

Grayson College Nursing Department



STUDENT HANDBOOK Fall 2019

The policies in this handbook replace all previous student policies.

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SECTION 1: GENERAL NURSING DEPARTMENT POLICIES

MESSAGE TO THE STUDENTS

Welcome to the Grayson College Nursing Department. To provide you with information pertinent to all program in the Nursing Department, the faculty has compiled this *Nursing Student Handbook* as a supplement of the *Grayson College Student Handbook and current college catalog*. Policies contained in this handbook are in effect until graduation from the Associate Degree Nursing program, the RN to BSN program, and the Licensed Vocational Nursing program. An orientation to these policies is provided by the team coordinator in the first week of the program.

Transfer, transitional entry, and students who are repeating a course in the nursing program will be subject to the policies of the handbook for the class they are entering into. It is the responsibility of those students to read through and familiarize themselves with the appropriate student handbook, sign the agreement form on the last page of your program's section within the first week of the semester.

Students are subject to policies within the Grayson College handbook as well. The *Grayson College Student Handbook* is available online at www.grayson.edu.

Your suggestions and ideas aid us in strengthening the program. Therefore, constructive suggestions are greatly appreciated and carefully evaluated. Mechanisms for input may be through the course evaluations, college Student Government, the GNSA, student representation on faculty committees or communication directly to faculty and the Director of Nursing or Program Coordinator.

We are happy that you are a part of the nursing program and we wish you success in this endeavor.

Policy Agreement

The Nursing Department faculty and Director of Nursing have approved the following policies and procedures. These policies and procedures are congruent with the College's policies and procedures. Differences are noted and justified by program goals and requirements of state and national nursing standards. Non-compliance and disregard of these policies and procedures may be grounds for withdrawal of a student from the program. All policies are subject to change at any time as deemed necessary.

Nursing Department General Policies

Clearance from the Texas Board of Nursing

(Revised 03/2018)

All students applying to and entering the ADN and/or LVN Program at Grayson College are required to complete a background check by the Texas Board of Nursing to determine eligibility to take the NCLEX-RN examination. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation. Students must provide a copy of proof of eligibility by the designated deadline date. If documentation is not provided, the student will forfeit his/her acceptance for that admission period. Please refer to the Admissions Packet for an approved list of documents that demonstrate proof of eligibility.

Licensure Requirements While in Program

(Reviewed 03/2018)

If a student currently holds a professional nursing licensure (RN or LVN/LPN) while in the nursing program, then it is the responsibility of the student to maintain a current status for that licensure. Any change in licensure status or disciplinary actions by a regulatory agency must be reported to the director of the nursing program immediately. Failure to report any such changes may be grounds for dismissal from the program.

Documentation from the Texas Board of Nursing

(Reviewed 03/2018)

All documentation received by the student from the Texas Board of Nursing must be provided to the nursing program. Failure to comply may result in dismissal from the program.

Documentation of an Agreed Order

(Reviewed 03/2018)

If a student has an Agreed Order from the Texas Board of Nursing then a copy of the Agreed Order must be on file in the nursing program for review. The ADN program at Grayson College reserves the right to make accommodations as deemed necessary from the Agreed Order and to supply a copy of the Agreed Order to all clinical sites the student will be utilizing.

Medical Release

(Reviewed 12/2017)

A student who has been under the care of a healthcare provider may be required to provide a medical release to return to the clinical setting. A medical release stipulates the student's limitations upon return to the clinical setting. The student is required to meet the medical release requirements of the assigned clinical agency. If the agency does not stipulate requirements, the student's release must indicate that the student has no medical limitations.

Technology in the Healthcare Setting

(Reviewed 12/2017)

Although nursing students and faculty are increasing their use of personal technology in the clinical setting, inappropriate use of technology can violate the rights of clients and others. The following guidelines have been established to prevent inappropriate use of technology:

1. **Taping / Videoing:** Students may not utilize personal video or audio devices in the clinical setting. This includes pre and post conference where client data may be discussed.
2. **Photography:** Students may not take pictures or videos in the clinical setting. It may be appropriate with written consent, to use the clinical facility's camera to document wounds, bruises, etc., but the student may not take a copy of the picture outside the facility.
3. **Cell Phone:** Cell phones may not be used for personal use in the clinical setting unless on break and out of the client care area. Cell phones should be placed on vibrate or silent mode in the clinical setting including pre- and post-conference.
4. **PDA's / Laptops / other electronic devices:** Students may use PDA's / Laptops / or other electronic devices in the clinical setting as a resource to look up medications, labs, or other data applicable to clinical assignments. Students may not download client data into these devices.
5. **Social Networking:** Clinical experiences should not be discussed or referred to for any reason on social media
6. **Medical Records:** Originals or duplicates (photocopies, faxes, or computer printouts) of medical records may not be taken from the clinical setting.

Any violation of this policy will result in disciplinary action which may include dismissal from the program.

Emergency/Medical Care

(Adopted by HS Dept 11/12; Approved ADN Program 12/12; Reviewed 12/2017)

Health Science students must comply with prescribed protocols, safety regulations, and work practices. In the event of an acute illness or injury while on campus, the student should follow the Grayson College Campus Safety Procedures posted in each classroom or laboratory.

Grayson College is not responsible for illness/ injury that occurs during the normal course of classroom/ lab/ clinical experiences.

A student who has any significant change in his/ her health that may affect or be affected by his/ her Health Science coursework will be required to obtain a healthcare provider's release. The release must specify the conditions that the student is able to return to the classroom and clinical activities. Examples of significant changes in health status include pregnancy, surgery, infectious diseases, and significant physical injury or illness.

The student is financially responsible for any emergency and/or medical care which might be received as a result of any illness or injury that occurs during the normal course of classroom / lab / clinical experiences.

Latex Allergy/ Sensitivity

(Reviewed 05/2017)

Students should be aware of the potential for latex allergy/sensitivity in the clinical/laboratory setting. Many products in the health care industry are made of latex, and the proteins in latex can cause allergic reactions. Reactions may range from minor skin conditions and rashes to serious respiratory disorders, and even respiratory arrest. Severe allergies to latex may compromise the student's health/life, therefore if latex allergy/sensitivity exists or develops, the student should seek the advice and / or treatment of a healthcare provider.

Transportation

(Revised 11/2018)

Transportation to and from clinical facilities and community agencies is the sole responsibility of the student. Clinical facilities may include learning experiences in areas outside of Grayson County.

Alternate Learning Experiences

(Revised 11/2018)

A variety of experiences may be utilized to meet course objectives. Such experiences may include, but are not limited to, independent learning projects, rotations outside the Grayson county area, and alternative time schedules, including evenings and / or weekends. Appropriate notification will be given.

Professionalism/ Confidentiality

(Reviewed 12/2017)

Professionalism is the demonstration of attitudes and behaviors that reflect the values of the nursing profession. Confidentiality is part of professionalism. A client, his/her condition, etc., is not to be discussed with anyone not directly concerned with his/her care. All health care agency information is confidential and students may access information only for educational purposes. Removing client documents that contain identifying information from the clinical site is not allowed. Agency policies regarding the use of copied documents from a patient's records while in the clinical agency must be followed and any documents that contain identifying information must be shredded or disposed of according to institutional policy prior to leaving the clinical area for the day. Accessing non-assigned patients' documents is not allowed. A health care agency is legally responsible for client information and this privacy must be protected. Students are permitted in the health care agency only during clinical hours and when clinical faculty and/or their assigned preceptor is present. Students are not allowed to call a client or any health care agency staff to obtain confidential data. Student's friends or family members (including children) are not allowed with the student while participating in clinical experiences, class, or lab.

HIPAA Confidentiality Policy

(Reviewed 12/2017)

Grayson College Health Science Department shall comply with applicable federal laws, related to the Health Insurance Portability and Accountability Act (HIPAA) that address privacy, security, and transmission of protected health information (PHI). All Grayson College health science students who handle or otherwise come in contact with PHI are required to complete HIPAA training prior to their first clinical experience, and then annually for as long as they are participating in clinical-based activities within their program of study. After completion of the training the student must sign the "Grayson College – HS Student/Employee Combined Confidentiality Form" which then becomes a part of the student file. This training module shall contain timely and pertinent information to ensure that students are provided with sufficient information to allow for their compliance with HIPAA Privacy and Security regulations. Any breach in HIPAA privacy or confidentiality may result in dismissal from the program with no recourse for readmission.

Critical Offense Policy (Unsafe/Unprofessional Nursing Practice)

(Reviewed 03/2018)

Nursing students are legally responsible for their own acts, whether by commission or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe student behavior and initiate dismissal from the clinical practicum when appropriate. Unsafe clinical behavior is defined as: any act, practice, or omission that fails to conform to accepted standards of nursing care and indicates that the student lacks knowledge, skill, judgment, or conscientiousness to such an extent that the student's continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

Conduct or behavior which may be considered a critical offense secondary to unsafe or unprofessional conduct may include, but is not limited to:

1. Dishonesty
2. Theft from client, clinical site or school
3. Evidence of substance abuse (possession, use, sale or delivery)
4. Physical/verbal abuse of clients, peers, faculty, clinical staff
5. Violation of HIPAA Privacy and Security regulations/patient confidentiality
6. Violation of safety in patient care
7. Falsification of patient records
8. Commission or omission of patient care that endangers a patient's life
9. Life threatening medication error
10. Attendance in the clinical setting while impaired by alcohol or other chemical substances
11. Failure to act within accepted professional boundaries.

A student who is considered to be unsafe/unprofessional in nursing practice may be terminated from a clinical practicum at any time during the semester and receive a grade of "F" for the clinical course. Any student who commits one critical offense, as defined above, may be immediately dismissed from the nursing program. A failure in a clinical course related to a critical offense constitutes a permanent dismissal from the nursing program. The student may complete the other concurrent nursing theory and withdraw from skills lab courses but will not be allowed to return to the clinical course and will not be allowed to progress to the next nursing course level.

Procedure

When a student exhibits behaviors that may be considered a critical occurrence, the student may be required to leave the clinical facility immediately. The Director of Nursing will be notified of the occurrence as soon as possible, and the student will not be allowed to return to the clinical facility until a decision about the student's standing in the program is made by the nursing faculty.

Appeal Process

If a student is dismissed from the program due to a critical incident, the student may request a hearing with the Nursing Department faculty. This request must be submitted in writing to the Director within 5 working days of notification of the dismissal. The Director and faculty will consider evidence from the student, faculty, and/or staff in the decision whether to dismiss the student from the program. The Director will be responsible for notifying the Dean of Health Sciences of the decision. The student will be notified of the right to file a grievance, in accordance with the Grayson College Policy and Procedure Manual.

Health Science Drug Screen Testing and Criminal Background Check Policy

Adopted by HS Depart. 11/11; Revised 03/2018

Drug Screen Testing and Criminal Background Check Policy – Students

The Grayson College Student Code of Conduct states: The following behavior shall be prohibited: use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances, unless under the direction of a physician; the use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance; the use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students.

In keeping with community health standards, health science students are required to have substance abuse screening at the student's expense initially and randomly throughout the course of their enrollment in health science clinical courses. Health Science students pay for the initial drug screen as well as random drug screens throughout the course of the program through non-refundable registration fees.

Drug Screen Testing

1. Drug screening via urine collection must be conducted on all newly enrolled students. Timing of the drug screen must be no greater than 30 days prior to the first day of the first clinical rotation post-enrollment. All urine samples will be obtained by a company selected by the college and processed at a certified SAMHSA (*Substance Abuse and Mental Health Services Administration*) laboratory. At least one drug screening time will be scheduled for each class at the college campus. Upon instruction, the student will provide a photo ID (State issued driver's license is preferred) at the time of the specimen collection. The collection techniques will adhere to strict guidelines following chain-of-custody protocol. The company will perform a *Healthcare Professional 10-panel* with integrity checks for creatinine and pH levels. Test results that fall outside any of the acceptable ranges will be considered presumptive-positive tests and will automatically be sent for a separate confirmatory test by a *gas chromatography mass spectrometry (GCMS)* method. If the results remain non-negative, a Medical Review Officer (MRO) will call the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be "negative" and acceptable.
2. The student **must** complete drug screening at the time requested by the program. Failure to do so will be interpreted as a refusal for drug testing and the student will be withdrawn from the program and/or clinical course. If a student is present in class at the time of a random screening, then the student is required to submit for testing at that time. If the student leaves the building during a drug screen collection, it shall be interpreted as refusal to submit to testing and the student will be withdrawn from the program. If a student is absent when the screening is performed, whether scheduled or random, he/she will be notified. The student must be screened at a designated location, and within a time frame specified by the Program Director and / or Dean. Failure to do so will be considered

to be a refusal to submit to testing and the student will be dismissed from the program and / or clinical course

3. Any evidence of tampering with a drug screen will be grounds for immediate dismissal. This includes submitting a sample outside the temperature parameters set for acceptable urine specimens.
4. Students who transfer into a health science program after the first clinical course will be responsible for the cost of the drug screening at the time of testing (money order or cash).
5. Random screening of students in health science courses may be performed at any time during enrollment. No less than 10% of a class may be selected when random screening are performed. Any time that a student's behavior causes a faculty member to suspect substance abuse, the student may be screened at that time.
6. The Program Director or designee will review all drug screen results. All drug screen results will be maintained until the student has graduated or has not been enrolled in a health science program for 1 year.
7. Initial drug screen results will be honored by all clinical agencies for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment, or unless results change due to a random drug screen. A break in enrollment is defined as nonattendance of one full semester (Fall or Spring) or more. Students returning to clinical courses after a break in enrollment must be re-tested. Attestation of the satisfactory results / compliance must be provided to the participating hospital / agency prior to the student's rotation start date.
8. A student with a positive drug screen will be notified by the Program Director. A positive drug test is defined as a medically acceptable drug test, approved by Grayson College, the results of which indicate the use of illegal drugs. Illegal drugs are defined as those drugs made illegal to possess, consume, or sell by Texas and Federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.
9. If a student wishes to contest a positive drug screen, the student must make this request in writing to the Program Director within five days of learning of the positive result. If contesting the results, the student must make this request in writing and pay for the repeat test. The repeat test will be conducted on the original urine specimen. The collection and testing of a second specimen is not permitted. Once the repeat test is completed and confirms a positive drug test, no further appeal is permissible. A student with a positive drug screen, refusal to submit, or evidence of tampering will be required to withdraw from the related course(s), and will not be eligible to re-enroll in any clinical course for a period of twelve months. Upon re-enrollment (if allowed by program policy), individual health science programs may require additional testing and/or documentation of counseling or treatment. Students may be subject to further drug screen testing if required by a clinical facility or if the student is suspected of substance abuse at any time during their enrollment in a health science program.
10. Faculty reserve the right to dismiss any student from clinical should the student exhibit signs of alcohol intoxication, or should the student arrive at clinical smelling of alcohol. This will be considered a clinical absence and the student will be counseled by the appropriate Program Director as to the consequences of this action.
11. Substance abuse problems may prohibit a graduate from taking the licensure or certification exam. Nursing students should access the Texas Board of Nursing for further information at www.bon.state.tx.us or call the Board of Nursing at 1-512-305-7400.

State Board of Nursing Policy for Reporting Impaired Student Nurses

(Nursing Practice Act: Reports regarding nursing students. Sec.301.402 & 404)

A nursing educational program or a licensed nurse who has reasonable cause to suspect that the ability of a 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 educational program” means an educational program that is considered approved by the Board that may lead to an initial license as a registered or vocational nurse. “Nursing student” means an individual who is enrolled in a nursing educational program.

Criminal Background Checks

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students. All students must have a negative criminal background check before beginning the first clinical course.

Criminal background checks will review a person’s criminal history at least seven years back from the date of application. The check will include the cities and counties of all known residences.

- Prior to the start of clinical rotations, criminal background checks will be performed. The Grayson College Health Science department will make arrangements with a Consumer Reporting Agency that operates under the Fair Credit Reporting Act designed to ensure quality assurance quality screening. This background check is in addition to the FBI Background check required by the Board of Nursing prior to admission of nursing students.
The student must submit the required information for a criminal background check by the scheduled date. Failure to do so will be interpreted as a refusal to submit to a criminal background check and the student will be withdrawn from the program and/or clinical course per program policy. Random submission of background checks may be required at any time in a student’s enrollment in a clinical course. Cost of one criminal background check is paid through non-refundable registration fees. Students who transfer into a health science program after the first clinical course, those who are returning after a one semester break in enrollment, or students who are required to submit to a random background check will be responsible for the cost of the background check at the time it is completed (money order or cash).
- The following may disqualify a Health Science student from consideration for the clinical rotation:
 - a. Felony convictions
 - b. Misdemeanor convictions, misdemeanor deferred adjudications or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
 - c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, crimes of fraud, etc.)
 - d. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - e. Registered sex offenders
 - f. OIG, GSA and Medicaid Sanctions
 - g. Terrorist Suspect List
 - h. Pending charges and warrants for arrest

- Program specific exceptions based on state credentialing standards will be considered on an individual basis by the Program Director, Division Dean and clinical agency representative. Contractual agreements stipulate that criminal background check results will be provided to the clinical agency where the student rotation is taking place. Background check results will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment, or unless results change. A break in enrollment is defined as nonattendance of one full semester (Fall or Spring) or more. Attestation of the satisfactory results / compliance must be submitted to the participating hospital / agency prior to the student's rotation start date.

The following convictions or deferred adjudications at any time in the past will constitute an absolute bar to participation in clinical rotations. Criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; conviction under the laws of another state, federal law, or the uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed previously; felony conviction for theft which occurred within the previous five years and any other offense that the facility may impose.

In some Health Science programs the Program Director may request an exception from the first clinical agency for a student with a felony deferred adjudication (other than 2d above) and no alternative recourse through a licensing / registry authority. Following approval from the clinical agency, the student may progress according to individual program policies.

The Program Director or their designee will notify the student either verbally or in writing if anything in the student's record indicates a situation barring the student from clinical rotations. If the student is deemed ineligible for clinical rotations due to criminal history record, the student will be required to withdraw from the program and/or related courses as stipulated by the individual program.

Information obtained from any background check/registry search will be maintained until the student has graduated or has not been enrolled in a health science program for one year.

