These policies and procedures will apply to all health-related programs that include a clinical component in which the faculty and students are involved in direct patient care.
2. New nursing students will be screened after admission to the program, but prior to registration in nursing classes.
3. The Board has identified certain circumstances that may render a potential nursing student candidate ineligible for licensure as a vocational nurse. Applicants must complete a criminal background check to determine eligibility. Criminal background checks and fingerprinting will be conducted in accordance with the Texas Board of Nursing. The VN Program Dean and or Assistant Dean will be notified of any positive results of the drug screening and the results of the background checks.
4. The students will bear the cost of all their tests, checks, and vaccinations.
5. A nursing student candidate may need to petition the Board for a Declaratory Order as to their eligibility in accordance with Texas Occupations Code Section 301.252, 301.257, and 301.452-469 and Texas Board of Nursing Rules and Regulations Sections 213.27-213.30. The petition for a Declaratory Order is a formal and lengthy process disclosing any criminal misconduct and/or conviction. An applicant must initiate the process prior to applying and admission to the nursing program. Information regarding the process to petition for a Declaratory Order to determine eligibility may be obtained from the Board of Nursing at 512-305-6889 or www.bon.state.tx.us.
6. Nursing students not meeting the standards will not be allowed to enroll in nursing classes. A student approved by the BON will be allowed to enroll in nursing classes at the next opportunity.
7. If a student has a break in enrollment, defined as being out of the program on full semester (Fall or Spring) or more, the background check and urine drug screen must be repeated through the nursing program.
8. A student will not be scheduled for NCLEX-PN nor given a temporary permit until the Board has determined that the applicant is eligible to take the exam.
9. After admission to the VN Program, any subsequent changes in criminal history or should an infraction* occur, the student must notify the Dean or Assistant Dean within 48 hours. The student will not be able to remain in the program and will be required to withdraw immediately. The student must complete a declaratory order with TBON. The student will not be allowed to return to the program until cleared by TBON.

*The Board has developed four (4) Disciplinary Sanction Policies pertaining to substance use disorders and other alcohol and drug-related conduct; lying and falsification; sexual misconduct; and fraud, theft, and deception. The Board has also developed *Disciplinary Guidelines for Criminal Conduct*.

(http://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp)

Declaratory Order

The “Declaratory Order” form can be accessed at <http://www.bon.texas.gov/olv/forms.html> . Nursing students are required by the Board of Nursing to acknowledge in writing that they have received information related to eligibility for licensure and declaratory order information. Full information from the Nursing Practice Act/ Rules and Regulations is provided in the first nursing course. A signature of receipt is required by the BON. The Student Statement of Understanding Signature form is located on the last page of this document in which the student is acknowledging that he/ she has received the information. This form will be signed by the student and kept in the student’s file.

Jurisprudence Exam

Effective September 1, 2008, anyone applying for licensure in the State of Texas will have to pass a state approved “Jurisprudence Exam” in addition to the NCLEX-PN in order to be licensed. The student should access the Board of Nursing website <http://www.bon.state.tx.us/olv/je.html> for information about the Jurisprudence Exam.

Graduation Policies

The VN certificate will be awarded to students who successfully meet the following requirements:

- Completion of a minimum of 45 semester hours in identified coursework
- Completion of all Nursing courses with a “C” or better.
- Completion of the Common Prerequisite requirements with “C” or better.
- A minimum 2.0 cumulative grade point average.

College transcripts from other colleges must have both a transcript evaluation and degree audit in the Counseling Center or Registrar’s office prior to filing a certificate plan. For nursing students, this process is accomplished during the application process. A certificate plan must be on file in the counseling office. A certificate plan may be filed any time after enrollment in the first nursing course.

To be considered a candidate for a degree or certificate, the student must submit an on line application for graduation (http://www.tccd.edu/Student_Services/Graduation.html) before the date specified in the College Catalog. The candidate must indicate the Catalog year of his or her certificate plan.

Students should contact the Counseling Center with any questions about their degree plan and requirements.

Pinning

Each year there will be a Pinning ceremony in the month of August upon completion of the last nursing courses. Graduates may participate in this formal celebration. The graduate may invite family and friends to attend. The graduate will dress in professional business attire and a white lab coat.

Tarrant County College District and VN Program Policies

Nursing students enjoy the benefits and rights of all students at Tarrant County College. They are also subject to the same responsibilities as other college students. These rights and responsibilities are outlined in the Tarrant County College Student Handbook.

Texas HB 1508 mandates that students in health care professions be notified that criminal charges/activity occurring before or during their program unless approved by the Texas Board of Nursing, may affect their eligibility to be licensed following graduation. [Texas H.B. 1508, Chapter 53, Subchapter E](#). The students are required to acknowledge and sign the signature page located in all Nursing Course Information Documents.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be available for inspection, review and amendment by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent to waive academic privacy must be made in writing, signed and dated by the student, and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

Minor Children on Campus (District Student Handbook)

From time to time, classes and activities are offered at TCC for minor children. On these occasions, children are invited to avail themselves of these opportunities. At other times, however, parents are cautioned that minor children are not permitted to remain unattended on campus, to attend classes with their parents, or to be in the testing center either attended or unattended.

Student Services

Tarrant County College does not discriminate on the basis of race, color, national origin, sexual orientation, religion, gender, physical or mental disability, veteran status, or age in its programs and activities and provides equal access to the services and other programs at the College District. All services provided by Student Development Services to students comply with this policy. Personal, academic, or vocational counseling, guidance, or placement services are provided to all students without regard to disability.

Advising and Counseling

www.tccd.edu/Student_Services/Advisement.html

Various circumstances can inhibit academic performance. The mission of the Advising and Counseling Centers is to provide professional advising and counseling services to support our diverse student population in achieving educational, career and life goals. There are primarily three types of services offered: success coaching, advising, and counseling. Success coaches are available to provide First Time in College (FTIC) students with support in completing the registration process and transition into college. Success coaches connect students to campus resources and assist them throughout their first year by offering workshops that will increase students' successes.

Academic advisors are available to assist students in the selection of coursework for specific degrees and educational objectives. Academic advisors are also available to assist students who are undecided about their academic direction and can provide information, identify appropriate options to consider, and make referrals for additional assistance.

As one portion of TCCD's advisement program, counselors, academic advisors, and faculty advisors assist students with their programs of study. To comply with regulations of the Texas Success Initiative, all FTIC students must participate in the testing and advisement process. Online Advising for e-Learning students is available six days a week. Students can chat and receive responses to questions within 24 hours.