If a student is listed as revoked in the Nurse Aide Registry or is listed as unemployable in the Employee Misconduct Registry, the student may be barred from certain clinical rotations. The student will be notified, and, if the inability to complete the rotation prevents the student from completing the course requirements, the student may be dismissed from the program. The notification will include the existence of the registry listing, the student's ineligibility for participation in clinical rotations due to the registry listing, and how to address a possible inaccurate registry listing (i.e. by calling TDHS registry administrators at 1-800-458-9858) if appropriate.

Students will be given information regarding how to address possible inaccuracies in the criminal history record, such as the opportunity to be heard by Texas Department of Public Safety (TDPS), pursuant to Texas Health and Safety Code, 250.005

Exposure to Body Fluids via Mucous Membranes or Parenteral Injury

(H.S. Program Policy, Reviewed 04/2019)

Following body fluid exposure to any source person through a needle stick, sharps-induced injury, or exposure via mucous membranes, Grayson College employees and students should take the following steps:

Wash the wound and skin sites exposed to blood and body fluids with soap and water.

For percutaneous injuries (those that break the skin) where bleeding occurs, allow bleeding for a few seconds before washing with soap and water.

Flush mucous membranes exposed to blood and body fluids with water.

Topical use of antiseptics is optional.

Do not apply caustic agents, such as bleach, onto the wound or inject antiseptics or disinfectants into the wound.

Immediately inform the clinical or lab instructor, preceptor, or person in charge, of the exposure type and the action taken.

Once informed, the instructor or person in charge should take the following actions:

- Assess the exposure to determine the risk of transmission.
- Inform the source person (i.e. patient in the clinical setting; student lab partner in the campus lab setting) about the exposure and advise regarding HIV & Hepatitis testing.
- Inform the exposed person (i.e., student or college employee) about the exposure and advise regarding HIV & hepatitis testing.
- If exposure occurs in the clinical setting, follow the agency protocols
- If exposure occurs on campus, immediately advise the exposed person to see their personal healthcare provider or the nearest provider who manages this type of injury.
- If exposure occurs on campus, immediately advise the source person to obtain HIV and Hepatitis testing
- Provide immediate support and information on post-exposure prophylaxis (PEP) to the exposed person and assist the exposed person to complete the *Post-exposure Prophylaxis Waiver* form if indicated. (See Appendix)
- Assist the exposed person to complete the *Grayson College Body Fluid Exposure Incident Report*. (See Appendix)
- Maintain the confidentiality of all related records.
- Notify the appropriate Program Director and Department Chairperson.

The Health Science Chairperson and/or Program Director should:

- Ensure that the exposure incident is documented in the Grayson College Sharps Injury Log
- Kept in the HS Lab Coordinator's office
- Report any sharps injury to the TDSHS via the Health Dept, using online form at:
- http://www.dshs.state.tx.us/idcu/health/bloodborne_pathogens/reporting/
- Provide post-exposure support and follow-up to the exposed person

Post Exposure Recommendations

After exposure, both the exposed student and the source person should be tested for Hepatitis B, C, and HIV. This is important to establish a baseline if a false negative result is obtained from the source person.

For HIV: If the source person has AIDS, is positive for the HIV antibody, or refuses the test, the student should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection **AS SOON AS POSSIBLE** after the exposure. The student should be advised to report and seek medical evaluation for any acute febrile illness that occurs within twelve (12) weeks after the exposure.

A seronegative student should be retested six (6) weeks post-exposure and periodically thereafter to determine if seroconversion has occurred. (Recommend 6 wks, 12 wks, and 6 months after exposure). If a patient has a parenteral or mucous membrane exposure to blood or other body fluid of a student, the same procedure outlined should be followed for the source student and the exposed patient.

For Hepatitis: All Health Science students are required to receive the Hepatitis B vaccine series before beginning any clinical experience.

Source check for Hbsag

Hbsag (-) = no further testing for source. Test student for Hbsab to establish a baseline

Hbsag (+) = Refer source to physician and check student Hbsab.

Student check for HbsAB

If the source person is positive for Hbsag, initiate the following protocol:

Vaccinated = If titer is low, give two (1 ml.) boosters of Hepatitis B vaccine thirty days apart.

Not vaccinated, but with negative (-) titer = Give Hbig and the first of three doses of the vaccine within seven days. Follow with a second dose of Hbig (Hepatitis B Immune Globulin) and a second vaccine at thirty days. Final dose of vaccine six months later.

Not vaccinated, but with a positive (+) titer = No further treatment required. If titer is low, give two (1 ml.) boosters.

The GC Health Sciences Department recommends that any exposed student follow the Centers for Disease Control's (CDC) Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis, June 29, 2001

(www.cdc.gov/mmwr/preview/mmwrhtml/rr501a1.htm). These recommendations are summarized below:

HBV – Hepatitis B Virus Exposure:

“...Postexposure prophylaxis (PEP) with hepatitis B immune globulin (HBIG) and/or hepatitis B vaccine series should be considered for occupational exposures after evaluation of the hepatitis B surface antigen status of the source and the vaccination and vaccine-response status of the exposed person. Guidance is provided to clinicians and exposed health-care personnel (HCP) for selecting the appropriate HBV PEP [National Clinicians' Post-Exposure Prophylaxis Hotline (PEpline) 1.888.448.4911].”

HCV – Hepatitis C Virus Exposure:

“Immune globulin and antiviral agents (e.g., interferon with or without ribavirin) are not recommended for PEP of hepatitis C. For HCV post-exposure management, the HCV status of the source and the exposed person should be determined, and for exposure to an HCV positive source, follow-up HCV testing should be performed to determine if infection develops.”

HIV – Human Immunodeficiency Virus Exposure:

“Recommendations for HIV PEP include a basic 4-week regimen of two drugs (zidovudine [ZDV] and lamivudine [3TC]; 3TC and stavudine [d4T]; or didanosine [ddl] and d4T) for most HIV exposures and an expanded regimen that includes the addition of a third drug for HIV exposures that poses an increased risk for transmission. When the source person's virus is known or suspected to be resistant to one or more of the drugs considered for the PEP regimen, the selection of drugs to which the source person's virus is unlikely to be resistant is recommended.”

For special circumstances (e.g., delayed exposure report, unknown source person, pregnancy in the exposed person, resistance of the source virus to antiretroviral agents, or toxicity of the PEP regimen), consult with local experts and/or call the National Clinicians' Post-Exposure Prophylaxis Hotline (PEPline) at 1.888.448.4911.

Preventive measures are the responsibility of the student and must be performed at once. If a student refuses the recommended treatment and/or counseling as stated, then the student must fully complete, sign, and date the *Postexposure Prophylaxis Protocol Waiver* (which must be notarized). Any expense incurred is the responsibility of the student.

Technology Requirements

(Revised 12/2017)

All students in the Nursing Department are required to access the Learning Management System utilized by Grayson College. The Learning Management System is a course management system used for online, blended, and face-to-face classes at Grayson College. The Learning Management System provides a method to deliver a variety of course content along with a means for faculty to interact with students.

A computer with an internet connection is needed. The Learning Management System may be accessed on campus, or off campus. Computers for student use are available in the Health Science Computer Lab, the Grayson College Library, and other campus computer laboratories. Library hours are posted on the Grayson College website, and Health Science Computer Lab hours are posted outside the lab each semester. Students will be oriented to the use of Learning Management System and other Health Science technologies at the beginning of each nursing course.

Grayson Colleges' Learning Management System supports the last two versions of every browser release. We highly recommend updating to the **newest version** of whatever browser you are using as well as the most up-to-date Java and Flash plug-in.

A high speed internet connection works best when downloading handouts and presentations. Pop-ups have to be enabled on the Learning Management System and it's important to keep Java current. Students may contact the Grayson College Help Desk if they are experiencing technical difficulties @ (903) 463-8788 or at <http://www.grayson.edu/website/CollegeResources/helpDesk.aspx>.

Academic Counseling

(Revised 04/2019)

Any behavior or situation in class, lab, or clinical that requires individual communication / counseling between a professor and student may require that a *Counseling Record* be completed and signed by both the professor and student. These records are intended to assist the student to focus on a behavior or situation that needs attention. *Counseling Records* are forwarded to the program director, who will review the situation, determine whether follow-up is required, and file the form in the student's file.

If needed, counseling may include a written contract between the student and the program which outlines expected behaviors and / or expectations; as well as consequences should those behavior / expectations not be met as contracted. The contract must be signed by both the student and faculty member, and is then forwarded to the program director. After review by the director, the contract will then become a part of the student's file.

Auditing Theory Courses

(Reviewed 04/2019)

When space is available, persons wishing to audit a nursing theory course may do so by completing an application and meeting the admission criteria stated in the Admissions section of the college catalog. According to college policy, full tuition is charged for auditing a course. Auditors must complete the *Request for Audit* form in the Registrar's office on or before the official census date published in the schedule of classes. After the official census date, a student's audit status may not be changed. Students auditing courses will receive grades of NC (Non-Credit).

Grade of Incomplete

(Reviewed 03/2018)

An "I" indicates incomplete coursework. It may be awarded only when approximately 80% or more of the course is completed and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the student's GPA. The time limit for removing the "I" is no later than the end of the next long semester, but may be set for a shorter length of time by the faculty recording it on the 'Incomplete Grade' form. An "I" grade not removed by the end of the time limit specified on the 'Incomplete Grade' form will be changed to "F." Grades of "I" are updated to a letter grade when faculty notifies the records office about the grade update before the "F" deadline.

Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. In fact, students completing an "I" are discouraged from repeating the same course in a subsequent semester. However, if a student wants to audit or retake a course to complete course requirements, full tuition and fees must be paid.

(Students who retake a course will receive a grade for the second attempt unless they drop before the deadline. Students who retake a course but do not fulfill the requirements for the "I" contract on the initial course attempt will receive an "F" as the grade for the initial attempt.) All drops and withdrawals related to repeating courses may count towards the 6-drop limit.

Students initiate the grade of "I" by initiating the paperwork in the Records and Admissions office and by taking the paperwork to the faculty. The 'Incomplete Grade' form and accompanying paperwork must be submitted with the "I" request to the department chair and dean. "I" requests not approved by the appropriate department chair and dean will not be accepted.

Accommodations

(Revised 03/2018)

The Nursing Department faculty recognizes that, in specific circumstances, students in the program may require modifications. Please refer to Grayson College's policy regarding student accommodations.

Testing Procedures in Emergency Events/Drills

(New 8/2019)

In the event of a campus emergency and/or emergency drill, the following procedure will be in place:

- Stop exam immediately, do not submit, and follow the directions of the faculty
- Upon return to the classroom, a decision must be made prior to the resuming of the exam on whether the student wishes to continue with the exam or take a make-up exam
- If electing to continue with the exam, students will be issued a resume code
- If electing to take a make-up exam, students will bring their testing device to the faculty for submission, and will not be allowed to enter the exam review; students will be notified of the date and time of the make-up exam.

Faculty reserve the right to have all students take the make-up the exam and not allow exam continuation based on the circumstances surround the drill and/or event.

Employment Outside the Program

(Revised 04/2019)

The Nursing Department has issued the following statements regarding student employment:

- The performance of students when working for compensation is the legal responsibility of the employing agency and student.
- Students shall not assume any position which requires Licensed Registered Nurses' skills, knowledge, and judgment.
- Employed students may not wear the school uniform or name badge during employment.
- Students may not at any time be employed in the capacity of "Nursing Student."
- Students seeking employment in health care agencies should refer to the Board of Nursing for the State of Texas, Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice [rule 224.4 (C)] regarding nursing students working and tasks that may or may not be delegated to unlicensed personnel.

The national patient safety movement fueled by the Institute of Medicine's (IOM) report in 1999 is aimed at examining the relationship between hours of work and the rate of nursing errors. The IOM recommends that nursing work hours be limited to no more than:

- 12.5 hours in a 24 hour period
- 60 hours in a 7 day period
- 3 consecutive days of 12 hour shifts

The Nursing Department recommends that students who are employed while enrolled in the nursing program consider that the above recommendations should include hours spent in the clinical course each week as equivalent to work hours.

Students working outside the program may not sign S.N. (Student Nurse) to any documentation.

Students must be mentally and physically fit for duty in the clinical environment. If deemed unfit, the student may be asked to leave the clinical setting at the discretion of the clinical instructor.

Communication

(Revised 04/2019)

Official communication within the nursing courses is conducted via face-to-face sessions and the college's official learning management system. Announcements, instructions, grades, course syllabi, course handouts, and assignments are posted through college's official learning management system. Students are expected to check the college's official learning management system daily for course updates, postings, e-mail, and/or other communication. Additional forms of communication such as, but not limited to, telephone, and text messaging may be utilized at the instructor's discretion. These additional forms of communication are adjunct methods to facilitate faculty and student interaction but they may not be used in lieu of face-to-face sessions and the learning management system.

Use of Information

(Reviewed 04/2019)

The information and/or personal knowledge received in any nursing course is intended only for the personal and confidential use of the student registered for the course. Dissemination, distribution, or copying of this material in any manner or form, without the consent of the faculty member, is strictly prohibited.

Classroom Decorum

(Reviewed 04/2019)

Students are expected to maintain classroom decorum that includes respect for other students and the instructor.

Disruptive behaviors such as harassment of fellow students and/or instructors; persistent talking in class while lecture is in progress; or repeated tardy arrival to class will not be tolerated. Students will be counseled initially, but may be dismissed from the classroom for repeated offenses.

Dress for classroom includes appropriate daytime dress, proper undergarments, and shoes. Students are recognized by the public as representatives of Grayson College. Their appearance reflects not only on themselves, but on the college. Therefore, students can expect to be reminded of the dress code regulations by any faculty member who observes them improperly dressed. In addition, instructors may choose to remove students from an area in which they are not appropriately dressed.

Graduation

(Reviewed 04/2019)

To graduate from Grayson College:

1. Maintain a grade point average of 2.0 on a 4.00 scale.
2. Complete all required pre-requisite and co-requisite courses.
3. Complete all nursing courses listed in the official degree plan with a grade of "C" or above.
4. Fulfill all obligations to the College. (Refer to Grayson College Catalog)

A student who meets these requirements should complete the application for graduation and submit it to the College Admissions and Records Office prior to the deadline date noted in the official college calendar.

Name Change

(Reviewed 04/2019)

Students who have legally procured a name change must present legal proof of this change after the date of the legal action and officially apply for a name change in the Admission and Record's Office and in the Health Science office.

Professional Liability Insurance Coverage

(Reviewed 04/2019)

Grayson College requires professional liability insurance coverage on all students and faculty in the Associate Degree Program. Liability insurance is required before the student may attend clinical. Payment for insurance coverage is included in tuition and fees. Additional information concerning this coverage is available through the Director of Nursing.

Recommendation Letters

(Reviewed 04/2019)

Students may request recommendation letters from faculty by completing a “Request for Recommendation Letter” form. These may be obtained from the Health Science Administrative Assistant. Please present these forms to faculty at least two weeks prior to when the letter is needed.

Scholastic Integrity

(Reviewed 04/2019)

Students are expected to abide by the **Scholastic Integrity** policy found in the *Grayson College Student Handbook*.

Scholarships

(Reviewed 04/2019)

There are various scholarships available for students pursuing nursing at Grayson College. This money has been made available through private donations. To be eligible for scholarships, students must first have completed the online FASFA. Next, complete the general Grayson College scholarship application by the designated deadline and return it to the Financial Aid office. This application may be requested directly from the Financial Aid Office.

Smoking

(Reviewed 04/2019)

While assigned in the clinical area, students are permitted to use tobacco products (including any form of electronic smoking device and smokeless tobacco) only in designated areas per each facility’s guidelines, and only at break and/or meal times. If smoking is absolutely prohibited by a clinical facility, then the student is expected to abide by that facility policy. Hair, breath and clothing must be free of smoke or other odors in the clinical area. The student who presents in clinical smelling of smoke, cologne, or other odors may be dismissed from clinical by the facility. This would result in a clinical absence for the day and may prevent the student from fulfilling their clinical objectives, thus resulting in a clinical failure.

Any form of smoking is permitted on the college campus only at designated smoking locations, which are at least twenty (20) feet from any building entrance. Smoking is not permitted inside of any campus buildings.

Student Records

(Reviewed 04/2019)

Documents pertinent to each nursing student will be maintained in a secure location in the Health Science Department. Students have access to this file but must arrange an appointment with the Director of Nursing for viewing these documents. Each student’s file is maintained on a confidential basis. Any public inquiries concerning a student will be referred to the Director or Dean of Health Sciences. Student records are kept according to college policy, which is three years following graduation. All student files except those filing formal complaints are then destroyed. Transcripts may be obtained from the Office of Admission and Records. Students are expected to keep their file information current in case emergency notification becomes necessary.

Photo ID

(New 12/2017)

A student must present a valid picture ID when requesting any documents and/or copies from the student’s educational file. Release of any documents will be subject to FERPA guidelines.

Student Rights & Grievance Policy

(Reviewed 04/2019)

The Nursing Department ascribes to and follows the policy established by Grayson College and located in the *Grayson College Student Handbook* and the *Grayson College Policy and Procedure Manual* (Policy FL local) located on the college website at www.grayson.edu. Students shall be free to make use of the established appeal procedures without fear of prejudice, discrimination, restraint, coercion or reprisal of any nature. A formal grievance procedure (Policy FL local) is available if a student believes unfair treatment has occurred. The procedure followed during the appeal process shall give full cognizance to due process. The purpose of this policy is to secure at the lowest possible level, prompt and equitable resolution of complaints, including those alleging discrimination (race, religion, color, gender, age, national origin, or handicapping condition), unfair academic treatment, or interference with the peaceful exercise of first amendment rights.

The student should first meet with the course professor and then, if unable to resolve the differences, should file a written appeal to the Director of Nursing in accordance with the grievance procedure. Whenever meeting with faculty or administrative personnel, students have the right to waive their privacy rights and request the presence of an additional person of their choice.

Student Representatives on Faculty Committees

A student representative is selected annually to serve on the Curriculum, Evaluation, Technical Resources & Simulation, and the Textbook & Library Committees. The student representatives are non-voting members of their respective committee with responsibility to attend the committee meetings. They are encouraged to participate actively in committee discussions and are encouraged to express concerns and questions of the student body they represent, as well as report relevant content of meetings to the student body. Faculty will discuss student input and make changes to policy/procedure or curriculum when warranted.