VN Program High-Risk Student Advisement

A student-faculty advising process is available to support returning, transfer or those students who indicate a need. Entry into High Risk Advising will be determined by a student's inability to successfully complete a learning objective(s). For example:

Test score <70% (with instructor discretion)

1. Course cumulative score < 70% at any point in the semester
2. Skills Laboratory performance evaluation failure
3. Dosage Calculation Exam failure
4. Unsatisfactory clinical performance as determined by faculty
5. Request by student
6. Coordinator recommends advising
7. Student's 2nd or 3rd admission to the nursing program

The program Dean/Assistant Dean or faculty will determine at any time whether a student is to be considered as High-Risk:

1. Faculty refer students to the program administrator
2. Students who fail to follow the advising process may be ineligible for readmission to the nursing program

Faculty Office Hours

Full-time faculty will conduct ten (10) office per week for student counseling, class preparation, or committee work. It is suggested that students requiring assistance or counseling, email the

faculty to request an appointment. Adjunct faculty are required to conduct office hours of thirty (30) minutes per week.

Financial Aid

(www.tccd.edu/financialaid)

There are many financial aid programs for students taking credit courses at Tarrant County College District (TCCD), including grants, scholarships, college work-study and loans. The application used to determine eligibility for most financial aid programs is the Free Application for Federal Student Aid (FAFSA). Students may contact the Financial Aid Office to inquire regarding the application process.

Federal guidelines state that Federal funds cannot be released until 10 days prior to the start of class. In 8-week courses, Federal funds for the 2nd eight-week course will not be available until ten days prior to the start of the 2nd 8-week course. Students will only receive funding for the 1st 8-week course at the beginning of the semester and must wait for the balance of the Federal funds until mid-semester.

For students in need of financial aid, pamphlets and applications describing all programs of financial assistance at TCC are available in the Financial Aid Office.

The Tarrant County College Foundation provides scholarships for students majoring in nursing. Visit <http://www.tccd.edu/search.html?q=tccd%2Bfoundation%2Fscholarships&submit=Search> for more information.

The Texas Nursing Practice Act considers failure to repay a guaranteed student loan as unprofessional conduct, as provided in Section 570491 of the Texas Education Code. This rule reflects a requirement passed by the Legislature.

Student Accessibility Resources (SAR)/Disability Support Services (DSS)

([Student Accessibility Resources](#))

The mission of Student Accessibility Resources (SAR), previously designated Disability Support Services (DSS), is to promote equal access to education for students with disabilities in an environment that is respectful, values individual differences and encourages self-advocacy. In compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, SAR provides equal access to College programs, services and activities for qualified students with disabilities.

Requests for an accommodation are reviewed on a case-by-case basis, and are determined based on disability, and the documentation provided.

Health Services

(http://www.tccd.edu/Student_Services/Health/index.html)

An integral part of Health Services is to promote a balanced lifestyle that will enhance the collegiate experience. Each TCCD campus provides a Health Center staffed by Registered Nurses who provide first aid and emergency care for students. Opportunities for health education, health counseling, and referral information to an appropriate healthcare agency or provider are available. Students are encouraged to use the campus health center which provides confidential services free of charge. NOTE: Students are financially responsible for any health services needed outside of the campus health center, such as ambulance transport or physician visit.

Learning Centers

(www.tccd.edu/Student_Services/Labs.html)

Learning Centers provide tutoring and computer-based learning resources to support and enhance classroom instruction.

A large selection of software titles is provided to cover a wide range of academic subjects. Little or no computer knowledge is needed to benefit from these programs. Word processing programs and other applications also are available for personal use and for assistance with the completion of class assignments. Centers also provide access to materials supporting the instructional television (ITV) courses.

Tutors are available in several subject areas. Students should contact their campus Learning Center for additional information.

Library Services

(<http://library.tccd.edu/>)

TCCD libraries provide access to information in print and electronic format as well as serve as a place to study. Professional librarians are available to provide assistance for on-site and electronic resources. A current TCCD I.D. card is required to access library resources. Access to databases, e-books, websites, and the library online catalog are available at all campus libraries. Wireless Internet access is also available in all the campus libraries. Printers and photocopy machines are available.

The library collections include magazines, journals, newspapers, literary criticism and other print and non-print materials to support instruction. During the fall and spring semesters, circulating books may be checked out for a period of three weeks, and for summer terms for two weeks. The circulation/reserve desks maintain materials that faculty have placed on reserve for students. Most of the libraries also provide audio/visual equipment. The TCCD libraries participate in the TexShare Program that allows students to obtain TexShare cards for access to resources at other Texas college and public libraries.

For more specific information and for campus library hours, contact the campus libraries or view the campus library Web pages.

Registrar's Office

www.tccd.edu/Admissions/Registrar_Contact.html

The Registrar's Office provides a variety of services to students. Most services are also available online through WebAdvisor. The campus Registrar's Office can provide more information on the following:

- Admission and readmission to the College District
- Academic Fresh Start
- Registration assistance and information about credit and noncredit courses
- Information about academic policies and procedures
- Unofficial transcripts and requests for official transcripts
- Student records information and updates
- Assistance with course withdrawals
- Verification of enrollment
- Certification for Department of Veterans Affairs education benefits
- Residency determination and eligibility for tuition waivers and exemptions

A TCCD I.D., driver's license, or other photo identification is required for most in-office business transactions. TCCD I.D. can be obtained through each campus Copy Center.

Change of Name, Address, and Phone Number

A nursing student who has a change of name, address or phone number, must first notify the registrars' office of this change. Once it is officially changed with the registrar, you can update it with the VN Program Department by emailing virginia.covington@tccd.edu.

Inclement Weather

Students are expected to attend class or practicum during inclement weather unless the College is officially closed. Official closings are announced on radio and television stations, a taped message will be put on each College switchboard and at www.tccd.edu. Students may opt to receive emergency alerts on their cell phones managed through *myTCC Alerts*. Students are expected to exercise good judgment in determining whether or not to attend class or clinical during inclement weather. However, the student will be counted absent unless the College is officially closed.

Disaster Plan (Calling Tree)

In the rare event that the customary means of notification (TCC website, television news, etc...) is not available (for example, a brown out), TCC nursing students would be notified by phone via the course faculty if classes and/or clinical were to be canceled.