Grayson Nursing Students Association

This association is the pre-professional nursing student organization, which all students are encouraged to join. Students join the Grayson Nursing Students Association at the local level and thus, also hold membership in the National and State Student Organizations. The purpose of this organization is to aid in the growth and development of the Nursing students as individuals, as professionals and as providers of quality health care to all people. GNSA meetings are held at least once each semester throughout the academic year. All students are encouraged to attend and participate. GNSA members will provide new students with information during orientation. Students should feel free to leave messages or contact a GNSA board member regarding issues pertinent to the Association. ADN faculty members serve as advisors of GNSA. GNSA officers and class representatives must maintain a passing average and will relinquish duties if grades fall below passing after 2 tests in any semester. Students should not miss any course and/or learning activity to attend GNSA meetings.

Organization for Associate Degree Nursing

The state and national chapters of the Organization for Associate Degree Nursing (N-OADN & T-OADN) were established to advance the status of the Associate Degree Nurse in education and in practice. The purposes of these organizations are to:

- Maintain eligibility for Registered Nurse Licensure for graduates of Associate Degree Nursing programs.

- Actively solicit the support of other associations to assist in promoting the goals of this association.
 - Disseminate information relevant to the status of Associate Degree Nursing.
 - Promote and maintain open channels of communication among interested parties.
 - Promote public understanding of the role of the Associate Degree Nurse.
- Organization Web Sites: <http://www.noadn.org> & <http://www.toadn.org>

Student Participation in Conventions and Seminars

Students may be recommended to attend seminars, conferences and conventions or run for state/national nursing student office if she/he is passing in both theory and clinical. If approved by faculty, attendance at a conference will be equivalent to classroom or clinical attendance; however, the student is responsible for the lecture objectives covered that day.

National Student Nurses Association, Inc.

Code of Academic and Clinical Conduct

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

(Reviewed 04/2019)

Preamble:

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A code for nursing students:

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

SECTION 2: ASSOCIATE DEGREE NURSING PROGRAM

ADN General Information

Mission Statement

(Reviewed 12/2017)

The mission of the Grayson College Associate Degree Nursing program is to prepare graduates to practice professional nursing in a variety of health related settings.

Philosophy

(Revised 12/2017)

The Nursing Faculty supports the vision, philosophy, and mission of Grayson College. The Faculty believes that the community college provides an optimal setting for nursing education. The College provides an atmosphere in which nursing education is complemented through the study of other disciplines.

The Faculty ascribes to the following beliefs:

- Nursing is a profession that uses a comprehensive approach and evidence-based practices in assisting patients across the lifespan to achieve and maintain optimal health.
- Health and illness are relative states reflecting how patients perceive their ability to function and interact with their environment. The environment refers to all the internal and external factors affecting the patient and the nurse. The patient's state of health fluctuates on a continuum.
- The patient is the recipient of nursing care and includes individuals and families who may receive nursing care in institutional or community-based settings. Although patients share common needs, each may experience unique responses. Patients may have multiple complex needs with either predictable or unpredictable outcomes.

The registered nurse with an associate degree fulfills the overlapping roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Within these roles, the registered nurse utilizes assessment and analytical skills to plan, implement, and evaluate nursing care. The registered nurse prepared at the Associate Degree level functions as a professional in both autonomous and collaborative practice.

Nursing education is a continuous learning process empowering students to grow from learners to novice practitioners. To help achieve this, the program is built upon the ideas of cognitive constructivism to assist in the delivery of content and in student evaluations. The faculty plan and facilitate learning experiences which promote the application and integration of concept-theoretical knowledge necessary to achieve the program outcomes.

Major concepts integrated throughout the program of learning include: professionalism, personal accountability, advocacy, clinical decision making, patient teaching, caring approach, skill competency, resource management, safety, risk reduction, communication, coordination, and collaboration. The program of study prepares graduates to demonstrate the essential competencies of graduates of Associate Degree Nursing Education Programs as defined by the Texas Board of Nursing.

Opportunities are provided for individualized instruction, evaluation, guidance, and academic counseling, but the student is ultimately responsible for meeting learning outcomes and establishing a plan for lifelong learning as a professional.

End-of-Program Student Learning Outcomes (ADN Program)

(Reviewed 04/2019)

Member of the Profession:

1. Demonstrate professional attitudes and behaviors.
2. Demonstrate personal accountability and growth.
3. Advocate on behalf of patients, families, self, and the profession.

Provider of Patient-Centered Care:

4. Use clinical decision making skills to provide safe, effective care for patients and families.
5. Develop, implement and evaluate teaching plans to meet the needs of patients and families.
6. Integrate a caring approach in the provision of care for diverse patients and families.
7. Perform skills safely and correctly in the provision of patient care.
8. Manage resources in the provision of safe, effective care for patients and families.

Patient Safety Advocate:

9. Implement measures to promote a safe environment for patients, self, and others.
10. Formulate goals and outcomes to reduce risk using evidence-based guidelines.

Member of the Health Care Team:

11. Initiate and facilitate communication to meet the needs of patients and families.
12. Collaborate with patients, families, and health care team members to promote quality care.
13. Function as a member of the interdisciplinary health care team.

Program Accreditation

The Grayson College ADN program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Texas Board of Nursing (BON). Following successful completion of the program the graduate is eligible to take the National Licensing Examination (NCLEX-RN®) to become a Registered Nurse in the State of Texas.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020

Board of Nursing
333 Guadalupe #3-460
Austin, Texas 78701
Phone: 512.305.7400
Fax: 512.305.7401 Admission / Progression Policies

Admission Policies

(See ADN Admission Information packet for all policies related to admission into the program)

Core Performance Standards for Admission & Progression

(Revised 03/18)

In order to accomplish the objectives of the nursing program, students must be able to meet the following performance requirements:

- A. Visual acuity with/without corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, healthcare provider orders, monitors, and equipment calibrations.
- B. Hearing ability with/without auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscopic sounds originating from a patient's blood vessels, heart, lungs, and abdomen.
- C. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients, and move from room to room or maneuver in limited spaces. Must be able to meet the physical and/or lift requirements of the assigned clinical agencies.
- D. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Ability to legibly and correctly document.
- E. Manual dexterity to use sterile techniques, insert catheters, and prepare and administer medications (IV, PO, and IM).
- F. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

Course Progression

(Revised 03/18)

In order to successfully progress and complete the Associate Degree Nursing Program, the student must:

1. Satisfactorily complete the program prerequisite and co-requisite courses with a grade of “C” or better.
2. Complete Nursing 1 through Nursing 4 in sequence, and take each nursing component of a related course (theory, skills lab and clinical) concurrently.
 - a. Nursing 1 = RNSG 1423, 1119, and 1360
 - b. Nursing 2 = RNSG 2404, 1144 and 1461
 - c. TE Option = RNSG 1227 and 1413 (for LVN/LPN's only)
 - d. Nursing 3 = RNSG 2414 and 2462
 - e. Nursing 4 = RNSG 2435 and 2463
3. Pass each theory course with a grade of “C” (75%) or better, and a grade of “Pass” in the lab skills and clinical courses. Complete the Nursing 4 clinical and theory course with a passing grade to enter the Role Transition practicum and then satisfactorily complete Role Transition to graduate.
4. Achieve a designated passing score on the pharmacological math test each semester (for Nursing 1 – 3 and TE) by the assigned deadline. Failure to achieve a passing score by the assigned date will result in the student not being allowed to progress to the next nursing course.
5. Pass a clinical readiness exam with a score of 75%, within two attempts before clinical begins in Nursing 1 & 3, and if needed in Nursing 2 and 4.
 - a. A student who fails to pass the pharmacologic math test, clinical readiness exam, or any lab skill check-off by the designated dates may not be eligible to participate in clinical experiences. The student may stay in the theoretical nursing course in an observation only role until the drop date for the semester. Please refer to re-admission policies and policies on pharmacological math exams.
6. Maintain documentation of current required immunizations, current negative TB test or chest x-ray and current CPR certification through the American Heart Association as a Healthcare Provider.

After satisfactory completion of all the above requirements, the student is eligible to graduate with an Associate of Applied Science Degree. Upon graduation, the student may then be eligible to sit for the licensing examination to become a Registered Nurse. Only the Board of Nursing for the state in which the student is requesting licensure has the authority to determine if a student is eligible to take the NCLEX-RN® examination.

Withdrawal from a Course

(Reviewed 04/2019)

The ADN program follows the withdrawal policy found in the *Grayson College Student Handbook*. A student who receives a grade of “W” in an ADN theory, clinical, or skills lab course will be considered for re-entry based on eligibility status, faculty, and Admission, Retention, & Graduation committee recommendations and available space. (Refer to readmission policy.)

Readmission Policy

(Reviewed 04/2019)

Readmission into the ADN program is NOT automatic. A student who withdrew or was unsuccessful in meeting the requirements of a theory, clinical, or skills lab courses will be considered for re-entry based on eligibility status, faculty and Admission, Retention, & Graduation committee recommendations and available space.

1. A student may be readmitted to the program one time.
2. Readmission is not available for those students who were dismissed from the program for any critical offense.
3. A student seeking readmission to the ADN program must make an appointment with the ADN Program Coordinator for readmission counseling. A student may not be readmitted without readmission counseling once the Admissions, Retention, Graduation Committee makes a recommendation. A student who does not follow the guidelines for readmission may not be allowed to re-enter the program.
4. Readmission into Nursing 1, 2, 3 or 4 must be within the next two semesters. If more than two semesters have passed since the student was in the ADN program, the student will be eligible to re-enter Nursing 1 only.
5. A student who completes a semester and is passing but requests time off from the next semester, must enroll in the next course (Nursing 1, 2, 3, or 4) within two semesters. This is not considered a readmission, but a continuation of the first admission. A student may request time off one time only. If more than two semesters have passed since the student was enrolled in the ADN program, the student will be eligible to re-enter Nursing 1 only.
6. A student who finishes a semester and was passing but will not re-enroll for the subsequent semester, for any reason, must make an appointment within two weeks after deciding to not re-enroll with the Director of Nursing for readmission counseling. A student may not be readmitted without readmission counseling. A student who does not follow the guidelines for readmission may not be allowed to re-enter the program.
7. A student may be admitted to Transitional Entry one time only. Readmission to Transitional Entry is not allowed.
8. Transitional Entry Students with a grade of "W" or a grade lower than a "C" in RNSG 1227 are eligible to enter RNSG 1423 (Nursing 1) only and this admission counts as the one readmission into the program. T.E. students who pass RNSG 1227; but receive a grade of "W" or a grade lower than a "C" in RNSG 1413 are eligible to enter RNSG 2404 (Nursing 2), if space is available. This too counts as the one readmission.
9. A student who has failed the ADN program and then satisfactorily completes a VN program, and is licensed as an LVN/LPN, may be re-admitted to the ADN program one time.
10. The student who is eligible for readmission or re-enrollment according to the ADN Program policies must submit a letter by a required date (determined in the readmission counseling) prior to the desired re-entry date. The letter to the ADN Coordinator should address the following:
 - Academic strengths and weaknesses.
 - Clinical strengths and weaknesses.
 - Improvements or actions that the student has made in order to successfully complete the ADN program.
11. Students accepted for readmission or re-enrollment must meet all requirements of other ADN students, including but not limited to:
 - proof of current CPR completion
 - current negative TB results or chest x-ray
 - current immunizations
 - negative drug screen and criminal background check (as scheduled)

12. Any student seeking readmission or re-enrollment and desiring to repeat a course that has already been passed must receive permission from the ADN director. Any course repeated for credit will be awarded the grade earned and will replace the grade previously earned, whether higher or lower.
13. Readmission or re-enrollment will be by recommendation of the Admissions, Retention, Graduation Committee based on faculty instructional team recommendation and space availability. Readmission and re-enrollment are contingent upon meeting all recommended requirements. Students will be notified by letter or e-mail. The following priority guidelines are used by the Admissions, Retention, Graduation committee in determining eligibility for readmission or reenrollment:

Eligible:

- Students who withdrew or were unsuccessful in meeting requirements of a theory, clinical, or skills lab course, but have demonstrated the potential for success.

Ineligible

- Students who were dismissed from the program for any critical offense.
- Students who have consistently demonstrated below standard performance in the theory, clinical, and/or laboratory courses.
- Students who have consistently demonstrated unprofessional behavior in the classroom, clinical, and/or laboratory setting.

NCLEX-RN® Examination and Licensure

(Reviewed 03/2018)

Within 90 days of scheduled graduation date, go to the Board of Nursing website for the state where you wish to be licensed and follow the instructions for licensure application. Review the section on Licensure Eligibility. If any information regarding criminal offenses, substance abuse, or mental health disorders has changed since enrollment in the ADN program, then a petition for a declaratory order will need to be completed. Thirty days prior to graduation, register with Pearson Vue to take the NCLEX-RN® exam. Prior to taking the NCLEX-RN® you must pass the Texas nursing jurisprudence exam if being licensed in Texas.

Eligibility to take the NCLEX-RN® in the state of Texas is regulated by the Nursing Practice Act.

The student will be required to answer the following questions on the written application: If you can answer yes to any of the following you must file for a declaratory order in order to determine eligibility to sit for the NCLEX-RN® exam following graduation.

- [] No [] Yes For any criminal offense, including those pending appeal, have you:
- a. been convicted of a misdemeanor?
 - b. been convicted of a felony?
 - c. pled nolo contendere, no contest, or guilty?
 - d. received deferred adjudication?
 - e. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - f. been sentenced to serve jail or prison time? court-ordered confinement?
 - g. been granted pre-trial diversion?
 - h. been arrested or have any pending criminal charge?
 - i. been cited or charged with any violation of the law?
 - j. been subject of a court-martial; Article 15 violation; or received any form of military judgment;/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

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

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

- No Yes Are you currently the target or subject of a grand jury or governmental agency investigation?
- No Yes Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- No Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*
- No Yes Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If you answered “**Yes**” to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

** If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer “no” to questions #4 and #5.*

The nursing candidate must submit a Petition for Declaratory Order if you can answer yes to any of the above questions. Eligibility issues may take a minimum of 3-6 months, or as long as up to two (2) years. Individuals are encouraged to apply **PRIOR** to enrolling in a nursing program. To request information for submitting a petition go to www.bon.state.tx.us and click on “Verification & Licensing”; then “Download other Applications & Forms”; scroll down to “Candidates for Licensure,” then click on “Declaratory Order Form,” and follow the directions for completion. Also, click on “Fingerprint Card Packet” to order the required fingerprint cards.

Students who submit a petition for a Declaratory Order to the Board of Nursing must inform the Program Director of the outcome of the petition by providing a copy of the clearance letter received from the Board, the Declaratory Order with or without conditions received from the Board, or the letter of denial received by the Board.

Jurisprudence Exam
(Reviewed 04/2019)

All nursing program graduates applying to take the licensure exam in Texas must also pass a separate Jurisprudence exam. This exam is in addition to the NCLEX-RN® exam, and must be passed according to Texas Board of Nursing guidelines before licensure as a Registered Nurse will be issued. This is a Texas Board of Nursing requirement.

Clinical Course Policies

Specific policies and procedures for the successful evaluation and completion of each nursing course are located in each course syllabus.

Clinical Readiness Exam

(Revised 04/2019)

In order to satisfy requirements of the program and clinical facilities, all nursing students must pass a clinical readiness exam before clinical begins in Nursing 1 & 3, or upon re-entry into a previously enrolled semester if it has been more than one semester since the student was in a clinical course. A passing score is valid for one year. The student will have two attempts to pass the exam with a score of 75%. A student will forfeit their attempt on the Clinical Readiness Exam if they are a no show, no call on the day of the scheduled exam. Students who do not pass with a score of 75% within two attempts will not be able to progress in the clinical component of the program and must withdraw from the clinical and lab course. A *Clinical Readiness Exam* study guide is available to assist the student to prepare for this exam.

Attendance Policy

(Reviewed 03/18)

Regular attendance is mandatory for accomplishment of the ADN program's goals and objectives. The ADN program adheres to the *Grayson College Student Handbook* attendance policy. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade.

The following policies are specific to the clinical course.

1. Attendance on the assigned clinical day is mandatory. Any missed clinical time must be made up. More than one clinical absence during the entire program may be grounds for dismissal based on the recommendation of the Admission, Retention and Graduation Committee.
2. A student must notify the clinical instructor if he/she is going to be late to any clinical experience. Failure to notify the professor or an unexcused tardiness, per the instructor's discretion, will result in an absence for the clinical day.
3. Students must attend all pre and post-conferences either in the clinical setting or on campus (i.e., guest speakers, lab practices, etc.).
4. Students are expected to remain on the clinical campus during the entire clinical day. If a student must leave the clinical campus during a designated meal or break time, the student must have permission of the clinical instructor and is responsible to ensure that there is adequate coverage to meet the needs of assigned clients.
5. Students must notify the professor or a designated alternate at least one hour prior to time scheduled for clinical if they are going to be absent. Failure to notify the professor will be reflected on the clinical evaluation and may result in a clinical failure.

Clinical Dress Code

(Revised 04/2019)

The following are the requirements for student dress in the ADN program. While in uniform, the student **must** observe the dress code regulations at all times. Instructors will notify students of required modifications for specialty areas.