TCC Attendance/Absence Policies (District Student Handbook)

Regular and punctual class attendance is expected at Tarrant County College. In case of absence, it is the student's responsibility to contact the instructor. Students absent on official school business and those observing a religious holy day are entitled to make up school work missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school.

Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the prearranged time for makeup work, they forfeit their rights for a further makeup of that work. Students who stop attending class for any reason should officially withdraw from the class on WebAdvisor. Failure to officially withdraw may result in a failing grade for the course. Class attendance and participation are essential to student success. The following attendance guidelines apply:

1. A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped at the discretion of the instructor.
2. A student in an online course is required to successfully complete the online orientation and actively participate in the course as described in the Instructor's Course Requirements (ICRs). A student not meeting these requirements may be dropped at the discretion of the instructor.

VN Program Attendance Policy

The VN Program adheres to the TCC attendance policy. Attendance in class and clinical is essential to the development of the student's knowledge and mastery of skills. In addition, the VN Program follows the policies listed below:

1. Students are required to adhere to the guidelines stated in each Course Information Document (CID)/syllabus regarding notification of the instructor and clinical facility.
2. Make-ups and continuation in the course when absences and tardiness are deemed excessive by the CID/syllabus are considered within each course.
3. In all cases, the ability of the student to meet the objectives of the course will be the primary consideration in determining whether a student will be allowed to continue in the course.
4. Tardiness is an unprofessional behavior. Excessive tardiness (three tardies or more) will be grounds for initiation of a counseling summary for Unprofessional Behavior. Three tardies constitute an absence.

VN Program Academic Progression and Dismissal Policy

A student may be dismissed from the nursing program or be unable to progress for the following reasons.

Failure to achieve a 2.0 (C) grade in all nursing courses.

1. Excessive absences as identified by each clinical course with a demonstration of inability to meet course requirements.
2. Unsafe clinical performance or unprofessional conduct in clinical area, including but not limited to unsafe/unprofessional clinical practice as outlined in the Criteria for Safe/Professional Performance in the *Guidelines for VN Students at TCC*.
3. Failure to comply with rules and regulations of the nursing program, Tarrant County College, or any affiliating agency. This includes behaviors which are violations of good professional character, including but not limited to honesty, accountability, trustworthiness, reliability, and integrity.
4. Failure to obtain a minimum score of 90% on the Dosage Calculation Exam in each course where it is given.
5. Failure to meet the required performance evaluation on medication administration by the third opportunity in the Nursing Skills Course. Failure to comply with College policy regarding incomplete coursework.

VN Program Procedure for Student Dismissal

When a student is dismissed prior to the end of a semester, the following steps will be implemented:

1. The faculty will complete a student exit summary form which will be signed by both the faculty member and student. The student will receive a copy, and a copy will be placed in the student's permanent record, with referral of the recommendation to nursing administration.
2. Nursing administration may appoint a committee to review the recommendation for dismissal.
3. The committee, if applicable, will review the recommendation and refer their findings to nursing administration.
4. The Assistant Dean of VN Program will meet with the student and make a decision on the dismissal.

If the dismissal is upheld, the student may opt to:

1. Withdraw prior to the semester drop date.
2. Initiate an appeal through the division and/or college Student Grievance Procedures
3. Seek readmission into the nursing program (Refer to the VN Program readmission and transfer policies).

Clinical Safety

To protect patient safety in the clinical setting, TCC VN Program faculty are authorized to remove students from a clinical setting if they pose a risk of harm to patients, faculty, or staff. Students may be removed at any time including before beginning the clinical experience. Examples of situations that pose a risk of harm include (but are not limited to) any student who:

1. Does not conform to the Criteria for Safe / Professional Performance in the Student Guidelines.
2. Appears to be impaired by the use of chemicals (over the counter, prescription, or illegal).
3. Appears to be excessively fatigued or emotionally distressed. If students have a day clinical, they cannot work the night before a clinical.
4. Appears to pose a risk of transmitting a communicable disease.
5. Appears to pose a risk of violence.
6. Is unable to calculate medication doses accurately.
7. Is unprepared to provide patient care.
8. Does not demonstrate effective/understandable verbal communication with patients, families, staff or instructors.

TCC Withdrawal Policy (District Student Handbook)
(www.tccd.edu/Admissions/Registration/Withdrawals.html)

Students considering drop/withdrawal should first consider the impact (if applicable) on financial aid, veterans' benefits, third party sponsorships, and/or other entitlements.

A student may withdraw from a course or from the College with a grade of W any time on or before the Friday of the 12th class week in the fall or spring semester, on or before the Thursday of the fourth class week in each summer term. Courses dropped before the Official Day of Record (census date) of the courses are deleted from the student's enrollment, do not earn any grade, and do not appear on the student's transcript. Courses dropped after the Official Day of Record will receive a grade and will appear on the student's transcript. However, a student whose first college enrollment occurred in Fall 2007 or later may not drop more than six courses during their cumulative enrollment at any Texas public college or university (see Drop Six Regulation in District Handbook). A student enrolled in special session courses should be advised of the withdrawal deadline by the instructor or contact the campus Registrar.

A student may withdraw from one or more courses prior to the withdrawal date through WebAdvisor or by contacting the campus Registrar's Office in person. A student who withdraws online is responsible for verifying that the electronic drop processing was completed by printing a copy of the unofficial transcript or student schedule showing the grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

A student unable to withdraw in person or electronically may mail or fax a letter to the campus Registrar specifying the class or classes for which withdrawal is requested. The letter must include the student's name, ID number, date, and class information along with the student's signature. If mailed, the request for withdrawal must be postmarked on or before the last day to drop a class, or if faxed, the date shown on the fax confirmation must be on or before the last day to drop a class.

VN Program Procedure for Student Withdrawal

The student must adhere to the criteria for safe/professional performance and demonstrate professional conduct while in the clinical setting. The faculty will initiate the following disciplinary procedure when the student exhibits unsafe performance or unprofessional conduct.

The faculty member will counsel the student and complete a Student Counseling Summary form, which will become a part of the student's permanent record. Documentation of the counseling session will include:

1. A description of the unsafe clinical performance/unprofessional conduct.
2. Indication by student signature that the faculty/student reviewed the criteria for safe/professional performance and conduct with the student.
3. Recommendations to avoid repetition of the unsafe clinical performance/unprofessional conduct (e.g. going to the skills lab for re-mastery of the skill/remediation, as indicated).
4. Timeline for the demonstration of safe/professional performance or conduct.
5. Signatures of both the student and faculty.

Following the disciplinary procedure, failure to demonstrate safe/professional performance or conduct in the clinical setting, within the designated time frame, will result in a failing grade in the course and dismissal from the TCC VN Program.

Student Grievance Procedure (District Student Handbook)

If a student has a grievance, the following procedure should be initiated:

1. Discuss the problem with the faculty or individual involved.
2. If a student is not satisfied with the decision after discussing the problem with the faculty or individual involved, contact the VN Coordinator. If no resolution, then contact the Assistant Dean of VN Program.
3. If the grievance is not resolved at the VN Program level, it should be processed through normal channels beginning with the Divisional Dean followed by the Vice President for Academic Affairs and the Campus President.

Reinstatement

A student who has been dropped or withdrawn from a course may be reinstated with the approval of the Vice President for Academic Affairs.

The student must initiate any request for reinstatement within seven (7) calendar days of the official date of drop by personally contacting the faculty involved.

Student Re-Entry

A student may be eligible to re-enter the program two (2) times. An exception to this rule may include a student who withdrew due to a serious personal illness, injury, and/or pregnancy that is documented by a physician. The Student Health Clearance Policy form will be required for re-entry. A student's re-entry to theory and clinical will be coordinated through the Assistant Dean of the VN Program.

However, serious safety issues or unprofessional conduct may provide grounds for refusal of re-entry (must be documented in Exit Summary).

Re-Entry Procedure

1. Students who withdraw from or are unsuccessful in nursing courses must meet with the Dean/Assistant Dean of the VN Program for re-entry. Eligibility is based on available space, meeting Exit Summary recommendations, health clearance, etc.
2. All students that have been out of the nursing program for one long semester must repeat the drug screen and background check through the nursing department.
3. Successfully complete VNSG 1023, Basic Nursing Skills with a "C" or higher grade.
4. Successfully complete VNSG 1037, Vocational Nursing Update with a "C" or higher grade.
5. Successfully complete VNSG 1027, Dosage Calculations for Nursing with a "C" or higher grade if the student fails the course due to failing clinical math.
6. Submit a written request for re-entry consideration to the Assistant Dean of the VN Program.
7. Contact the office of the Assistant Dean upon completion of the remediation requirements for re-entry status.
8. If an absence from the VN program is longer than two (2) long semesters, the student must reapply to the program as an entry level student.

Guidelines for Testing

Testing Procedures

1. If a student is unable to take a test at the regularly scheduled time, it is the student's responsibility to contact the faculty personally prior to the scheduled test. Contacting a departmental Administrative Assistant does not constitute adequate notification.

2. If a student fails to inform the faculty, the TCC attendance/absence policy will be followed.
3. Students who are tardy for a test will need to complete the test in the remaining time allotted for the test.
4. Students will not discuss the exam. Tarrant County College District policy for academic dishonesty will be enforced if necessary.
5. The exam is administered online. In the event of computer failure, a traditional paper and pencil exam will be administered.
6. The faculty will not discuss exam items during the testing period.
7. Backward navigation is not allowed on the exam. Each question must be answered before the student can move forward.
8. Students requesting reasonable accommodations must follow the Tarrant County College District's policy to receive certification through the campus SAR. Failure to follow proper protocol will result in the student taking the exam according to the traditional testing guidelines.

During the Exam (On Campus instructions)

1. All textbooks, purses, notebooks, papers, drinks, and other personal belongings (including jackets and hats), will be placed in the designated area outside of the exam area.
2. Mobile telephones, smart watch, and pagers must not be taken into the testing area. **If students bring their phone to a testing site, they will be asked to return the cell phone to their car if time allows. IF time does not allow, the student will turn the cell phone off completely and give it to the instructor. A Counseling Summary will be written if it happens more than once.**
3. The student will check in with the faculty to confirm attendance, receive scratch paper, calculator (only the provided calculator or the online calculator may be used), and instructions.
4. The student will enter the testing area and login as instructed.
5. There will be no talking during the exam.
6. The faculty will indicate when the exam begins.
7. The faculty will proctor the exam.
8. The student will be allowed fifteen (15) minutes to review the rationale for all missed exam items immediately following the completion of the exam. (**Note:** If the student is taking the exam prior to the scheduled time, the student will not be allowed to review the rationale of the missed items at that time).
9. The designated review period, immediately following the exam, will be the only time that the student will be allowed to review the rationales for missed exam items.

Following the Exam

1. The student will turn in the scratch paper and calculator, to the faculty, and leave the testing area once the exam is completed.

2. The student should schedule an appointment with the faculty for content or concept clarification.

Make-Up Testing Policy

The faculty recognizes that extenuating circumstances occur that may require a student to take a test either prior to or after a regularly scheduled test.

It is the student's responsibility to make arrangements with the faculty as soon as possible regarding the date, time and location that the makeup exam is to be taken. The makeup test should be taken within one week of the regularly scheduled exam.

If the exam is taken prior to the regularly scheduled exam, the student will not be allowed to review the missed items rationales that day.

Failure to adhere to this policy may result in a grade of zero for the test.

Dosage Calculation Exam Policy

The purpose of this policy is to assure patient safety when students administer medication in the clinical setting.

A dosage calculation exam (DCE) will be administered in each long semester prior to students administering medications in the clinical setting. A grade of ninety percent or higher will be required to pass. Three attempts will be given to take the dosage calculation exam in each clinical course. If the student does not achieve ninety percent or higher on the first or second attempt, it is the responsibility of the student to contact their faculty for remediation.

Students will not be allowed to administer medications until they pass the dosage calculation exam. If the student fails to score ninety percent or higher on the third attempt, the student must withdraw from all courses.

Grading

Nursing students must receive a "C" or above in all nursing courses to progress to the next course. Because nursing courses build on previous learning, a grade of "C" represents the minimum level of achievement that makes it possible for the student to be successful in future nursing courses. Corresponding theory and clinical courses must be taken concurrently.

As adult learners, students acquire knowledge in various modalities. As with learning, students are assessed and evaluated in a variety of methods. Specific course evaluations and grading criteria are outlined in each CID/syllabus. Assignments, activities, quizzes, and examinations are assigned points. The points for each course are translated into a percentage then a grade of A, B, C, D, or F. Grading legends are contained within each CID/syllabus.