1. Students must purchase the required brand, style and color of the scrubs approved for the current class. (Refer to *Clinical Uniform and Supplies* policy received during program orientation.)
2. A designated ADN program approved white or gray long sleeve or short sleeve shirt may be worn under the uniform for warmth or modesty.
3. Shoes must be closed toe athletic or nursing shoes. Socks and shoes must be of a conservative color such as white, black, or gray.
4. The ADN program patch must be sewn on the left sleeve of each uniform and lab coat. These must be sewn on. Staples, safety pins or Velcro are not acceptable. The patch should be centered and located one inch below the shoulder seam.
5. A current Grayson College ADN program photo ID badge must be worn on the uniform at all times. Students will not be allowed to remain in clinical without the appropriate Grayson College-ID badge. (Available in the Student Life Center)
6. Any style lab coat or jacket (no hoods) may be worn over the uniform. However, it must be all white with an ADN program patch sewn on left sleeve. White laboratory coats with ADN program patch and Grayson College picture ID **must** be worn over street clothes (no jeans, shorts, open toe shoes, or unprofessionally short skirts allowed) when performing other assigned activities that do not require wearing the school uniform.
7. Students are to maintain the following general appearance and decorum when in uniform.
 - a. Neat, clean and well-groomed appearance.
 - b. Shoes and uniforms must be clean and neat at all times.
 - c. Uniform must be appropriate length and fit.
 - d. Hair must be kept off shoulders. Collar length is acceptable if secured so as to not fall forward from the face. Hair must be of a natural color.
 - e. Facial hair must be clean, trimmed, and groomed.
8. Jewelry limited to:
 - Medical ID bracelet if needed. No other necklaces or bracelets.
 - One set of stud earrings (approximately 4mm in diameter, no colors). Only one stud allowed and only in each lower ear lobe.
 - Earlobe expanders must be removed and replaced by a flesh-colored earlobe plug.
 - Plain wedding band with no raised settings.
 - No visible body piercing other than normally placed for stud earrings (in lower ear lobe).
9. No nail polish, artificial nails or tips; length of nails must not be visible over fingertips.
10. All tattoos must be covered.
11. Hair, breath and clothing must be free of perfume, smoke or other odors in the clinical area.
12. Nursing student uniforms may be worn outside the clinical area **only** during classes, laboratory sessions, or events directly related to educational experiences offered by the ADN department. Student uniform or lab coat with the college patch, and the college name badge may not be worn on any job not associated with the Grayson College nursing program.
13. In addition to the uniform requirements listed above, students participating in a clinical course are required to have the following items with them:
 - Watch with second hand
 - Ball point pen with black ink
 - Black Sharpie pen
 - Bandage scissors
 - Hemostats
 - Stethoscope
 - BP cuff
 - Pen light
 - Safety goggles (optional)
 - Pocket organizer (optional)
 - Additional items specified by clinical instructor

Students are recognized by the public as representatives of Grayson College. A student's appearance reflects not only on themselves, but on the college. Therefore, students can expect to be reminded of the dress code regulations by any faculty member who observes them improperly dressed. In addition, instructors may choose to remove students from an area in which they are not appropriately dressed and/or assign a "U" (Unsatisfactory) for the clinical day.

Clinical Rotations

(Revised 12/2017)

Clinical sites for ADN students are located in Texas and Oklahoma. Clinical assignments are not subject to change per student request. If unable to attend clinical in the assigned setting the student may be required to withdraw from the program until able to meet the required assignments. In the instance where immediate family members are enrolled in the same clinical class, these family members may not be assigned to the same clinical group.

Successful completion of psychiatric, obstetric, and surgical rotations are required as part of the clinical experience. Simulation and community rotations will be completed as scheduled; but may be cancelled by the clinical instructor for evaluation purposes. Additionally, each student will complete rotations as scheduled. Rotations are scheduled as follows:

- Nursing 1 (Simulation lab)
- Nursing 2 (Obstetrics, Simulation lab)
- Nursing 3 (Psych. / mental health, Simulation lab)
- Nursing 4 (Simulation lab; community resource)
- Nursing 2, 3, or 4 (surgery rotation to be completed during one of these three courses)

SIM experiences will include both adult and pediatric experiences. Video and audio-taping may be in progress during simulation scenarios. The ADN program reserves the right to utilize these audio / video tapes for educational purposes without the express consent of participants.

Role Transition Experience

(Revised 04/2019)

To pass the Nursing 4 clinical rotation each student must successfully complete a Role Transition Experience. The goal of the Role Transition Experience is to facilitate the progression from student nurse to graduate nurse. The concepts relating to Role Transition are integrated throughout the curriculum.

The clinical component will involve 60-72 hours of scheduled time. These hours may vary depending on individual facility and / or unit where the student is scheduled. Attendance is expected for the entire experience. Each student will be assigned to a clinical area with a designated Registered Nurse as their preceptor. The nursing instructor will be available for consultation. Students will wear the GC student nurse uniform or conform to the institutional dress code for specialty areas. Evaluation of the student's experience will be a joint endeavor of the clinical instructor and student, with input from the preceptor.

In order to enter the Role Transition practicum, the student must be passing RNSG 2463 (Clinical Nursing 4). Additionally, to facilitate scheduling of preceptors and clinical sites, students who have below a 74.5 average after the 5th unit test in RNSG 2435 (Nursing 4 Theory) may not receive a Role Transition assignment until the student successfully passes RNSG 2435. Attendance to Role Transition Orientation is mandatory.

Clinical Evaluation

(Revised 8/2017)

1. A student must pass theory, lab and clinical courses to progress to the next nursing level.

2. The clinical grade is based upon clinical performance and written assignments.
 - A. Clinical performance will be evaluated by the clinical professor on a daily evaluation sheet, and on the *Clinical Performance Evaluation Tool* at mid-semester and upon completion of the semester.
 - B. Clinical performance is evaluated as a “Pass” or “Fail” grade. To receive a clinical grade of “Pass”, the student must, at the completion of the clinical course, exhibit a satisfactory level of 75% (3.0) or better on all starred (*) criteria (behaviors) on the *Clinical Performance Evaluation Tool*.
 - C. All assignments listed in the syllabus as well as any additional assignments given by the clinical professor must be satisfactorily completed and submitted to the clinical professor by the designated deadline date in order to receive a grade of “Pass.” Assignments include returning the signed daily evaluation back to the instructor by the designated deadline.
 - D. Continued failure to turn in assignments by the designated deadline will result in an “Unsatisfactory” for each day / week that the assignment is late.

Clinical Procedures Policy

(Revised 11/2018)

1. Medications may be administered only after satisfactory completion of a campus laboratory student demonstration (check-off).
2. Procedures not marked may be performed independently by the student following satisfactory lab check-off.
3. All procedures marked with a (*) must be supervised by a faculty member until released for supervision by a designated Registered Nurse.
4. If an error is made while completing a procedure, the student must follow the *Procedure Variance Policy*.
5. Removal of any therapeutic equipment must be approved or supervised by the clinical instructor or approved Registered Nurse.
6. During Role Transition, the clinical preceptor is the “designated RN.”
7. Documentation of all procedures as appropriate.

Nursing 1	Nursing 2	Nursing 3	Nursing 4
Vital signs	Vital signs	Vital signs	Vital signs
Bed making	Bed making	Bed making	Bed making
Bed bath	Bed bath	Bed bath	Bed bath
ROM exercises	ROM exercises	ROM exercises	ROM exercises
Transfers / positioning	Transfers / positioning	Transfers / positioning	Transfers / positioning
Health assessment	Health assessment	Health assessment	Health assessment
Glucometer check	Glucometer check	Glucometer check	Glucometer check
		Basic EKG interpretation	Basic EKG interpretation
Dressing change Non-sterile dressing	Dressing change Non-sterile dressing Sterile dressing * Central line dressing *	Dressing change Non-sterile dressing Sterile dressing * Central line dressing *	Dressing change Non-sterile dressing Sterile dressing * Central line dressing *
	NG tube insertion *	NG tube insertion *	NG tube insertion *
	Gastric tube feeding *	Gastric tube feeding *	Gastric tube feeding *
	Urinary catheterization *	Urinary catheterization *	Urinary catheterization *
Medication administration	Medication administration	Medication administration	Medication administration
Oral *	Oral *	Oral *	Oral *
Intramuscular *	Intramuscular *	Intramuscular *	Intramuscular *
Intradermal *	Intradermal *	Intradermal *	Intradermal *
Subcutaneous *	Subcutaneous *	Subcutaneous *	Subcutaneous *
Suppository *	Suppository *	Suppository *	Suppository *
Topicals *	Topicals *	Topicals *	Topicals *
Inhalers *	Inhalers *	Inhalers *	Inhalers *
Eye / ear meds *	Eye / ear meds *	Eye / ear meds *	Eye / ear meds *
	NG / PEG tube meds *	NG / PEG tube meds *	NG / PEG tube meds *
	IV push / IV piggyback *	IV push / IV piggyback *	IV push / IV piggyback *
	Venipuncture / IV insertion*	Venipuncture / IV insertion *	Venipuncture / IV insertion *
	Blood specimen collection*	Blood specimen collection *	Blood specimen collection*
	Access implanted venous port*	Access implanted venous port*	Access implanted venous port*
		Nasotracheal suctioning *	Nasotracheal suctioning *
		Tracheostomy suctioning *	Tracheostomy suctioning *
		Tracheostomy care *	Tracheostomy care *

Procedure / Medication Variance Policy

(Revised 12/2017)

I. Potential Error

No actual error occurred. Error would have occurred if not pointed out by the clinical instructor or designated RN.

A. Not under parameters of Critical Offense Policy.

Single occurrence in a semester.

1. Clinical instructor reviews situation with student and documents on clinical evaluation form.

More than one occurrence in a semester.

1. Clinical instructor reviews situations with student and documents on clinical evaluation forms.
2. Clinical instructor determines if laboratory remediation is needed. (See III for examples of remediation focus)
3. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
4. If the potential errors were related to medication administration procedure, the clinical instructor will supervise all medication administration until deemed satisfactory to administer with designated R.N.

B. No actual error occurred, but the potential error falls within the Critical Offense Policy due to critical (life threatening) nature of the potential error.

1. Student will immediately cease administration of any medication or invasive procedure and may be dismissed from the clinical agency. Student may not return to clinical until the incident is resolved.
2. The clinical instructor must notify the program director and/or coordinator immediately.
3. Student must complete a Health Science Programs Incident Occurrence Report by the first day after returning to campus following the incident.
4. Student must schedule an appointment to see the clinical instructor the first day on campus following the incident.
5. Occurrence will be reviewed by the appropriate instructional team, program director and coordinator for consideration as grounds for dismissal per the Critical Offense Policy.
6. Student will meet with the program director and/or coordinator to be informed of the decision of the instructional team.
7. Follow policies for exiting student.
8. If student is not exited, clinical professor reviews situation with student and documents on clinical evaluation form.

II. Actual Error

Actual error occurred.

A. Not under parameters of Critical Offense Policy.

Single occurrence in a semester.

1. Follow agency policy for incident occurrence.
2. Clinical instructor reviews situation with student and documents on clinical evaluation form.
3. Student must complete a Health Science Programs Incident Occurrence Report and turn in to the clinical instructor by the first day after returning to campus following the incident.

4. Clinical instructor determines if laboratory remediation is needed. (See III for examples of remediation focus)
 - a. Laboratory remediation will be completed on a date determined by the clinical instructor.
 - b. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
5. If the error was related to medication administration procedure, the clinical instructor will supervise all medication administration until deemed satisfactory to administer with designated R.N.

More than one occurrence in a semester.

1. Follow steps 1-3 listed under single occurrence.
2. Clinical instructor will submit the Health Science Programs Incident Report and a remediation plan to the program coordinator.
3. Student must meet with program coordinator to review remediation plan and schedule it.
4. Complete laboratory remediation (See III for examples of remediation focus)
 - a. Laboratory remediation will be completed on a date determined by the clinical instructor/program coordinator.
 - b. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
5. All medications will be given only with clinical instructor supervision for the remainder of the semester. All invasive procedures will be supervised by clinical instructor or approved preceptor.
6. Any additional medication errors within the semester, or a pattern of errors across semesters, will be reviewed by the appropriate instructional team, program director and coordinator for possible grounds for dismissal from the program due to unsafe practice.

B. Error falls within the guidelines of the Critical Offense Policy

1. Student will immediately cease administration of any medication or invasive procedure and be dismissed from the clinical agency. Student may not return to clinical until the incident is resolved.
2. Follow agency policy for incident occurrence.
3. Student must complete a Health Science Programs Incident Occurrence Report by the first day after returning to campus following the incident.
4. Student must schedule an appointment to see the program director and/or coordinator the first day on campus following the incident.
5. Occurrence will be reviewed by the appropriate instructional team, program director and coordinator for consideration as grounds for dismissal per the Critical Offense Policy.
6. Student will meet with the program director and/or coordinator to be informed of the decision of the instructional team.
7. Follow policies for exiting student.
8. If student is not exited, clinical professor reviews situation with student and documents on clinical evaluation form.

III Remediation Focus

Assign remediation with a focus on the primary area of weakness.

- A. Calculation of medications
 1. Conversions
 2. Dosages based on body weight
 3. IV flow rates
 4. Advanced IV calculations
- B. Manipulation of Equipment

1. Type of equipment
2. Practice in lab
- C. Medication Administration
 1. Interpretation of prescriptions
 2. Mixing/reconstituting
 3. Manipulation of syringes, vials, ampules
 4. Injections, site identification
 5. IV med administration
 6. Medication Scenarios
- D. Organizational Skills
 1. Lack of preparation
 2. Time management
 3. Sequence of steps

Theory Course Policies

Specific policies and procedures for successful evaluation and completion of each course are located in each course syllabus.

Attendance

(Reviewed 04/2019)

The ADN program adheres to the Grayson College Student Handbook attendance policy. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade. In addition, the following policies are specific to the theory course.

1. Regular attendance is expected for all classes.
2. A role sheet is used to verify attendance in all theory courses.
3. Students **must** notify the faculty Team Coordinator in case of an absence on a test day at least one hour prior to the scheduled test time.

Alternative Learning Assignments

(Reviewed 11/2018)

Students are to complete assigned Elsevier Adaptive Quizzing and Learning assignments and/or any other alternative learning assignment by the deadline. Failure to complete all assignments may result in an Incomplete for the course.

Testing / Exam Policies

ExamSoft Testing

(Revised 08/2017)

The nursing department utilizes ExamSoft Exam Management Services to provide computerized testing. ExamSoft uses an online application called Examplify to securely deliver tests to personal computers, laptops or tablets. Tests are password protected and ExamSoft provides 256 bit encryption security. Exams are downloaded by the student prior to test time. When the testing starts each computer is locked down preventing navigation to the internet or any resident computer application or information.

Each student is responsible for registering on-line and paying the required fee at the beginning of each semester. Registration must be completed at least one week prior to the first test of the semester.

To assist students with learning how to utilize and navigate the Exemplify program, practice exams may be provided by each Nursing Team. Accessing and completing the practice exam(s) is/are mandatory prior to the first unit exam or by a designated date set by the nursing instructors. The practice exam(s) is/are not included in the student's test scores for the semester

ExamSoft Technical Requirements

(Revised 01/2019)

Exemplify Microsoft Product Requirements

Exemplify can be used on most modern Microsoft Windows-based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

- Operating System: 32-bit and 64-bit Versions of Windows 7 and Windows 10.
 - Support for Windows 7 devices will be discontinued on December 31st, 2018.
- ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: 2GB or highest recommended for the operating system
- Hard drive: 1GB of available space or highest recommended for the operating system
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Exemplify download, registration, exam download and upload
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Screen resolution must be 1024x768 or higher

Surface Pro minimum system requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- An external keyboard (USB or Bluetooth) is required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Exemplify download, registration, exam download and upload
- Screen resolution must be 1920x1080

Exemplify Mac OS X Requirements

In order to use Exemplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

- Administrator level account permissions (Click [here](#) for instructions)
- Internet connection for Exemplify download, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adapter)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server versions of Mac OS X is not supported

- Screen Resolution must be **1024 x 768** or higher
- Operating system:
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
 - Mac OS X 10.14 Mojave
- Hard drive = 1 GB or higher of free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported
- Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Exemplify iPad Requirements

- Hardware = iPad Air+, iPad Mini+, iPad Pro
- Operating system = iOS 10, iOS 11, and iOS 12 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam
- iPad must not be jailbroken
- Internet connection for Exemplify download, registration, and exam download & upload
- In order to take an exam using an iPad, your institution must first enable iPad support.

Exam Equipment Sign-out

(Reviewed 04/2019)

Students who choose to use the iPads provided by Grayson College will be required to present a picture ID which will be held by the instructor until the iPad is returned. The student is to handle the iPad carefully and use it for test-taking purposes only. No passwords should be entered unless specifically provided by the instructor. The student may not remove the iPad from the classroom at any time before, during or after the test. Any iPad damaged by the student may result in disciplinary action including but not limited to replacement or repair of the iPad at the student's expense.

Exam Guidelines

(Revised 11/2018)

1. Dates of all scheduled examinations are posted. The scheduled test material is based on course and syllabus learning objectives.
2. All tests must be completed and submitted within the designated time frame.
 - a. All tests will start at the scheduled time and students will be instructed when they may begin the test. These students will be allowed to use the full time per the guidelines listed below. Should a student arrive late to the test, the instructor will give the student two options. The student may take the test but will not have an extension of the ending time. Should the student decide to take the exam after arriving late, faculty will stop the test at the stated ending time. The student will also be given the option to take a make-up test (if the student has not missed any other tests). Make-up exams will be given according to the class calendar.
 - b. Students may miss only one unit exam per semester due to an emergency or serious illness.
 - c. Make-ups for unit exams will be given at the end of the semester, prior to the final exam.
 - d. Missed make-up exams will not be rescheduled.
 - e. Final exams are comprehensive and **must** be taken at the designated time. No make-up final exams will be given.

3. In order to simulate a NCLEX-RN testing environment all papers, books, electronic devices (unless an approved device for testing), watches, hats/caps, hooded sweatshirts, coats, scarfs, and personal writing tools will not be allowed. Cellular phones must be turned off and placed in front of room. Exceptions may be made on an individual basis. Faculty will provide students with writing tools. Purses and backpacks are to be left in the front or back of the classroom during testing. All cell phones must be turned off. **(No vibrate mode allowed).**
4. No food or drinks allowed during the exam.
5. Faculty may assign seating for each test. If assigned seating is being utilized, students may not change their assigned seat.
6. Students testing in Examsoft will use calculators provided by the ExamSoft program.
7. The ExamSoft program logs/tracks student activity while the exam is in progress. Student responses are backed up and saved automatically throughout the exam.
8. In an effort to emulate the NCLEX examination process, questions on the test will be presented one time and once submitted the student will not be able to go back to any question. However, navigating backwards to questions will be allowed on pharmacological math exams only.
9. Students will not be given assistance with any question regarding terminology during exams. Students are encouraged to let faculty know when a term or phrase is being used on an exam or lecture that might be frequently misunderstood.
10. ExamSoft notifies each student when five minutes remain on the exam.
11. The student is responsible for being familiar with the SofTest software and any instructions provided by ExamSoft on its website prior to the start of every exam.
12. The student is responsible for maintaining and operating any personal electronic device. Please allow sufficient time to become proficient with a personal electronic device prior to use on exams.
13. In the event of a computer problem with a student's personal computer, a faculty member will accompany the student to a Grayson computer lab for test completion. No exam will be delayed due to a problem with a personal device.
14. Grayson College's Information Technology department is not responsible for the maintenance or repair of a student's personal device.
15. Any attempt to disable or tamper with SofTest's security features will be considered a violation of the Grayson College Student Conduct policy and will be subject to discipline, including suspension.
16. Prior to exiting the room, students must show the instructors confirmation of their exam upload.
17. Any student in violation of these guidelines may result in a deduction of 10 points from the exam grade. Repeated offenses may result in further disciplinary action. If evidence of academic dishonesty is discovered then the students will be subject to the policies of Grayson College regarding academic dishonesty.

Exam Grading Policy

(Reviewed 12/2017)

Exams are graded electronically using ExamSoft's computerized scoring system. For each exam, the computer counts the total number of items correct, which is the raw score, and also calculates a percent score (number of correct items divided by total number of questions). Initial grading is performed as soon as the test is completed by each student. Raw scores (prior to faculty review) may be immediately released to students at the completion of the test. Within twenty-four hours after faculty test review, the student's percentage score and semester average will be posted in the Learning Management System Grade Center. Exam scores will be calculated and posted using two decimal places.

Final Review of Exams and Grades

(Reviewed 11/2018)

After final exams and course grades have been calculated, students with a final score between 73.5-74.49 will have all of their unit tests reviewed for any possible errors made in grading. This review of unit tests will be done by a team coordinator of a different instructional team. Students may request to have their unit exams reviewed at the discretion of their faculty team coordinator. Students must submit this request within one day following final exam administration. If any discrepancies or errors are discovered, the instructional team must meet, discuss the issue and vote to determine what actions will take place. A summary of the discussion and team decision must be documented in team meeting minutes. If a change in grade from failing to passing is determined, the program director will make the final determination.

Accepted Answers

(Revised 03/2018)

On all exams the only accepted answer will be the answer that is designated in the testing software. Answers written on any other source will not be accepted and/or counted in the grade of the exam.

Nullified Questions on Exams

(Revised 04/2019)

If the faculty team decides an item will be nullified on an exam, then exam-takers will receive credit for that test item. A nullified question will not change the overall number of items on that exam.

Testing Time

(Reviewed 11/2018)

Length of time for testing is based on the number of test items on the exam. A maximum of 1.5 minutes per question will be allowed on theory tests including final HESI exams but excluding math exams. Notices/Instructions presented at the beginning of each exam should include the number of test items on the exam, and the length of time available to complete the exam.

Students will be allowed 5 minutes prior to the start of every exam to write notes on the provided piece of scratch paper. When the 5 minutes have expired, students must then begin the exam, and the exam will end at the designated time. If a student arrives late to an exam, the student will forfeit this time and must begin the exam immediately.

Course Grading Policy

(Revised 12/2017)

The grading policy for the ADN program follows that of the college for the letter grading system and grade point determination. This policy is found in the Grayson College Catalog. ADN course grades are assigned as follows:

Letter Grade	Interpretation	Numerical Grade	Grade Points/ Semester Hour
A	Excellent	89.50-100	4
B	Good	79.50-89.49	3
C	Satisfactory	74.50-79.49	2
D	Failing	64.50-74.49	1
F	Failing	64.49 - and below	0

According to college policy a letter grade of "D" is considered unsatisfactory in a student's major field of study and generally does not transfer. Therefore, a grade of "C" or better is necessary in the theory course, and a grade of "S" (satisfactory, which is equal to a "Pass" on transcripts) in the lab, and clinical courses for satisfactory completion of each level and progression to the next nursing course.

Test Review

(Reviewed 12/2017)

Upon completion of each test, students are allowed thirty (30) minutes to review all items, including the answers and rationales. During this time the student may provide written feedback for the faculty to address during faculty test review.

Test Counseling

(Reviewed 03/2018)

A student who fails an exam with a grade below 74.5% will be required to complete a *Test Counseling Form*. After completing the form, the student will take it to the clinical professor or appropriate team coordinator for test counseling prior to the next test. The faculty member and student will discuss and plan remediation as deemed necessary based on information on the *Test Counseling Form* and that provided by the student.

Test counseling is available for all students by appointment only. For all test counseling sessions, only one test will be reviewed during each session.

External Exam Policy

(Reviewed 03/2018)

The use of standardized testing has been determined to be a viable means of competency evaluation. Therefore, the ADN program utilizes these exams as both a mid-curricular and end of program tool to evaluate content comprehension and readiness for licensure examination.

External Mid-Curricular Exam

(Revised 01/2019)

The mid-curricular exam will be taken at the completion of the second semester of the ADN Program (RNSG 2404) or (RNSG 1413) for Transitional Entry students.

To successfully complete the theory course (RNSG 2404 or RNSG 1413), the student will take the external exam once.

The standardized mid-curricular exam will be the final exam for the course (either RNSG 2404 or 1413). As the final exam, the conversion score (a percentage score) obtained on the mid-curricular exam will account for 25% of the course grade.

Students who score below 900 on the mid-curricular exam will be strongly encouraged to enroll in, and successfully complete RNSG 2030 (Professional Nursing Review and Licensure Preparation).

In addition, students who score 850 and below are required to meet with the designated faculty at the start of the fourth semester (RNSG2435). The meeting must be completed prior to the second unit test. Students will be required to complete the remediation as assigned by 3rd semester faculty.

External Exit Exam

(Reviewed 11/2018)

A standardized exit exam must be taken during the final semester of the ADN Program. This exit exam will take the place of the final exam for the semester. In order to be consistent with the testing environment on the NCLEX-RN® exam, there is a four hour time limit for completing the external exit exam. Breaks are included in the four hour limit. The conversion score (a percentage score) earned on the exam will account for 25% of the course grade.

If a student does not pass the exit exam with a score of 900 or above, the student will be required to show proof of completion of an external NCLEX-RN® review course, approved by the ADN program, in order to successfully pass the course and meet graduation requirements. Should the student desire to take a second standardized exam following completion of the review course, this will be scheduled by the program. However, the grade earned on the first exam will remain as the student's final exam grade. Second attempts on the exit exam are for the purpose of remediation assessment only.

Students are required to pay the cost of all examinations and review courses.

Pharmacological Math Exam

(Revised 04/2019)

Pharmacological math exams are used to evaluate the student's ability to calculate medication dosages and I.V. rates. Students must pass a pharmacological math exam during Nursing 1, 2, and 3 courses and during the Transitional Entry course, using the following criteria:

- The exam must be completed with 90% accuracy each semester.
- On-screen calculators are utilized on math exams administered by computer.
- Students are allowed 3 attempts at successful completion in Nursing 1, 2, 3, and Transitional Entry.
- Assessment of math skills during Nursing 4 will continue in the clinical setting when administering medications as well as inclusion of math calculation problems on each unit exam.

- Exams are administered as scheduled in the course syllabi or calendar, and they must be taken on the day scheduled.
- Rounding instructions will be included in the stem of each math question. (Ex: round to one decimal point.) Labeling of math calculations with the appropriate unit of measure will not be required on computerized math exams; but will be required on any paper and pencil math exams.
- Students who have an unexcused absence from the scheduled exam will forfeit that attempt.

Failure of a student to pass the pharmacological math exam at 90% or greater accuracy within the specified attempts will result in a failure for the course and dismissal from the ADN program. If a student is unsuccessful on the math exam in the Transitional Entry courses (RNSG 1413) then the student will be required to return to Nursing 2 (RNSG 2404) the next semester.

Failure of Pharmacological Math Examination

(Reviewed 12/2017)

If a student is unsuccessful in the specified number of attempts to pass the pharmacological math examination the student will be required to withdraw from the corresponding theory course in which the exam was taken or receive a grade of “F” for the course. If the student chooses to withdraw, the withdrawal form (listing each of the nursing courses) must be signed and turned into the Registrar’s office by the withdrawal deadline specified by Grayson College (please see Academic Calendar for Grayson College). As the theory courses, clinical courses, and skills lab courses (as applicable) are concurrent, the student will not be allowed in the clinical course and/or skills lab courses, and must withdraw from these courses or receive a grade of “F” for the course(s). If the withdrawal paperwork is not completed for each nursing course by the specified date in the Academic Calendar then the student will receive a grade of “F” for the theory course, skills lab course (if applicable), and/or clinical course.

Withdrawal from a nursing course will count towards the total number of admissions in the nursing program, and will be used to determine if a student is eligible to return into the nursing program (Refer to ADN Admissions Policy).

Remaining in Class Following Failure of Pharmacological Math Examination

(Revised 12/2017)

If the student has failed all attempts of the pharmacological math examination, the student has the option to remain in the theory course in an observation only role. The student must withdraw from the clinical course and skills lab course (if applicable). The student may not take any exams while in the observatory role. The student may only remain in the course for observation until the withdrawal deadline. If the student chooses to remain in the observation role past the withdrawal deadline then a grade of “F” will be assigned for the theory course.

Skills Lab Course Policies

Specific policies and procedures for successful evaluation and completion of skills lab courses are located in each course syllabus.

Skills Lab Attendance

(Revised 03/2018)

Regular attendance is mandatory for accomplishment of the ADN program’s goals and objectives. The ADN program adheres to the *Grayson College Student Handbook* attendance

policy. Should tardiness or absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade.

1. Students are required to attend all lab classes on time, bring lab supplies and daily paperwork, and remain in lab for the full class period.
2. Students are expected to arrive on time for scheduled skills labs. Being tardy for a lab will be considered as a lab absence. Tardy is not being present at the time the instructor begins class.
3. Students who must be absent from a lab are required to make arrangements prior to the assigned lab with the designated lab instructor.
4. Students who miss a scheduled lab class will be required to complete assigned work, and submit documentation of the completed work by a designated date. The student who does not submit this documentation by the designated date will be penalized.

Skills Lab Evaluation

(Revised 03/2018)

All skills demonstrations (check-offs), study module / practice sessions and assignments must be satisfactorily completed within the designated time frame. A passing lab grade includes successful demonstration of skills. Students in all nursing courses are allowed two (2) attempts at successful skill check-off demonstration. Each check-off must be completed within thirty (30) minutes. Students will be given an option for a five-minute warning. Students who are unsuccessful on the first check-off attempt must wait until at least the following day to perform the second attempt. The second check-off will be observed and evaluated by a different instructor. Inability to successfully pass skills check-off demonstration within the allowed number of attempts will result in the student failing the course, and the student will not be eligible to participate in clinical experiences and will need to withdraw from the clinical course. A student who fails an ADN skills lab will be considered for re-entry based on faculty and Admission, Retention, & Graduation committee recommendations, and available space. (Refer to readmission policy.)

Skills Review Check-off

(Revised 04/2019)

All students must pass a skills review check-off prior to the beginning of the clinical experience during the second, third and fourth semesters of the program. All students will be allowed two attempts to successfully complete a random selection of any two previously learned skills. Check-offs will be conducted using a skills check-off form. Skills selected must be completed within a thirty minute time period. Students will be given the option of a five minute warning. Students who are unsuccessful on the first check-off attempt must wait until at least the following day to perform the second attempt. The second check-off will be observed and evaluated by a different instructor. A student will forfeit their attempt on the skills check-off if they are a no show and/or no call to their scheduled time. A student who does not pass the skill review check-off within two attempts will not be eligible to participate in clinical experiences and will need to withdraw from the clinical course. A student who fails an ADN skills review check-off will be considered for re-entry based on priority ranking, faculty and Admission, Retention, & Graduation committee recommendations, and available space. (Refer to readmission policy.)

Skills Lab Kit

(Revised 03/2018)

Students are required to purchase a skills lab kit at the beginning of the program. It is the student's responsibility to bring all required supplies to each skills lab. Students returning to the program will be responsible for purchasing replacement supplies for the lab kit.

**Agreement to Compliance with New / Revised Policies
Grayson College Associate Degree Nursing Program
Fall 2019**

I have read and had explained to me the following new and / or revised policies from the *Associate Degree Nursing (ADN) Program Student Handbook*. I understand the new / revised policies and procedures and agree to abide by them while enrolled in the Associate Degree Nursing Program. I understand that non-compliance with any of the policies and procedures may be grounds for my withdrawal or dismissal from the Program.

Name of the New / Revised Policy:

- Readmission Policy
- Clinical Readiness Exam
- Testing Procedures in Emergency Event/s Drills
- Clinical Dress Code
- Role Transition Experience
- Academic Counseling
- Nullified Questions on Exams
- Pharmacological Math Exam
- Skills Review Check-off
- Employment Outside the Program
- Communication
- Student Activities and Organizations

Name (Print)

Signature

Date

Policies are subject to revision at any time.

SECTION 3: RN TO BSN PROGRAM

General Information

Mission Statement

The mission of the Grayson College RN to BSN Nursing program is to prepare graduates to advance his/her career in professional nursing in a variety of health related settings.

Philosophy

The Nursing Faculty supports the vision, philosophy, and mission of Grayson College. The Faculty believes that the community college provides an optimal setting for nursing education. The College provides an atmosphere in which nursing education is complemented through the study of other disciplines.

The Faculty ascribes to the following beliefs:

- Nursing is a profession that uses a comprehensive approach in assisting patients across the lifespan to achieve and maintain optimal health.
- Health and illness are relative states reflecting how patients perceive their ability to function and interact with their environment. The environment refers to all the internal and external factors affecting the patient and the nurse. The patient's state of health fluctuates on a continuum.
- The patient is the recipient of nursing care and includes individuals and families who may receive nursing care in institutional or community-based settings. Although patients share common needs, each may experience unique responses. Patients may have multiple complex needs with either predictable or unpredictable outcomes.

The registered nurse with a Bachelor of Science degree fulfills the overlapping roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Within these roles, the registered nurse utilizes assessment and analytical skills to synthesize information, plan, implement, and evaluate nursing care. The registered nurse prepared at the Bachelor's degree level functions as a professional in both autonomous and collaborative practice.

Nursing education is a continuous learning process empowering students to grow his/her knowledge base. The faculty plan and facilitate learning experiences which promote the application and integration of concept-theoretical knowledge necessary to achieve the program outcomes, while utilizing research principles and evidence-based practice.

Major concepts integrated throughout the program of learning include: professionalism, personal accountability, advocacy, clinical decision making, patient teaching, caring approach, skill competency, resource management, safety, risk reduction, communication, coordination, and collaboration. Knowledge, skills, and attitudes related to research, theoretical frameworks, management and leadership principles, and the care of special populations such the geriatric patient and community health will also be cultivated. The program of study prepares graduates to demonstrate the essential competencies of graduates of Bachelor's Nursing Education Programs as defined by the Texas Board of Nursing.

Opportunities are provided for individualized instruction, evaluation, guidance, and academic counseling, but the student is ultimately responsible for meeting learning outcomes and establishing a plan for lifelong learning as a professional.

End-of-Program Student Learning Outcomes

1.0 Member of the Profession:

1.1 Demonstrate responsibility and accountability in the quality of care for patients, families, populations and communities.

1.2 Promote the profession of nursing through advocacy and leadership activities.

2.0 Provider of Patient-Centered Care

2.1 Incorporate theoretical knowledge and evidence-based research findings in the coordination of care for patients, families, populations, and communities.

2.2 Synthesize knowledge from comprehensive health assessment data and evidence-based research to provide care for culturally, ethnically, and socially diverse patients, families, populations, and communities.

2.3 Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address health maintenance, health promotion, and risk reduction.

2.4 Utilize clinical reasoning, knowledge, evidence-based practice, theoretical foundations, and research findings as the basis for decision-making and comprehensive patient care.

3.0 Patient Safety Advocate

3.1 Develop goals and outcomes utilizing theoretical knowledge and analysis, research, and evidence-based data to reduce patient and community risks.

3.2 Develop and implement measures to promote a quality and safe environment for patients, self, families, communities, and populations.

4.0 Member of the Healthcare Team

4.1 Utilize leadership and management principles to assign and/or delegate nursing care to other members of the healthcare team in relationship to patient and organizational need.

4.2 Integrate referral needs, cost considerations, confidentiality, efficiency of care, and continuum of care as it relates to patients, families, communities, populations, and the healthcare organization.

RN to BSN Program Accreditation

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: 404.975.5000

Fax: 404.975.5020

The RN to BSN Program at Grayson College is approved by the Texas Board of Nursing.

Board of Nursing

333 Guadalupe #3-460

Austin, Texas 78701

Phone: 512.305.7400

Fax: 512.305.7401

Admission / Progression Policies

Course Progression

In order to successfully progress and complete the RN to BSN Nursing Program, the student must:

1. Satisfactorily complete the program prerequisite and co-requisite courses with a grade of "C" or better.
2. Complete the RN to BSN Core as follows:
 - a. First 8-weeks - Nursing Research
 - b. Final 8-weeks – Professional Project
 - c. All other RN to BSN courses may be taken in any order
3. Pass each course with a grade of "C" (74.5%) or better. Complete all coursework with a passing grade to graduate.
4. Maintain documentation of current required immunizations, current negative TB test or chest x-ray and current CPR certification through the American Heart Association as a Healthcare Provider.

After satisfactory completion of all the above requirements, the student is eligible to graduate with a Bachelor of Science Degree with a major in Nursing.

Withdrawal from a Course

The RN to BSN program follows the withdrawal policy found in the *Grayson College Student Handbook*. A student who receives a grade of "W" in 2 or more RN to BSN courses will be considered for re-entry based on the decision of the RN to BSN Faculty Committee.

Readmission Policy

Readmission into the RN to BSN program is NOT automatic. A student who withdrew or was unsuccessful in meeting the requirements of a course will be considered for re-entry based on the decision of the RN to BSN faculty committee.

1. A student who fails a course may be readmitted to the program one time.
2. A student who withdraws from 2 or more courses will be readmitted to the program at the discretion of the RN to BSN Faculty Committee.
3. Readmission is not available for those students who were dismissed from the program for any critical offense.
4. A student seeking readmission to the RN to BSN program must make an appointment with the RN to BSN Program Coordinator for readmission counseling. A student may not be readmitted without readmission counseling once the RN to BSN Faculty Committee makes a recommendation. A student who does not follow the guidelines for readmission may not be allowed to re-enter the program.
5. A student who finishes a semester and was passing but will not re-enroll for the subsequent semester, for any reason, must make an appointment within two weeks after deciding not to re-enroll with the Nursing Program Director for readmission counseling. A student may not be readmitted without readmission counseling. A student who does not follow the guidelines for readmission may not be allowed to re-enter the program.
6. Any student wishing to transfer into the RN to BSN program must submit all completed RN to BSN course materials to the RN to BSN Program Faculty Committee for approval of transfer credit.
7. Students transferring into the RN to BSN program must have satisfactorily completed a comparable Nursing Research courses or take it the first semester of transfer.