Failure to complete all required assignments, activities, etc., in each nursing course may result in an incomplete for that specific nursing course.

Individual nursing courses may require additional self-directed assignments for satisfactory completion of the course. Specifics will be discussed in each nursing CID/syllabus.

Clinical Evaluation

The clinical evaluation is based on the essential competencies needs and safe/professional performance criteria. The evaluation process demonstrates progression throughout the program. The use of the clinical evaluation tool makes it possible to evaluate the student's performance at mid-semester, recommend improvements needed, and at the end of the semester. The summative evaluation portion is shared with the student at the conclusion of the clinical rotation. The clinical evaluation tool is used in each clinical course.

Grade Review and Change of Grade (District Student Handbook and Policy)

Students may petition for review of a grade within thirty calendar days after the first class day of the next long semester by following these procedures:

1. The student must inform the instructor and the department chairperson (VN Assistant Dean) in writing of the reason for the review of grade;
2. The instructor should then examine the records and submit his/her recommendations through administrative channels to the campus Vice President for Academic Affairs who will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, it should be explained in a memorandum.
3. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. In all cases, copies of the student's written appeal, attendance records, and grade report (with legend) must be attached. The process of review of grade must be completed within thirty calendar days after receipt by the instructor of the written appeal.
4. If the instructor is no longer employed, the department chairperson (VN Assistant Dean) will then examine the instructor's record, make a recommendation, and send the recommendation through the proper channels to campus Vice President for Academic Affairs who will notify the of the decision.

Procedure

1. The student should initiate a meeting with the instructor.
2. If not resolved the student should schedule an appointment with the course coordinator.
3. If not resolved the student should follow the District Policy for Grade Review.

TRCE Resource Center

Computer Labs

The nursing computer lab is open to all nursing students, staff, and faculty. We daily assist students accessing information and give technical support and advice as needed. All that is needed to enter the lab is a valid TCC ID. **Location:** Room 2017A of the **Allied Health building** (TRHA). Printing services are available for students through **wepa (We Print Anywhere) Print Solution**. More information regarding this printing service can be located at <http://sites.tccd.edu/tccbuzz/2016/11/28/tarrant-county-college-to-introduce-wepa-campus-print-system-for-student-printing/>

Resource Center Hours

Spring/Fall						
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
8:00a-9:00p	8:00a-9:00p	8:00a-9:00p	8:00a-9:00p	8:00a-9:00p	CLOSED	CLOSED
Summer						
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
9:00a-9:00p	9:00a-9:00p	9:00a-9:00p	9:00a-9:00p	CLOSED	CLOSED	CLOSED

Lab Rules

1. Show a Student ID or class schedule when entering the lab
2. Food and drinks are not allowed; this includes gum and candy
3. Loud or disruptive conversations are not permitted
4. Sexually explicit materials are not to be viewed, downloaded, or saved
5. Playing music without the use of headphones is not allowed
6. Computers are for class-related use
7. Do not personalize the computers
8. Do not turn off, or attempt to "fix" any computer
9. Bring your own diskette or USB jump drive
10. Do not download or install software
11. Do not play on-line games
12. Chat rooms are not allowed
13. Use cell phones outside of lab - Please set to Silent Notification mode
14. Lab closed during online testing
15. Violators will be asked to leave the lab

Equipment

1. 22 computers with Windows 10 Professional
2. CDRW and DVD playback
3. USB extension cord
4. Headphone

Software

The applications listed below are available to all users on all lab computers:

1. MS Office 2016 (Word, Excel, Access, PowerPoint, OneNote, Publisher, InfoPath, Groove)
2. Internet Explore
3. Adobe Acrobat Professional
4. Windows Media Player
5. QuickTime
6. RealPlayer
7. McAfee Anti-Virus Enterprise
8. Power DVD
9. Sonic RecordNow

The following Nursing related applications are available only to nursing students and can be accessed via the shortcut located on the Desktop:

1. HESI
2. SofTest
3. Medcom
4. Survey

TRCE Training/Testing Center

The Testing Center only opens for students to take exams and training. Students should not enter the Testing Center without their faculty.

Hours: variable

Testing Center Rules

1. Food, gum, candy, and drinks are not allowed
2. Conversations are not permitted
3. Sexually explicit materials are not to be viewed, downloaded, or saved
4. Computers are for class-related use
5. Do not personalize the computers
6. Do not turn off or attempt to “fix” any computer

7. Do not download or install software
8. Do not play online games
9. Chat rooms are not allowed
10. Cell phones and other electronic devices may not be brought into the testing center.
11. All textbooks, purses, laptops, tablets, and other personal belongings (including jackets and hats) will be placed in the designated area
12. Do not go into Training Center without your faculty
13. Faculty may set more stringent requirements

Equipment

1. 87 computers with Windows 10 Professional
2. CDRW and DVD playback
3. USB extension cord
4. Headphone

Software

The applications listed below are available to all users on all lab computers:

1. MS Office 2016 (Word, Excel, Access, PowerPoint, OneNote, Publisher, InfoPath, Groove)
2. Internet Explorer
3. Adobe Acrobat Professional
4. Media players (Windows Media Player, QuickTime, RealPlayer)
5. McAfee Anti-Virus Enterprise
6. Power DVD
7. Sonic RecordNow

The following Nursing related applications are available only to nursing students and can be accessed via the shortcut located on the Desktop or Favorite bar from Internet Explorer:

1. HESI
2. SofTest (desktop icon)
3. Medcom
4. Evolve (Case Studies, Practice Test)
5. Survey (desktop icon)

Viewing Online Videos at Off-Campus Sites

TCCD nursing students should use discretionary judgment when viewing on line video content off campus or when not in the nursing department. The student should avoid viewing on-line videos where the general public or children may be exposed to content that may not be suitable.

Student Colleague ID's

Student Colleague IDs will be used for all computer applications, testing, and identification purposes while the student is enrolled at TCC. Social Security IDs will only be used for the purpose of licensure related documentation.

Official Method of Communication

The Nursing department will use *MyTCC* e-mail as the official method of communication for students enrolled in the program. Postal mail will be used when an official, certified verification of a student having received a document from the department is necessary.

Chemical Dependency/Abuse Policy

In addition to adherence to the TCC District Policy which prohibits the sale, use, possession, or being under the influence of alcohol or any illegal, dangerous, or controlled drugs on college premises or college sponsored events, the VN Program is required to report to the Texas Board of Nursing the names of nursing students with chemical dependency issues believed to affect clinical performance.