8. Transfer students must meet Grayson College's general education requirements and the Nursing Program's co-requisite and pre-requisite requirements to graduate with the BSN degree.
9. The student who is eligible for readmission or re-enrollment according to the RN to BSN Program policies must submit a letter by a required date (determined in the readmission counseling) prior to the desired re-entry date. The letter to the RN to BSN Coordinator should address the following:
 10. Academic strengths and weaknesses.
 11. Clinical strengths and weaknesses.
 12. Improvements or actions that the student has made in order to successfully complete the RN to BSN program.
13. Students accepted for readmission or re-enrollment must meet all requirements of other RN to BSN students
14. Any student seeking readmission or re-enrollment and desiring to repeat a course that has already been passed must receive permission from the Nursing Director. Any course repeated for credit will be awarded the grade earned and will replace the grade previously earned, whether higher or lower.

Clinical Course Policies

Specific policies and procedures for the successful evaluation and completion of each nursing course are located in each course syllabus.

Attendance Policy

Regular attendance is mandatory for accomplishment of the RN to BSN program's goals and objectives. The RN to BSN program adheres to the *Grayson College Student Handbook* attendance policy. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade.

The following policies are specific to the clinical course.

1. Students will be responsible to set up their own clinical experiences. Attendance on determined clinical days is mandatory. Any missed clinical time must be made up. More than one clinical absence during the entire program may be grounds for dismissal based on the recommendation of the RN to BSN Faculty Committee.
2. A student must notify the course faculty and the clinical facility if he/she is going to be late to any clinical experience. Failure to notify the professor or an unexcused tardiness, per the instructor's discretion, will result in an absence for the clinical day.
3. Students must notify the course faculty or a designated alternate at least one hour prior to time scheduled for clinical if they are going to be absent. Failure to notify the course faculty may result in a clinical failure.

Clinical Dress Code

1. The following are the requirements for student dress in the RN to BSN program. While in clinical, the student **must** observe the dress code regulations at all times. Shoes must be closed toe athletic or nursing shoes.
2. A current Grayson College ADN program photo ID badge must be worn at all times while in clinical. Students will not be allowed to remain in clinical without the appropriate Grayson College-ID badge. (Available in the Student Life Center)
3. Students are to maintain the following general appearance and decorum when in uniform.
4. Neat, clean and well-groomed appearance.
5. Shoes and uniforms must be clean and neat at all times.

6. Clothes must be appropriate length and fit.
7. Hair must be kept off shoulders. Collar length is acceptable if secured so as to not fall forward from the face. Hair must be of a natural color.
8. Jewelry limited to:
9. Medical ID bracelet if needed. No other necklaces or bracelets.
10. One set of stud earrings (approximately 4mm in diameter, no colors). Only one stud allowed and only in each lower ear lobe.
11. Earlobe expanders must be removed and replaced by a flesh-colored earlobe plug.
12. Plain wedding band with no raised settings.
13. No visible body piercing other than normally placed for stud earrings (in lower ear lobe).
14. No nail polish, artificial nails or tips; length of nails must not be visible over fingertips.
15. All tattoos must be covered.
16. Hair, breath and clothing must be free of perfume, smoke or other odors in the clinical area.
17. Professional dress is expected (either scrubs or business dress, depending on facility) in all clinical experiences.

Students are recognized by the public as representatives of Grayson College. A student's appearance reflects not only on themselves, but on the college. Therefore, students can expect to be reminded of the dress code regulations by any faculty member who observes them improperly dressed. In addition, instructors may choose to remove students from an area in which they are not appropriately dressed and/or assign a "U" (Unsatisfactory) for the clinical day.

Clinical Rotations

Clinical experiences will be in either an observational role or in the student's place of employment and will be scheduled by the student. If not currently employed, the course faculty will assist the student in locating a clinical facility and preceptor.

Successful completion of the clinical component of the following courses is expected to successfully pass the course:

Leadership & Management in Nursing
Community Health Nursing
Professional Project

Clinical Course Evaluation

Each clinical component will have a paper or project assigned. The grading rubric for each of these projects will serve as the clinical evaluation for the course. Failure to complete a clinical project or paper may result in failure of the course.

Course Policies

Specific policies and procedures for successful evaluation and completion of each course are located in each course syllabus.

Attendance

The RN to BSN program adheres to the Grayson College Student Handbook attendance policy. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade. In addition, the following policies are specific to the theory course.

- Regular attendance is expected for all classes.
- A roll sheet is used to verify attendance in all theory courses.
- Students **must** notify the faculty in case of an absence on a test day at least one hour prior to the scheduled test time.

Exam/Assignment Policies

General Guidelines

Some course grades are determined by periodic unit exams and a comprehensive final. Course syllabi outline weighting for these exams.

Exam and Assignment Guidelines

Dates of all examinations and assignments are posted on the Learning Management System. The material is based on course and syllabus learning objectives.

All tests and assignments must be completed and submitted within the designated time frame.

- a. Students may miss only one exam per course due to an emergency or serious illness.
- b. Make-ups for exams will be given at the end of the semester, prior to the final exam.
- c. Missed make-up exams will not be rescheduled.
- d. No make-up final exams will be given.
- e. Assignments will be posted along with their due dates in the Learning Management System.
- f. Students must notify the course instructor at least 24 hours in advance if assignment will not be completed on time. At the instructor's discretion, and based on the circumstances, an extension may be given.
- g. Only one assignment extension will be given per course.
- h. There will be no extensions on assignments due the last week of the course.

In the event of a computer problem with a student's personal computer, the student may come to a Grayson computer lab for test completion.

Grayson College's Information Technology department is not responsible for the maintenance or repair of a student's personal device.

Exam Grading Policy

Exams are graded electronically using the Learning Management System computerized scoring system. For each exam, the computer counts the total number of items correct, which is the raw score, and also calculates a percent score (number of correct items divided by total number of questions). Initial grading is performed as soon as the test is completed by each student. Raw scores (prior to faculty review) may be immediately released to students at the completion of the test. Within twenty-four hours after faculty test review, the student's percentage score and semester average will be posted in the Learning Management System Grade Center. Exam scores will be calculated and posted using two decimal places.

Final Review of Exams, Assignments and Grades

After final exams/assignments and course grades have been calculated, students with a final score between 73.5-74.49 will have all of their course work reviewed for any possible errors made in grading. This review of course work will be done by a faculty member of another course.

Students may request to have their course work reviewed at the discretion of their course faculty. Students must submit this request within one day following the final course exam/assignment due date. If any discrepancies or errors are discovered, the RN to BSN Faculty Committee must meet, discuss the issue and vote to determine what actions will take place. A summary of the discussion and Committee decision must be documented in the Committee meeting minutes. If a change in grade from failing to passing is determined, the Nursing Program Director will make the final determination.

Accepted Answers

On all exams the only accepted answer will be the answer that is designated in the Learning Management System. Answers written on any other source will not be accepted and/or counted in the grade of the exam.

Nullified Questions on Exams

If the faculty team decides an item will be nullified on an exam, then all exam-takers will receive credit for that test item. A nullified question will not change the overall number of items on that exam.

Testing Time

Length of time for testing is based on the number of test items on the exam. Students will be given a limited amount of time to complete exams/quizzes once started. This will be determined by the individual course faculty.

Course Grading Policy

The grading policy for the RN to BSN program follows that of the college for the letter grading system and grade point determination. This policy is found in the Grayson College Catalog. RN to BSN course grades are assigned as follows:

Letter Grade	Interpretation	Numerical Grade	Grade Points/ Semester Hour
A	Excellent	89.50-100	4
B	Good	79.50-89.49	3
C	Satisfactory	74.50-79.49	2
D	Failing	64.50-74.49	1
F	Failing	64.49 - and below	0

According to college policy a letter grade of "D" is considered unsatisfactory in a student's major field of study and generally does not transfer. Therefore, a grade of "C" or better is necessary in all courses for satisfactory completion of each level and progression to the next nursing course.

Test Review

Upon completion of each test, students are allowed to review all items, including the answers and rationales. During this time the student may provide written feedback for the faculty to address during faculty test review.

Agreement to Compliance with New / Revised Policies
Grayson College RN to BSN Nursing Program
Fall 2019

I have read and had explained to me the following new and / or revised policies from the *RN to BSN Program Student Handbook*. I understand the new / revised policies and procedures and agree to abide by them while enrolled in the RN to BSN Program. I understand that non-compliance with any of the policies and procedures may be grounds for my withdrawal or dismissal from the Program.

RN to BSN Program Student Handbook:

Name (Print)

Signature

Date

Policies are subject to revision at any time.

SECTION 3: LICENSED VOCATIONAL NURSING PROGRAM

Mission Statement

The mission of the Grayson College Vocational Nursing Program is to prepare graduates to successfully pass the National Licensing Examination (NCLEX-PN) and practice vocational nursing in a variety of health-related settings.

Philosophy

The nursing faculty accepts the mission and purposes of Grayson College. The faculty believes that the community college setting provides a suitable environment for the basic education of the vocational nurse.

The faculty ascribes to the following philosophical beliefs:

1. Patients/clients are biologic, psychologic, socio-cultural, spiritual beings whose basic need is to maintain a state of homeostasis for wellness. When dysfunctions in a biologic, physiologic, socio-cultural or spiritual area occur, patients/clients may need assistance. We believe that nursing is an interpersonal process, providing assistance to patients/clients and their significant others to meet the needs that they are experiencing, whether in health, illness, or dying.
2. Nursing is both an art and an applied science. Nursing is a science because nursing is founded on evidence-based scientific research and utilizes a problem-solving framework. Nursing also draws from the knowledge bank of other sciences such as the humanities, social sciences, and natural sciences. Nursing is an art because each individual nurse contributes to the care of clients in a personal way. The art of nursing involves the therapeutic care of clients and families, preventative nursing interventions and education, with a goal of assisting clients to achieve their highest potential for living a quality life or to experience a dignified death.
3. Rational patients/clients should participate in making choices involving all aspects of their lives and should share the responsibility for their own lifestyles and healthcare treatments and decisions with healthcare providers. The right to accept or refuse treatment is paramount to the patient's/client's dignity.
4. The vocational nurse plays a vital role in the healthcare delivery system and is an integral part of the healthcare delivery team in a variety of settings. Vocational nurses are educationally prepared to provide basic nursing care and to demonstrate the *Differentiated Essential Competencies for Vocational Nursing* as mandated by the Texas Board of Nursing. The licensed vocational nurse (LVN) utilizes the nursing process as a problem-solving approach to all nursing care, and works under to the supervision of a registered nurse, physician, chiropractor, podiatrist or dentist.
5. Nursing education is a continuous learning process empowering students to evolve from learners to novice practitioners. The program of learning provides opportunities for individualized instruction, evaluation, guidance, and academic counseling. The faculty plans and facilitates learning experiences that promote critical thinking, clinical competency, caring interventions, effective communication, ethical and legal accountability and self-direction. The vocational nursing student is recognized as an adult learner. The student accepts the major responsibility for her/his own learning. Learning is a lifelong process in which the learner remains an active participant.

Conceptual Framework

The conceptual framework of the Grayson College Vocational Nursing Program is based on the following underlying concepts:

1. Patients/clients are holistic beings with needs who are striving to correct problems, attain or maintain homeostasis.

2. The role of the vocational nurse consists of supporting and assisting patients/clients who are experiencing problems with adaptation to conditions that hinder attainment or maintenance of homeostasis.
3. The nursing process is used by the vocational nurse as a problem-solving and critical thinking approach to safe nursing practice.
4. The vocational nurse functions as a Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the Health Care Team through application of theory and clinical practice skills during the nursing care of patient/clients at various stages of the health-illness continuum.

Definitions that Support the Conceptual Framework Concepts

1. Patient/client: A recipient of health care services who requires assistance to meet needs that have created a disturbance in homeostasis.
2. Holism/holistic: Pertaining to the whole, considering all factors. The nurse must consider the whole person, including the biologic, physiologic, socio-cultural, developmental and spiritual aspects of each patient/client.
3. Homeostasis: A state of relative constancy in the internal environment of the body, naturally maintained by adaptive responses that promote healthy responses.
4. Vocational Nurse: A nurse is one who assists the individual, sick or well, in the performance of those activities contributing to health, recovery or peaceful death, that the individual would have performed unaided if the individual had the strength, will, or knowledge. The vocational nurse has received basic training to meet the needs of patients/clients who are experiencing difficulty with adaptation in biologic, physiologic, socio-cultural, and spiritual areas of their lives and who must seek help to meet those needs. After licensure, the vocational nurse works under the direct supervision of a registered nurse, physician, chiropractor, podiatrist or dentist.
5. Adaptation: A person's ability to cope with the internal and external demands of the environment. A patient/client seeks help when coping without help is no longer possible.
6. Nursing Process: The process that serves as an organizational framework for the practice of nursing. It encompasses all of the steps taken by the nurse in caring for a patient:
 - A. Assessment: A holistic examination of the whole person, including the biologic, physiologic, socio-cultural, and spiritual aspects of each patient/client.
 - B. Analysis/Diagnosis: A close examination of the data collected during the assessment phase with a determination being made as to problems of adaptation and about the human responses that the patient/client may be experiencing in response to identified problems. The problem statement is referred to as a nursing diagnosis.
 - C. Planning: The process of determining goals/outcomes for the patient using the patient's/client's and family's input. Nursing interventions to achieve the goals/outcomes are also determined during this step.
 - D. Implementation: Planned nursing interventions are implemented in an attempt to reach the goal.
 - E. Evaluation: Goals/outcomes are examined to determine if the patient/client responded to the nursing interventions and met the predetermined goal/outcome. If not, the steps of the nursing process are repeated.

Nursing process provides an organized, problem-solving approach for the licensed vocational nurse and for vocational nursing students. Emphasis is placed on assessment, planning, implementation, and evaluation.

7. **Critical Thinking:** Purposeful, outcome-focused thinking that aims to make judgments based on evidence. (Alfaro, 1998)
8. **Theory:** An abstract statement/s formulated to predict, explain, or describe the relationship among concepts, constructs, or events. Theory is developed and tested by observation and research, using factual data. In nursing education, theory represents the evidenced-based foundation of clinical nursing practice and skills.
9. **Clinical Practice Skills:** Specific skills that require special training and practice in order to be implemented safely during practice as a vocational nurse in the clinical setting. Skills training may include technical, sterile, fine motor and gross motor training, as well as verbal, written, and communication training.
10. **Health-Illness Continuum:** A state of varying degrees of health or illness in which each individual may gravitate upward toward health or downward toward illness. The individual's status on the continuum may require, at times, the assistance of those on the health care teams, including the assistance of the licensed vocational nurse.

End-of-Program Student Learning Outcomes

The Differentiated Essential Competencies (DEC) of Texas Graduates of Vocational Nursing Programs as described by The Texas Board of Nursing:

I. Member of the Profession:

- A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- B. Assume the responsibility and accountability for the quality of nursing care provided to patients and their family.
- 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 established evidence-based policies as the basis for decision making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families on interpretation of health-related data.
- 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 material 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. After licensure, accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

- A. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- 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 and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
- E. Communicate patient data using technology to support decision making to improve patient care.
- F. After licensure, assign nursing care to LVNs or unlicensed personnel based on an analysis of patient or unit need.

Retrieved August 12, 2018:

https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf

Admissions/ Progression Policies

Admission Policies

See VN Admission Information packet for all policies related to admission into the Vocational Nursing Program

Core Performance Standard for Admission and Progression

In order to accomplish the objectives of the nursing program, students must be able to meet the following performance requirements:

1. Visual acuity with/without corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physicians' orders, monitors, and equipment calibrations.
2. Hearing ability with/without auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscopic sounds originating from a patient's blood vessels, heart, lungs, and abdomen.
3. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients, and move from room to room or maneuver in limited spaces. Must be able to meet the physical and/or lift requirements of the clinical agency.
4. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Ability to write legibly and correctly in patient's chart for legal documentation.
5. Manual dexterity to use sterile techniques, insert catheters, and prepare and administer medications (IV, PO, IM).
6. Ability to function safely under stressful conditions, adapting to ever changing clinical situations involving patient care.

Course Progression

In order to successfully progress and complete the Vocational Nursing Program, the student must:

1. Complete program pre-requisite(s) and co-requisite(s) with a grade of "C" (75%) or better.
2. Complete nursing courses in sequence and take each nursing component of a related course (theory, skills lab, and clinical) concurrently.
 - a. Pass each theory course with a grade of "C" (75%) or better and a grade of "Pass" in lab skills and clinical courses.
3. Achieve a passing score on the pharmacological theory and dosage calculation exam (Clinical II and III). Failure to achieve a passing score within the designated number of attempts, will result in the student not being able to progress to the next nursing course.
4. Pass a clinical readiness exam with a score of 75%, within 2 attempts before Clinical begins in VNSG 1162.
 - a. A student who fails to pass the pharmacologic theory and dosage calculation exam, clinical readiness exam, or any lab skill check-off within the designated number of attempts or time frame will not be eligible to participate in clinical experiences.
5. Pass the ATI Capstone Exam, a predictor of passing NCLEX-PN, in the last semester with a 75% or higher probability of passing.

- a. A student who does not achieve a 75% or higher probability of passing the NCLEX-PN on the ATI Capstone Exam on the first attempt, student will be required to take a mandatory approved NCLEX review course at the student's expense.
6. Maintain documentation of current required immunization, current negative TB test or chest x-ray and current CPR Certification through the American Heart Association as a Healthcare Provider.

After satisfactory completion of the above requirements, the student is eligible to graduate with a Certificate of Completion in Vocational Nursing. Upon graduation, the student may then be eligible to take the licensure exam (NCLEX-PN) to become a Licensed Vocational Nurse. Only the Board of Nursing for the state in which the student is requesting licensure has the authority to determine if a student is eligible to take the NCLEX-PN examination.

Withdrawal from a Course

The VN Program follows the withdrawal policy found in the *Grayson College Student Handbook*. A student who receives a grade of "W" in a theory or skills lab course will be considered for re-entry based on eligibility status, faculty, committee recommendations and available space. (Refer to readmission policy).

Re-Admission Policy

Readmission into the VN program is NOT automatic. A student who withdrew or was unsuccessful in meeting the requirements of a theory or skills lab course will be considered for re-entry based on eligibility status, faculty, committee recommendations and available space.