The Nurse Practice Act requires that “a nursing educational program that has reasonable cause to suspect that the ability of nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires”. (Nursing Practice Act, Sec. 301.404 Duty of Nursing Education Program to Report).

Gift Policy

Students often wish to express appreciation to their faculty at the end of the semester. A written expression of thanks is valued by your faculty. The faculty is not, however, allowed to accept gifts that required a sizable expenditure by students.

Communication Devices and Social Networking Sites

In order to provide a professional teaching/learning environment, the following policy will be adhered to:

1. Mobile/cellular telephones and pagers must be placed in a silent mode or turned off during classroom, clinical and laboratory. Failure to follow this policy may result in immediate removal of the student from the specified setting.
2. Should the clinical facility have a special policy in place, which governs the use of mobile/cellular telephones, it may be necessary to turn the telephone off.

Social Media Policy

1. The VN Program acknowledges that the use of social media can be valuable in health care; there are serious potential consequences if used inappropriately. Online postings may harm patients if protected health information is disclosed. These types of postings may reflect negatively on individual students, nurses, the nursing profession and the public's trust in the profession. They may, as well, jeopardize the student's continuation in the nursing program. **Critical Behavior:** Violation of this policy is considered a violation of the standards of nursing practice, and a violation of the Texas Board of Nursing's (TBON) Standards of Professional Standards and Conduct rules as well as a violation of TBON position (15.29) - (Use of Social Media by Nurses), and the Tarrant County College District policy on Social Media.
2. Adapted from: NCSBN's (National Council of State Board of Nursing Council) guidelines (NCSBN, 2011e). Nursing Student's must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Students

1. **Must** not transmit, by way of any electronic media, any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.
2. **Must** not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
3. **Must** not identify patients by name or post or publish information that may lead to an identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
4. **Must** not take photos or videos of patients on personal devices, including mobile devices.
5. **Must** maintain professional boundaries in the use of electronic media. The fact that a patient or former patient may initiate contact with the student does not permit them to engage in a personal relationship with the patient. Online contact with patients and former patients blurs the distinction between a professional and personal relationship.
6. **Must** consult TCC policies or an appropriate faculty member within the college for guidance regarding postings.
7. **Must** promptly report any identified breach of confidentiality or privacy.
8. **Must** be aware of and comply with college/clinical facility policies regarding use of college/facility-owned computers, cameras, and other electronic devices and use of personal devices in the facility.
9. **Must** not make disparaging remarks about patients, fellow students, or faculty (even if the specific patient/student or faculty is not identified).

VN Clinical Policies

By agreement with clinical facilities and Texas Department of State Health Services guidelines, students must meet the following requirements to participate in the clinical learning experience:

Nursing students must comply with policies and procedures of the clinical setting: for example, policies related to but not limited to:

1. The maintenance of a drug-free/smoke-free environment.
2. Nursing students may not take verbal or telephone orders.

Clinical Setting Policies

Current CPR certification is required prior to participation in the clinical experience. Successful completion of the BLS Health Care Provider Course from American Heart Association (only accepted vendor) is required for students enrolled in the nursing program. This certificate is considered current for two years. Students are required to provide documentation of current CPR certification at the beginning of each semester. Documentation must include dates that will not expire during the semester.

Liability Insurance

Professional liability insurance coverage is required. For the student, this is maintained through a policy held by Tarrant County College. Once a year, students pay a fee at registration to receive professional liability insurance, which covers student learning experiences.

Health Care Coverage

Students are responsible for their individual health care coverage. Emergency treatment for accident or illness in the clinical setting is available at the student's expense. Injury or illness occurring during clinical practice must be reported to the clinical faculty. If a student emergency occurs while at the clinical facility, activation of the emergency medical system (EMS) will ensue. The student will be evaluated/treated by the EMS and/or Emergency Room personnel, at the nearest acute care facility. Expenses incurred are the responsibility of the student. Each semester, all students enrolled in the Tarrant County College VN Program are required to have proof of medical insurance. It must be current for the entire semester(s).

TB Screening and Immunizations

Clinical facilities require students to be free of communicable disease when delivering patient care. The Texas Department of State Health Services also requires certain immunizations for students in health-related programs. A completed up-to-date immunization record must be on file prior to registration, recording immunizations or proof of disease. Immunizations must be current for the entire semester.

Required tests or immunization include:

1. **Hepatitis B** Series (three (3) doses or positive titer).
2. **MMR (Rubeola/Measles, Mumps, Rubella/German Measles)** documentation of two (2) doses or positive titers.
3. **TDaP (Tetanus, Diphtheria & Pertussis)** Booster (one dose as an adult) within the last ten years.
4. **Varicella** vaccination Series or titer.
5. **Influenza/Seasonal Flu** Immunization (required annually during flu season usually from September through March or April) or sign a declination of influenza vaccination form.
6. **Negative Mantoux Tuberculin (TB) Test** (annual requirement) (can be either TST or QFT) and/or negative CXR. If a history of positive PPD test or having had TB, must provide documentation of negative chest x-ray or completed treatment.
The chest X-ray does not need to be repeated unless the student exhibits signs of tuberculosis or exposed to a disease. An annual TB questionnaire must be completed.
7. **Hepatitis A series or immunity (titer).**

This policy is consistent with recommendations of the Public Health Department and the Center for Disease Control Guidelines for Infection Control in Hospital Personnel.

Students are responsible for entering their own information into **Castle Branch (starting fall 2020)** and maintaining current immunizations and records.

Students Taking Medication

Nursing faculty have the right to request written medical clearance from the student's health care provider if there is reason to believe that a known or suspected problem or illness (physical or emotional, including complications of pregnancy) may compromise patients', staff, faculty, peers or the student's own health, welfare or safety. The student will not participate in clinical experiences until such written documentation is provided.

In addition, notification of a change in health status will be initiated by the student. A copy of the Student Health Clearance form, from the health care provider, will be placed in the student's file. All expenses incurred for the medical clearance will be the student's responsibility.