Readmission to the First Semester

In order to reapply for the first semester, the applicant must:

1. Comply with all rules for admission for new applicants.
2. Compete for admission with a current (within the last 5 years) HESI Admission Assessment score.
3. Have a "P" in the first semester clinical course or have withdrawn passing as noted in the records.
 - a. Students who were on clinical probation that was not resolved prior to withdrawal must appeal to the Faculty Committee for consideration for readmission. The decision of the committee will be final.

Re-admission or Transfer into the Second or Third Semester:

Second or third semester admits cannot exceed the maximum number of students allowed by the VN program. The HESI scores will determine acceptance if all other requirements are fulfilled. In case of a tie, the earliest dated application will be admitted.

The admission deadline for second semester applicants is October 31st of each year, and February 1st for 3rd semester applicants. Prior to the deadline, the applicant must:

1. Have successfully completed the first semester criteria for GC VN program.
2. Review and fulfill all processes for first semester admission.
3. Ensure that his/her file is complete for admission.
4. Re-submit an application to the VN program.
5. Update any required immunizations or CPR.

6. Submit a statement to the Director of Nursing outlining academic and clinical strengths and weaknesses and improvements or actions that the student has made in order to successfully complete the VN program.
7. Complete a criminal background check and drug screen per policy at applicant's expense.
8. The Director of Nursing will call the applicant to schedule an appointment to discuss readmission requirements at the beginning of October, only AFTER the student has completed all other requirements shown. The Program Director will only make appointments for those who have completed the requirements.

Other readmission requirements will include:

1. No previous grade of "fail" on any clinical courses at GC or any educational institution.
2. Successful demonstration of assigned clinical skills on an assigned day. The student must demonstrate the skills correctly within two (2) attempts in order to gain admission.
 - a. Skills check offs prior to admission to the second semester include:
 1. Vital Signs
 2. Head-to-toe and Focused Physical Assessment
 3. Foley Catheter insertion
 4. Nasogastric tube insertion
 5. Sterile wound care
 6. Tracheostomy care and suctioning
3. Attendance at an orientation session and signing required paperwork.
4. If required, taking a dosage calculation exam that is equivalent to the exam taken by the students for the current year. Three attempts will be offered and the applicant must achieve 75% or higher in order to enter the VN program.

Admission to Second Semester from GC ADN Program:

The GC VN Program will accept transfers from the Grayson College Associate Degree Nursing Program. The applicants will be admitted based on the following criteria:

1. The applicant who wishes to enter the second semester must have successfully completed and passed two semesters of required course work in the ADN program. This is due to some skills not being checked off in first semester of the ADN program.
2. Previous grades of "Fail" on any clinical courses prohibit entrance into GC VN Program.
3. The Director of the ADN program must send an attestation letter to the Director of Nursing that courses are comparable in credit hours and content.
4. The applicant must submit HESI Admission Assessment scores to the VN program, indicating a cumulative score of 75% on all required components. HESI scores will be used to determine acceptance.
5. The applicant should review all admission to first semester and admission to second semester policies.
6. The applicant must make an appointment with the Director of Nursing for a file review.

Transfer Students

Students who wish to transfer into the GC VN Program from another educational program must meet the same criteria for first and second semester admission policies. Additionally, students must meet the following terms:

1. A letter must be submitted via email from the previous director to the GC Director of Nursing stating that the student was clinically sound and was not unsafe or failing in the

clinical facility, clinical lab setting or on probation at the time the student left the previous nursing program.

2. All admission criteria and policies must be met.
3. All courses must be academically comparable and must be of the same credit hours and course content, and contact hours.

Clinical Course Policies

Specific policies and procedures for the successful evaluation and completion of each nursing course are located in each course syllabus.

Clinical Readiness Exam

In order to satisfy requirements of the program, clinical facilities and accrediting agencies, all nursing students must pass a clinical readiness exam before clinical begins in third semester, VNSG 1262. The student will have two (2) attempts to pass the exam with a score of 75%. Students who do not pass with a score of 75% within two attempts will not be able to progress in the clinical component of the program and will be required to withdraw from all third semester Vocational Nursing courses and the VN Program. A *Clinical Readiness Exam* study guide is available to assist the student to prepare for the exam.

Attendance Policy

Regular attendance is mandatory for accomplishment of the VN program's goals and objectives. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade.

The following policies are specific to the clinical courses, skills lab, and simulation lab:

1. Students are expected to attend all clinical experiences including skills labs either on campus or in the clinical setting.
2. Any absences in skills lab will have to be made up and arranged with the clinical instructor. The skills lab time is a very tight schedule and instructors cannot guarantee absence time can be made up, therefore, it is imperative that skills days are attended on the specified day scheduled.
3. The assigned clinical rotations must be completed in their entirety. Students are allowed **one** clinical absence per semester. The student will be required to make-up the clinical day at the end of the semester.
4. Students are expected to remain in the clinical facility and assigned unit during the entire clinical day.
5. Students are expected to attend all pre and post-conferences. Failure to do so will result in a clinical absence for the day.
6. A Clinical Absence will accrue if any of the following circumstances occur:
 - a. A student is ill or does not attend the assigned clinical rotation.
 - b. A student who is not present for pre- and/or post-conference.
 - c. A student who arrives more than 15 minutes late or who leaves early from a clinical rotation.
 - d. A student who is sent home from the clinical site for any reason.
 - e. A student arrives tardy (less than 15 minutes late) 3 times in one semester.
7. A student must notify their clinical instructor at least one hour prior to scheduled time if he/she is going to be late to any clinical experience. Failure to notify clinical instructor may result in a clinical absence.
8. Students must notify the clinical instructor at least one hour prior to the scheduled start of clinical if they are going to be absent. Failure to do so will be considered a "no call, no

show” and will result in the student being placed on Clinical Attendance Probation and may result in dismissal from the Vocational Nursing Program.

9. Simulation lab is considered part of clinical time, therefore all policies that apply to clinical time, apply to simulation lab.

Clinical Attendance Probation

After a student has accrued the allotted number of absences in a clinical course, the student will be placed on Clinical Attendance Probation and any further absences or tardies may result in dismissal from the program.

Clinical Dress Code

The following are the requirements for student dress in the VN program. While in uniform, the student must observe the dress code regulations at all times. Instructors will notify students of required modifications for specialty areas.

1. Students must purchase the required two (2) sets of the approved scrubs for the current class.
 - a. Scrubs must be ceil blue in color, standard V-neck top and straight-legged pants, with no other adornments.
 - b. Scrub pants must fit at the waist and be of the appropriate length. No hip hugger or knit-cuffed pants.
2. A white crew neck knit long sleeve or short sleeve shirt should be worn under the uniform for warmth or modesty.
3. Female students may select scrub skirts or dresses with V-neck if they fall below the knee.
4. Any style white lab coat or jacket may be worn over the uniform, if needed for warmth.
 - a. Lab coat is required for the Graduation Ceremony.
5. VN Program patch must be sewn on the left sleeve (2-3 finger widths below shoulder) of each scrub top and lab coat.
 - a. Patches may be purchased at South Campus.
 - b. These must be sewn on. Staples, safety pins or Velcro are not acceptable.
6. A current Grayson College VN program photo ID badge must be worn on the uniform at all times. The ID badge must be applied using a clip provided and no lanyards or retractable badge holders are allowed for safety reasons. Students will not be allowed to remain in clinical without appropriate Grayson College ID badge. The photo ID will be available on South Campus during the first month of classes.
7. Shoes must be white leather athletic or nursing shoes with closed toes and backs. No excessive color décor or brand symbols are allowed.
8. Socks or hose must be worn with the uniform. Socks must be white and a minimum of ankle length or longer.
9. Undergarments are required and should not be visible under the uniform.
10. Hair must be kept off the shoulders and secured so as to not fall forward on the face.
 - a. All hair must be of natural colors --- brown, black, blonde, gray, and red – and must be tastefully styled and highlighted.
 - b. Hair clips must be of the same color as the student’s hair. No other colors or hair décor is allowed.
11. Men should be clean shaven or have a neatly trimmed mustache and/or beard, not to exceed past the jawline.
12. Cologne, perfume, scented powders, scented deodorants, aftershave lotions or other scented products may not be worn in the clinical setting.
13. Jewelry is limited to:
 - a. Medical ID bracelet if needed. No other necklaces or bracelets.

- b. One set of stud earrings, one stud in each lower earlobe, no larger than 4mm in diameter. Single ear piercings are not allowed.
 - c. Plain wedding ring only.
 - d. No visible body piercing other than normally placed for stud earring in lower ear lobe.
14. Make up should not be heavy or excessive.
 15. No nail polish, artificial nails or tips; nails must be trimmed to the level of the fingertips.
 16. All tattoos must be covered while in the clinical setting.
 17. Any open wounds on hands, arms, face should be covered during client care and gloves should be worn as needed.
 18. Hair, breath, body and clothing must be free of smoke or other odors in the clinical setting.
 19. Students are to maintain the following general appearance and decorum when in uniform:
 - a. Neat, clean and well-groomed appearance.
 - b. Shoes and uniforms must be clean and neat at all times.
 - c. Uniform must be of appropriate length and fit.
 20. Nursing student uniforms may be worn outside the clinical area **only** during classes, laboratory sessions, or events directly related to educational experiences offered by the LVN program. Student uniform or lab coat with the college patch and the college name badge may not be worn on any job not associated with the Grayson College Vocational Nursing program. Students working outside the program may not sign S.V.N. (Student Vocational Nurse) to any documentation.
 21. In addition to the uniform requirements listed above, students participating in a clinical course are required to have the following items with them:
 - a. Watch with sweep second hand – no bright colors allowed for Clinical sites
 - b. Ball point pen with black ink
 - c. Bandage scissors
 - d. Hemostats
 - e. Stethoscope
 - f. BP cuff
 - g. Pen light
 - h. Pocket organizer
 - i. Additional items specified by the Clinical Instructor.

Students are recognized by the public as representatives of Grayson College and the nursing profession. Students' appearance reflects not only on themselves, but also on the college and the profession of nursing. Therefore, students can expect to be reminded of the dress code regulations by any faculty member who observes them improperly dressed. In addition, instructors may choose to remove students from an area in which they are not appropriately dressed and/or assign a "U" (unsatisfactory) for the clinical day.

Clinical Assignments

Specific guidelines will be given to students prior to the first clinical assignment. Clinical assignments will be made available before, or during preconference at the assigned healthcare agency.

Clinical Rotations

Clinical sites for VN students are located in Bonham, Denison, Sherman, and Durant, OK. Clinical rotations include both day and afternoon/evening shifts. Clinical assignments are not subject to change per student request. If unable to attend a clinical in the assigned setting the student may be required to withdrawal from the program until able to meet the required

assignments. In the instance where family members are enrolled in the same clinical class, these family members may not be assigned to the same clinical group.

Clinical Orientation and Policies

Clinical orientation will be provided at each facility at the beginning of each clinical rotation. The orientation day is mandatory for all students each semester. Agency policies on orientation will be followed. Students will be expected to access policies and procedures at assigned facilities, as needed, and assume responsibility to follow them. Consequences of not following policies and procedures vary at the facilities, but may result in disciplinary action, refusal to allow a student in the facility, legal action, or dismissal from the VN Program.

Expected Clinical Behaviors

Students are expected to maintain high standards of professionalism while in the clinical agencies. The student and the Professor recognize that situations may occur that are not listed below and must be handled on an individual basis by the Professor, clinical agency and the student. Violations of policies may result in disciplinary action.

The following behaviors will be the standard for all vocational nursing students:

1. Students should follow all policies of GC, the VN program, the facility and the Texas Board of Nursing.
2. Professional demeanor, honesty and integrity must be demonstrated during interactions with all clients, significant others and the health care team, including the clinical Professor and fellow students. This is defined as a positive affect and attitude and a demonstrated willingness to accept new learning assignments and correction as needed to improve performance.
3. Preparation work for the assigned client must be completed prior to assuming care of the assigned client(s) and the student should be prepared with basic knowledge of the disease process, medications, and nursing care of the assigned client.
4. Students are not allowed at any clinical facility when an instructor is not present.
5. Students may not take verbal or phone orders from a physician/practitioner. These should be referred to the appropriate nursing staff.
6. Students may not witness client Consent forms for procedures. These should be referred to the appropriate nursing staff.
7. Cell phones must be turned off while the student is on the floor of the assigned facility. Students should inform family and significant people about the clinical schedule. Family, day care centers, etc. should notify the South Campus administrative assistant, Program Director or the assigned clinical instructor if there is an emergency.
8. Students may not cluster in the hallway or at the nurse's station. Extra time should be used to assist others, answer call lights, research medications, work on plan of care, etc. on your assigned unit.

Clinical Evaluation / Grading Policy

1. A student must pass theory, lab and clinical courses to progress to the next semester and to complete the VN Program.
2. The Clinical grade is based upon clinical performance and written assignments. These include:
 - a. Attendance
 - b. Preparation of client care paperwork prior to assuming care of the client and post care paperwork.
 - c. Appearance
 - d. Client care

- e. Professional Conduct
3. Clinical performance will be evaluated by the clinical instructor on a weekly evaluation sheet, and on the *Mid Term and Summative Evaluation Tool* at mid-semester and upon completion of the semester.
4. Clinical performance is evaluated as a “Pass” or “Fail” grade. To receive a clinical grade of “Pass”, the student must, at the completion of the clinical course, achieve a percentile score of 75% or better on the *Mid Term and Summative Evaluation Tool*.
5. All assignments listed in the syllabus as well as any additional assignments given by the clinical instructor must be satisfactorily completed and submitted to the clinical instructor by the designated deadline date in order to receive a grade of “Pass”. Written assignments include returning the signed daily evaluation back to the instructor.
6. Continued failure to turn in written assignments by the designated deadline will result in an “Unsatisfactory” for each day/week that the assignment is late.

Clinical Exit Interview Policy

Final grades will be posted in Canvas as soon as all course work is complete and grades are finalized by faculty. An exit interview time will be on calendar for all students to meet with clinical instructor to sign clinical evaluation. Students that have a below passing grade in theory are still REQUIRED to schedule an exit interview with their clinical instructor and sign their clinical evaluation on the specified day on calendar for exit interviews. If the student fails to attend the exit interview, they will receive an “F” in the clinical course, which will affect their ability to be accepted to any program in the future.

Medication and Invasive Procedures Policy

First Semester:

1. All invasive procedures must be supervised by the clinical instructor.
2. Medications are not typically administered during the first semester clinical rotation. Students should focus on interpreting medication prescriptions, using a MAR, using a drug text to research medications and monitoring for adverse effects of medications in assigned clients.

Second Semester:

1. All Invasive procedures must be supervised by the clinical instructor.
2. Medications may be administered with clinical instructor only after satisfactory completion of a campus laboratory student check-off.
3. Medication information must be researched prior to administration.
4. No intravenous medications will be given during the second semester.
5. Medication administration should follow all guidelines in the clinical syllabus.
6. Students must give all medications under the supervision of the clinical instructor during second semester. The instructor must check the medication prior to going to the room, and must ensure that the student completes all bedside checks and identifies the client correctly and administers the medications safely.
7. A medication error is still accrued even if the instructor stops and prevents a student from incorrectly administering a medication.

Third Semester:

1. All invasive procedures must be supervised by the clinical instructor. Subsequently, the student must obtain specific permission to perform any invasive procedures under the supervision of a licensed nurse. The student may not make this decision on their own.
2. *Medications may be administered with clinical instructor only after satisfactory completion of a campus laboratory student check-off.*
3. Medication information must be researched prior to administration.

4. The student may administer IV fluids and IVPB medications, but **NO** IV push medications can be administered by VN students. ALL IV fluids and IVPB medications require clinical instructor presence during administration.
5. A student may administer medications with a licensed nurse during the third semester if permission is obtained in advance from the clinical instructor. Students may not make this decision on their own.
6. The clinical instructor must check the 5 rights of medication administration with the student prior to the student administering the medication.
7. The clinical instructor must supervise all invasive medication administration routes such as tube medications and injections.
8. Medication administration should follow all guidelines in the clinical syllabus.
9. A medication error is still accrued even if the instructor stops and prevents a student from incorrectly administering a medication.

Procedure / Medication Variance Policy

I. Potential Error

No actual error occurred. Error would have occurred if not pointed out by the clinical instructor or designated RN.

A. Not under parameters of Critical Offense Policy.

Single occurrence in a semester.

1. Clinical instructor reviews situation with student and documents on clinical evaluation form.

More than one occurrence in a semester.

1. Clinical instructor reviews situations with student and documents on clinical evaluation forms.
2. Clinical instructor determines if laboratory remediation is needed. (See III for examples of remediation focus)
3. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
4. If the potential errors were related to medication administration procedure, the clinical instructor will supervise all medication administration until deemed satisfactory to administer with designated R.N.

B. No actual error occurred, but the potential error falls within the Critical Offense Policy due to critical (life threatening) nature of the potential error.

1. Student will immediately cease administration of any medication or invasive procedure and may be dismissed from the clinical agency. Student may not return to clinical until the incident is resolved.
2. The clinical instructor must notify the program director and/or coordinator immediately.
3. Student must complete a Health Science Programs Incident Occurrence Report by the first day after returning to campus following the incident.
4. Student must schedule an appointment to see the clinical instructor the first day on campus following the incident.
5. Occurrence will be reviewed by the appropriate instructional team, program director and coordinator for consideration as grounds for dismissal per the Critical Offense

Policy.

6. Student will meet with the program director and/or coordinator to be informed of the decision of the instructional team.
7. Follow policies for exiting student.
8. If student is not exited, clinical professor reviews situation with student and documents on clinical evaluation form.

II. Actual Error Occurred

A. Not under parameters of Critical Offense Policy.

Single occurrence in a semester.

1. Follow agency policy for incident occurrence.
2. Clinical instructor reviews situation with student and documents on clinical evaluation form.
3. Student must complete a Health Science Programs Incident Occurrence Report and turn in to the clinical instructor by the first day after returning to campus following the incident.
4. Clinical instructor determines if laboratory remediation is needed. (See III for examples of remediation focus)
 - a. Laboratory remediation will be completed on a date determined by the clinical instructor.
 - b. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
5. If the error was related to medication administration procedure, the clinical instructor will supervise all medication administration until deemed satisfactory to administer with designated R.N.

More than one occurrence in a semester.