Dress Code

Students must adhere to the dress code of the assigned facility/hospital as well as to that of the TCC VN Program. The dress code is to be followed whenever the TCC VN Program uniform is worn, whether in clinical or on campus. The approved student uniform consists of a Caribbean blue scrub or uniform top, Caribbean blue pants (cargo or drawstring/elastic waist pants), white lab coat or white scrub jacket. Uniforms must be purchased at the Trinity River – Barnes and Noble – Campus Bookstore. A Caribbean blue skirt may be worn with a minimum length to the bottom of the knee. White or nude hosiery is to be worn with the skirt. A white lab coat or white scrub jacket must be worn in place of a sweater or fleece jacket, while in uniform when the temperature is cold. The school patch will be permanently affixed, centered two inches below the shoulder, to the left sleeve of each uniform top and lab coat. Uniforms with permanently attached patches will be purchased through the TCC-Trinity River Campus Book Store. While in

the clinical setting, a program approved photo ID badge must be worn above the waist in a location that is easily seen. This ID Badge is supplied through CastleBranch and contains the information required in the clinical setting.

A short or long sleeved white or black unadorned tee shirt may be worn under the uniform top, and will be tucked into the scrub pants. The color of the tee shirt should be consistent with the color of the shoes. Tops must be long enough so that there is no exposure of abdomen, lower back, or lower chest when sitting, standing, or bending. Undergarments will be worn and will not be visible by style or color. Approved shoes include predominately white or black made of predominately leather with closed heel and toe. Female students shall wear either white or tan hose or socks in white or black to match shoes. Male students will wear black or white socks to match shoes.

Head scarves may be worn if they are: (1) worn as an expression of the student's faith or (2) to cover a skin/hair medical condition. Head scarves are to be white or black in color; free of pattern or print; free of fringes or other appendages that could be hazardous, worn in a manner that presents no risk of the garment swinging in a hazardous way and must not cover the nose and/or mouth.

Students will wear a watch that measures seconds. No jewelry may be worn except wedding rings and one small stud per ear for pierced ears. Necklaces and bracelets with identifying health information and fitness bracelets are allowed if they are made of materials that can be disinfected with soap and water and not disallowed by the clinical facility.

Jewelry worn for pierced nose, lip, cheek, mouth, tongue, eyebrow, or other visible areas will not be worn while in uniform. Ear gauges must be covered/non-conspicuous. Perfume, cologne, and scented after shave lotion are unacceptable and are not to be worn. Fingernails should be clean and trimmed to the end of the finger to promote patient safety. Artificial nails, acrylic overlays, gel polish, or nail polish are not permitted, and nail jewelry is not to be worn. When in uniform students should be recently bathed with breath and body odor controlled. Make-up should be kept to a minimum (i.e. small amount of mascara, light blush, and inconspicuous lip color). Visible tattoos must be covered.

Hair should be clean and neatly controlled with long hair pulled back, up and off the collar, and worn away from the face to avoid contamination. Hair clips may be worn only to keep the hair in place. Hair should be a color that appears naturally for hair (no green, blue, purple, pink, yellow, orange, etc.). It will be neat and clean and not be a distraction (no excessive styles or ornamentation). Men must be clean-shaven or have a neatly trimmed beard not to exceed one inch. Mustaches may not extend below upper lip.

Students are not permitted to chew gum in the clinical setting or anytime when the uniform is worn to a clinical.

Students are also required to have an official TCC student photo identification badge when on campus. The fee is paid at the Trinity River (TR) Campus Business Services Office, and the

receipt is taken to the Trinity River (TR) Campus Copy Center where the photo is taken. If the badge is lost, the student must contact the TR Campus Copy Center to request the replacement. Students who are not in compliance with this policy will be asked to immediately correct the problem. If a student refuses to comply with the policy or is unable to do so, she/he will be asked to leave clinical for the remainder of the day. The absence will constitute one unexcused absence under the course attendance policy.

When students are in the hospital for school business outside the regular clinical time, such as to choose pick patient assignments, they must be in full uniform including appropriate footwear and identification. The uniform is considered professional attire which does not include items such as jeans, shorts, jogging outfits, tee-shirts, or flip-flops.

The VN student uniform may not be worn in private employment.

Confidentiality

Nursing students are required to maintain patient confidentiality and right to privacy laws. All information regarding a patient belongs to that patient, and persons not involved in their care should not have access to such information. (*American Hospital Association, Patient’s Bill of Rights, 1972; Texas Nursing Practice Act, Rule 217.12, Unprofessional Conduct. The Health Insurance Portability and Accountability Act (HIPAA.)*) Removal from the hospital of any information with any type of patient identifying data is considered a breach of confidentiality. Each semester students are required to sign the following statement regarding confidentiality: I will keep all patient information that I have the privilege of reviewing for the purpose of my educational experience confidential. I will not discuss it with anyone, except to the extent necessary to complete my educational requirements and to provide appropriate care to my patients. I understand that violation of a patient’s confidentiality may be grounds for a clinical failure and dismissal from the program.

All entry-level, as well as transfer, students will complete the HIPAA Student Education Program (online) with a score of 100% prior to their first clinical experience.

Criteria for Safe/Professional Performance

Patient safety is of paramount importance in the delivery of patient care. Therefore, it is necessary for the student and the nursing faculty to assure safe/professional-nursing care. With supervision, the student will demonstrate the four roles of the nurse (Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, Member of the Health Care Team) using the nursing process.

<p>SAFE/PROFESSIONAL CLINICAL BEHAVIORS INCLUDE BUT ARE NOT LIMITED TO:</p>	<p>UNSAFE/UNPROFESSIONAL CLINICAL BEHAVIORS INCLUDE BUT ARE NOT LIMITED TO:</p>
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1.	Provides for the physical care and safety of the patient.	Violates or threatens the <u>physical</u> safety of the patient (e.g., neglects the use of side rails; restraints; comes unprepared to clinical).
2.	Maintains and monitors for the microbiological safety of the patient.	Violates or threatens the <u>microbiological</u> safety of the patient (e.g., violates aseptic technique; reports to clinical with personal illness).
3.	Maintains and monitors for the chemical safety of the patient.	Violates or threatens the <u>chemical</u> safety of the patient (e.g., violates the "5 Rights of Medication Administration; fails to monitor IV infusions and/or patients' responses to medications).
4.	Maintains and monitors for the thermal safety of the patient.	Violates or threatens the <u>thermal</u> safety of the patient (e.g., burns patient with hot packs, heating lamp, etc.; fails to observe safety precautions during O ₂ therapy).
5.	Assures the psychological safety of the patient by using stress control methods and therapeutic communication. Assures professional boundaries	Violates or threatens the <u>psychological</u> safety of the patient (e.g., repeatedly uses non-therapeutic techniques; attacks/derogates individual's beliefs or values; provides inaccurate or incomplete information repeatedly during patient teaching, exploits patient's physical, sexual, emotional, or financial well-being).
6.	Accurately and/or adequately uses the nursing process.	Inadequately and/or inaccurately uses the nursing process (e.g., fails to observe and/or report critical data in reference to patients; repeatedly makes faulty judgments/decisions in nursing situations).
7.	Demonstrates the principles/learning/ objectives in carrying out nursing care skills and/or delegated medical functions.	Violates previously mastered principles/ learning/objectives in carrying out nursing care skills and/or delegated medical functions (e.g., unable to give injections; fails to obtain accurate vital signs).
8.	Assumes appropriate independence in action. Manages required patient care load at each course level.	Assumes inappropriate autonomy for actions or decisions (e.g., performs competencies not yet passed). Repeatedly unable to manage the patient assignment (e.g., fails to seek help in emergency situations).
9.	Seizes opportunities for growth in practice and recognizes personal strengths and limitations.	Fails to avail self of learning opportunities, to recognize personal limitations or incompetence (e.g., refuses to admit errors noted by instructor/nursing staff; places patient in life-threatening or personal injury position, provides patient care without required supervision).
10.	Recognizes and accepts ethical and legal responsibility for actions. Demonstrates behaviors indicating honesty, accountability,	Fails to recognize and/or accept ethical and legal responsibility for actions thereby violating professional integrity as expressed in both the ANA Code for Nurses/and the Texas Nursing Practice Act (e.g., cannot identify legal responsibility in

trustworthiness, reliability, and integrity.	specific nursing situations; covers own/other's errors or fails to report them; shares confidential information inappropriately; chemical impairment).
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VN Program Infection/Standard Precautions Policy

The Tarrant County College VN Program includes clinical experiences involving the care of patients with communicable diseases. As a part of the learning experience, students may care for individuals who may have blood borne pathogens. These blood-borne pathogens include the HIV (Human Immunodeficiency Virus), Hepatitis B (HBV), or Hepatitis C (HCV).

Students will be expected to treat all patients with the concern and dignity inherent in professional standards of care. Tarrant County College nursing faculty and students will be expected to follow the guidelines published by the Center for Disease Control for the prevention and/or spread of HIV, HBV, or HCV and other blood borne pathogens, as well as infectious disease guidelines.

These guidelines for the prevention of HIV transmission are consistent with OSHA Standards, and Recommendations from the U. S. Department of Health and Human Services Center for Disease Control and Prevention (CDC). In 2007, CDC published new guidelines (standard precautions) for isolation precautions in hospitals. Standard Precautions synthesize the major features of Body Substance Isolation (BSI) and universal precautions to prevent transmission of infectious agents among patients and health care personnel.

Standard Precautions will be taught and practiced. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources.

Latex Allergies

Please refer to the 2016-2017 Standard Hospital Student Orientation by the Dallas-Fort Worth Hospital Council for information on latex allergies. You may also refer to <http://www.cdc.gov/niosh/98-113.html>.

Title IX Statement

The District prohibits all forms of sexual and gender-based misconduct, including sexual harassment, sexual violence (nonconsensual sexual contact and nonconsensual sexual intercourse), sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and aiding or facilitating the commission of a violation of this policy.

The District also prohibits hostile environment harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or gender.

Sexual and gender-based misconduct can occur between people of different sex or gender or of the same sex or gender.

Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

For more information on Title IX, follow the following link:

<https://www.tccd.edu/services/student-life/rights-and-responsibilities/title-ix/title-ix-tcc/>

Procedure for the TCC-LVN-Fast Track

A graduate from the TCC VN program who has successfully passed the NCLEX-PN and is therefore licensed as an LVN, is eligible to enter the TCC-LVN-Fast Track Program. This program allows eligible graduated TCC VN students to place in the TCC Associate Degree Nursing (Registered Nurse) program. Students can complete the Associate of Applied Science in Nursing degree in 1-year. These students are automatically guaranteed a seat and do not rank or compete for placement with other generic students.

Procedure for entry:

1. Due to the fast pace, it is recommended that all general education course requirements be completed before application, and you must have earned a “C” or higher in those courses.
2. Other course prerequisites to complete with a grade of “C” or higher:
 - Biology 2401
 - Biology 2402
 - Biology 2420
3. Complete the online application for **Fast Track**. The application opens in the fall semester.
4. You must indicate that you are a TCC LVN graduate.
5. You will submit an updated copy of:
 - Immunizations (required immunizations are listed on the TCC Nursing website.)
 - HESI A2 (it must not be older than 1 year).
 - Official transcripts
 - Nursing Program Degree Audit
6. Once you have submitted your application, you will be scheduled for a series of reviews and then testing to see where you will place in the program. If successful, students can test out of Foundations and Adult courses. All students will take the following courses in the ADN Program.
 - Mental Health
 - Pedi/OB
 - Complex

References

National Association for Practical Nurse Education and Service, Inc. (NAPNES). (2017). *Standards of practice and education competencies for graduate of practical/vocational nursing programs*. Retrieved from <https://napnes.org/drupal-7.4/About>

Tarrant County College-Student Handbook. Retrieved from <http://www.tccd.edu/documents/services/student-life/rights-and-responsibilities/student-handbook/2016-2017-student-handbook.pdf>

Appendix A

**National Association for Practical Nurse Education and Service (NAPNES):
Standards of Practice and Educational Competencies for the Licensed Practical/
Vocational Nursing Programs**

A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies which demonstrate this outcome has been attained:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/ VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are

included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship. Upon completion of the practical/vocational nursing program the graduate will display the following program outcome: Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

C. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/ measurements, health care team members, family, significant other(s), and review of health records.

3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member(s) of the healthcare team.

E. Planning

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

Upon completion of the practical/ vocational nursing program the graduate will display the following program outcome:

Collaborate with the registered nurse or other members' of the health care team to organize and incorporate assessment data to plan/ revise patient care and actions based on established nursing diagnoses nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of the clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/ VN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/ VN.

E. Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical/ vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/ vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

F. Managing

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/ VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/ vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies which demonstrate this outcome has been attained:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s).
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/ VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal, and regulatory framework for the scope of practice for the LP/ VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/ VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

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