1. Follow steps 1-3 listed under single occurrence.
2. Clinical instructor will submit the Health Science Programs Incident Report and a remediation plan to the program coordinator.
3. Student must meet with program coordinator to review remediation plan and schedule it.
4. Complete laboratory remediation (See III for examples of remediation focus)
 - a. Laboratory remediation will be completed on a date determined by the clinical instructor/program coordinator.
 - b. Documentation of remediation must be completed, signed by student and instructor and turned into the program coordinator.
5. All medications will be given only with clinical instructor supervision for the remainder of the semester. All invasive procedures will be supervised by clinical instructor or approved preceptor.
6. Any additional medication errors within the semester, or a pattern of errors across semesters, will be reviewed by the appropriate instructional team, program director and coordinator for possible grounds for dismissal from the program due to unsafe practice.

B. Error falls within the guidelines of the Critical Offense Policy

1. Student will immediately cease administration of any medication or invasive procedure and be dismissed from the clinical agency. Student may not return to clinical until the incident is resolved.
2. Follow agency policy for incident occurrence.

3. Student must complete a Health Science Programs Incident Occurrence Report by the first day after returning to campus following the incident.
4. Student must schedule an appointment to see the program director and/or coordinator the first day on campus following the incident.
5. Occurrence will be reviewed by the appropriate instructional team, program director and coordinator for consideration as grounds for dismissal per the Critical Offense Policy.
6. Student will meet with the program director and/or coordinator to be informed of the decision of the instructional team.
7. Follow policies for exiting student.
8. If student is not exited, clinical professor reviews situation with student and documents on clinical evaluation form.

III. Remediation Focus

Assign remediation with a focus on the primary area of weakness.

- A. Calculation of medications
 1. Conversions
 2. Dosages based on body weight
 3. IV flow rates
 4. Advanced IV calculations
- B. Manipulation of Equipment
 1. Type of equipment
 2. Practice in lab
- C. Medication Administration
 1. Interpretation of prescriptions
 2. Mixing/reconstituting
 3. Manipulation of syringes, vials, ampules
 4. Injections, site identification
 5. IV med administration ^[L]_[SEP]
 6. Medication Scenarios
- D. Organizational Skills
 1. Lack of preparation
 2. Time management
 3. Sequence of steps

Theory Course Policies

Specific policies and procedures for successful evaluation and completion of each course are located in each course syllabi.

Technology Requirements

VN students are required to access Canvas. Canvas is a course management system used for online, hybrid and face-to-face classes at Grayson College. Canvas provides a method to deliver a variety of course content along with a means for faculty to interact with students. A computer with an internet connection is needed. Canvas may be accessed on campus, or off campus. Computers for student use are available in the Health Science Computer Lab, the Grayson College South Campus Library, and other campus computer laboratories. Library hours are posted on the Grayson College website, and Health Science Computer Lab hours are posted outside the lab each semester. Students will be oriented to the use of Canvas and other Health Science technologies at the beginning of each nursing course.

A high speed internet connection works best when downloading handouts and presentations. Internet Explorer is the recommended browser for accessing Canvas. Students may contact the Grayson College Help Desk if they are experiencing technical difficulties @ (903) 463-8788 or at <http://www.grayson.edu/website/CollegeResources/helpDesk.aspx>.

Attendance

Academic success is closely associated with regular classroom attendance and course participation. Attendance is attending the complete time from start to finish of each course meeting. Attendance is mandatory in all scheduled classes and clinical. Absences place students in academic jeopardy. If absent, progress and continuation in the course may be at risk. Students who anticipate missing one or more class periods should contact the Professor ahead of time, just as they should contact their Professor as soon as possible after an absence. Students are responsible for monitoring their absences during the semester.

The director may place a student on probation or withdraw a student from a nursing theory (non-clinical) course due to excessive absences and assign a grade of W (Withdrawn) if the student is absent more than 2 theory days per course or per course syllabus. Theory absences cannot be made up.

Tardiness: A tardy is less than 5 minutes late after scheduled time. Tardiness of greater than 5 minutes in a scheduled nursing course will be counted as one absence. Three tardies equal one absence.

Exam Day Absences: A student that misses an exam must make an appointment with the Course Professor. Make-up exams are not automatic. Make-up exams will be at the discretion of the Program Coordinator and/or the Course Professor.

Academic Counseling

Any behavior or situation in class, lab, or clinical that requires individual communication / counseling between a professor and student may require that a Counseling Record be completed and signed by both the professor and student. These records are intended to assist the student to focus on a behavior or situation that needs attention. Counseling Records are forwarded to the program director and program coordinator, who will review the situation, determine whether follow-up is required, and file the form in the student's file.

If needed, counseling may include a written contract between the student and the program which outlines expected behaviors and / or expectations; as well as consequences should those behavior / expectations not be met as contracted. The contract must be signed by both the student and faculty member, and is then forwarded to the program director and coordinator. After review by the director and coordinator, the contract will then become a part of the student's file.

Alternative Learning Assignments

Students are to complete assigned ATI learning assignments and/or any other alternative learning assignment by the deadline. Failure to complete all assignments may result in an incomplete for the course.

Testing / Exam Policies

General Guidelines

1. Theory course grades are determined by periodic unit exams and a final exam. Course syllabi outline weighting for these exams.
2. Pharmacological calculation exams in second and third semester must be passed with a 90% (calculation exam) and 75% (theory exam) accuracy within the semester.
3. Clinical Readiness Exams must be passed with 75% accuracy within two attempts at the beginning of the third semester or upon re-entry either in first or second semester, if student has been out of the program for more than one semester.

ExamSoft Testing

The nursing department utilizes ExamSoft Exam Management Services to provide computerized testing. ExamSoft uses an online application called Examplify to securely deliver exams to personal computers, laptops or tablets. Exams are password protected and ExamSoft provides 256 bit encryption security. Exams are downloaded by the student prior to test time. When the exam starts each computer is locked down preventing navigation to the internet or any resident computer application or information.

When ExamSoft testing is utilized, the ExamSoft score is recorded and calculated using Microsoft Excel for accuracy.

Each student is responsible for registering on-line and paying the required fee at the beginning of the program. Registration must be completed prior to the first exam of the semester.

To assist students with learning how to utilize and navigate the Examplify program, a mock exam will be given at a designated time. Accessing and completing the practice exam(s) is/are mandatory prior to the first unit exam or by a designated date set by the nursing instructors. The practice exam(s) is/are not included in the student's test scores for the semester.

ExamSoft Technical Requirements

Examplify can be used on most modern Microsoft Windows-based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

- Operating System: 32-bit and 64-bit Versions of Windows 7 and Windows 10.
 - Support for Windows 7 devices will be discontinued on December 31st, 2018.
- **Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.**
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: 2GB or highest recommended for the operating system

- Hard drive: 1GB of available space or highest recommended for the operating system
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Exemplify download, registration, exam download and upload
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Screen resolution must be 1024x768 or higher

Surface Pro minimum system requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- An external keyboard (USB or Bluetooth) is required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Exemplify download, registration, exam download and upload
- Screen resolution must be 1920x1080

Exemplify Mac OS X Requirements

In order to use Exemplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

- Administrator level account permissions (Click [here](#) for instructions)
- Internet connection for Exemplify download, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server versions of Mac OS X is not supported
- Screen Resolution must be **1024 x 768** or higher
- Operating system:
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
 - Mac OS X 10.14 Mojave
- Hard drive = 1 GB or higher of free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported
- Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Exemplify iPad Requirements

- Hardware = iPad Air+, iPad Mini+, iPad Pro
- Operating system = iOS 10, iOS 11, and iOS 12 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam
- iPad must not be jailbroken
- Internet connection for Exemplify download, registration, and exam download & upload
- In order to take an exam using an iPad, your institution must first enable iPad support

Exam Equipment Sign-out

Students who choose to use the iPads provided by Grayson College are to handle the iPad carefully and use it for exam-taking purposes only. No passwords should be entered unless specifically provided by the Professor. The student may not remove the iPad from the classroom at any time before, during or after the exam. Any iPad damaged by the student may result in disciplinary action including but not limited to replacement or repair of the iPad at the student's expense.

Exam Guidelines

1. Dates of all scheduled examinations are posted. The scheduled exam material is based on course and syllabus learning objectives.
2. All exams must be completed and submitted within the designated time frame.
 - a. All exams will start at the scheduled time and students will be instructed when they may begin the test. No student will be allowed to enter the testing room once the exam has started.
 - b. Students may miss only one unit exam per semester due to an emergency or serious illness. Students must provide proof for excused exam absences, otherwise the exam may not be approved to makeup.
 - c. Make-up exams will be given at the end of the semester prior to final exams with prior approval by the Program Director.
 - d. Missed make-up exams will not be rescheduled. If missed, a grade of "0" will be given.
 - e. Final exams are comprehensive and **must** be taken at the designated time. No make-up final exams will be given.
3. All papers, books, cellular phones, electronic devices, hats/caps, inappropriate attire, purses and backpacks are to be left in the front or back of the classroom during testing. All cell phones must be turned off. **(No vibrate mode allowed)**
4. No food or drinks are allowed during the exam.
5. Faculty may assign seating for each exam. If assigned seating is being utilized, students may not change their assigned seat.
6. Students testing in Examsoft will use calculators provided by the ExamSoft program.
7. The ExamSoft program logs/tracks student activity while the exam is in progress. Student responses are backed up and saved automatically throughout the exam.
8. In an effort to emulate the NCLEX examination process, questions on the exam will be presented one time and once submitted the student will not be able to go back to any question.
9. Students will not be given assistance with any question regarding terminology during exams. Students are encouraged to let faculty know when a term or phrase is being used on an exam or lecture that might be frequently misunderstood.
10. ExamSoft notifies each student when five minutes remain on the exam.
11. The student is responsible for being familiar with the Examplify software and any instruction's provided by ExamSoft on its website prior to the start of every exam.
12. The student is responsible for maintaining and operating any personal electronic device. Please allow sufficient time to become proficient with a personal electronic device prior to use on exams.
13. In the event of a computer problem with a student's personal computer, a faculty member will accompany the student to a Grayson computer lab for exam completion. No exam will be delayed due to a problem with a personal device.
14. Grayson College's Information Technology department is not responsible for the maintenance or repair of a student's personal device.
15. Any attempt to disable or tamper with Examplify's security features will be considered a violation of the Grayson College Student Conduct policy and will be subject to discipline, including suspension.

16. Exams are scored by a computerized grading system and grades are calculated on the basis of raw data rather than a percentage score.

Exam Grading Policy

Exams are graded electronically using ExamSoft's computerized scoring system. For each exam, the computer counts the total number of items correct, which is the raw score, and also calculates a percent score (number of correct items divided by total number of questions). Initial grading is performed as soon as the exam is completed by each student. Raw scores (prior to faculty review) may be immediately released to students at the completion of the exam. After any revisions are made following the faculty review, the Strength and Opportunity Report from ExamSoft is released via e-mail to each student. Within twenty-four hours after faculty test review, the student's percentage score and semester average will be posted in the Canvas Grade Book.

Accepted Answers

On all exams the only accepted answer will be the answer that is designated in ExamSoft. Answers written on any other source will not be accepted and/or counted in the grade of the exam.

Nullified Questions on Exams

If the faculty team decides an item will be nullified on an exam, then exam-takers will receive credit for that test item. A nullified question will not change the overall number of items on that exam.

Exam Time

Length of time for testing is based on the number of test items on the exam. A maximum of 1.5 minutes per question will be allowed on theory exams including final ATI exams but excluding math exams. Notices/Instructions presented at the beginning of each exam should include the number of test items on the exam, and the length of time available to complete the exam. Students will be allowed 5 minutes prior to the start of every exam to write notes on the provided piece of scratch paper. When the 5 minutes have expired, students must then begin the exam, and the exam will end at the designated time.

Exam Review

Upon completion of each exam, students are allowed twenty (20) minutes to review all items, including the answers and rationales. During this time the student may provide written feedback for the faculty to address during faculty test review.

Exam Counseling

A student who fails to pass an exam with a grade of 74.5% or above will be required to complete an *Exam Counseling Form*. After completing the form, the student will take it to their course professor for exam counseling. The faculty member and student will discuss and plan remediation as deemed necessary based on information on the *Exam Counseling Form* and that provided by the student.

Exam counseling is available for all students by appointment only. For all test counseling sessions, only one test will be reviewed during each session, and MUST BE prior to the next exam in that course.

External Exam Policy

The use of standardized testing has been determined to be a viable means of competency evaluation. Therefore, the VN program utilizes these as a means to evaluate content comprehension and readiness for licensure examination.

External End of Semester Exams

The end of semester exams are administered through Assessment Technologies Institute (ATI) and are taken at the end of each semester as a means of evaluating comprehension for specific course content. The results are provided to the students and are to be used to allow the student to review content he/she has not fully mastered. The student is expected to access and complete the ATI review content if the score achieved on the exam indicates a student has not fully mastered the content of the course subject.

External Exit (Capstone) Exam (ATI's Comprehensive Predictor Exam)

The following policy will apply to all students:

1. The Comprehensive Predictor Exam will be administered through Assessment Technologies Institute (ATI) at the end of the program if the student has successfully passed all courses of the Vocational Nursing Program.
2. All students will have access to all remediation materials provided by ATI prior to taking the Comprehensive Predictor Exam.
3. All students will be offered **one attempt** to take the Comprehensive Predictor Exam in VNSG 2510.
4. The Comprehensive Predictor Exam score is a predictor of the probability of passing NCLEX-PN according to the most recent *Probability of Passing the NCLEX-PN Expectancy Table* provided by the statistical department of ATI.
5. If the student is unsuccessful in his/her attempt (a probability of less than 75%), the student must attend and complete in its entirety, an approved NCLEX review course at the expense of the student. A completion certificate must be turned in to the nursing department for credit. If the unsuccessful student with a score of less than 75% probability does not attend the scheduled review course given the last week of school, the student will receive an "I" or incomplete for a grade in VNSG 2510 until they provide a certificate of an approved NCLEX-PN review course. Once certificate is turned into the nursing department, the grade in VNSG 2510 will be released.

Pharmacological Theory and Calculation Exams

Pharmacological Theory and Calculation exams are used to evaluate the student's ability to understand theory and calculate medication dosages and I.V. rates. Students must pass a pharmacological theory and calculation exam in both the second and third semester in the Clinical courses of the Vocational Nursing Program using the following criteria:

1. The theory exam must be completed with 75% accuracy within two (2) attempts each semester.
2. The calculation exam must be completed with 90% accuracy within three (3) attempts each semester.
3. Simple function calculators, approved by the program, will be used for calculation. No cell phone calculators may be used.

4. Exams are completed as scheduled in the course syllabi or calendar.
5. A missed exam will count as a first attempt at successful completion of the exam.

Failure to satisfactorily pass the pharmacological theory and/or calculation exam will result in the requirement of the student to withdraw from the associated course and all co-requisite courses in the VN program. Failure to withdraw by Grayson College's drop deadline will result in a failing grade in the clinical course.

Course Grade Policy

The grading policy for all theory nursing courses of the Vocational Nursing Program is as follows:

<u>Letter Grade</u>	<u>Interpretation</u>	<u>Numerical Grade</u>
A	Excellent	89.5 – 100
B	Good	79.5 – 89.4
C	Satisfactory	74.5 – 79.4
D	Failing	64.5 – 74.4
F	Failing	64.4 and below

Skills Lab Course Policies

Specific policies and procedures for successful evaluation and completion of skills lab are located in each course syllabus.

Skills Lab Attendance

Students must be aware that all Skills Lab, Clinical Lab, and Simulation lab hours are counted toward the Texas BON clinical hours.

1. Students are required to attend all lab classes on time, bring lab supplies and daily paperwork, and remain in lab for the full class period.
2. Students are expected to arrive on time for scheduled skills labs. Arriving late to a lab may be considered a lab absence.
3. Students who must be absent from a lab are required to make arrangements prior to the assigned lab with the designated clinical instructor. All skills lab absences must be made-up.

Skills Lab Evaluation

1. All skills demonstrations (check-offs), practice sessions and assignments must be satisfactorily completed within the designated time frame.
2. A passing lab grade includes successful demonstration of skills. Students are allowed two (2) attempts at successful skill check-off demonstration. A student will be allowed a third (3rd) attempt on two (2) skills in each semester.
3. Students who are unsuccessful on the second check-off attempt and are eligible for a third (3rd) attempt must complete documented remediation and wait until at least the following day to perform the third attempt.
4. A student who requires a third attempt will be observed and evaluated by two (2) faculty members.
5. Inability to successfully pass skills check-off demonstration within the allowed number of attempts will result in the requirement of the student to withdraw from the associated course and all co-requisite courses in the VN program. Failure to withdraw by Grayson College's last drop date will result in a failing grade in the clinical course.

6. A student who withdraws from or fails a clinical course due to a Skills attempt failure will be eligible to reapply to the program the next year.

Skills Lab Kit

Students are required to purchase a skills lab kit at the beginning of the program. It is the student's responsibility to bring all required supplies to each skills lab. Students may not use their own purchased supplies in lieu of purchasing a skills kit.

Additional Information

NCLEX-PN® Examination and Licensure

Within 90 days of scheduled graduation date, go to the Board of Nursing website for the state where you wish to be licensed and follow the instructions for licensure application. Review the section on Licensure Eligibility. If any information regarding criminal offenses, substance abuse, or mental health disorders has changed since enrollment in the VN program, then a petition for a declaratory order will need to be completed. Thirty days prior to graduation, register with Pearson Vue to take the NCLEX-PN® exam. Prior to taking the NCLEX-PN® you must pass the Texas nursing jurisprudence exam if being licensed in Texas.

Eligibility to take the NCLEX-PN® in the state of Texas is regulated by the Nursing Practice Act.

The student will be required to answer the following questions on the written application:
If you can answer yes to any of the following you must file for a declaratory order in order to determine eligibility to sit for the NCLEX-PN® exam following graduation.

- [] No [] Yes For any criminal offense, including those pending appeal, have you:
- a. been convicted of a misdemeanor?
 - b. been convicted of a felony?
 - c. pled nolo contendere, no contest, or guilty?
 - d. received deferred adjudication?
 - e. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - f. been sentenced to serve jail or prison time? court-ordered confinement?
 - g. been granted pre-trial diversion?
 - h. been arrested or have any pending criminal charge?
 - i. been cited or charged with any violation of the law?
 - j. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

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

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matter on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record

information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

No Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

No Yes Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

No Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

No Yes Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If you answered “**Yes**” to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

The nursing candidate must submit a Petition for Declaratory Order if you can answer yes to any of the above questions. Eligibility issues may take a minimum of 3-6 months, or as long as up to two (2) years. Individuals are encouraged to apply **PRIOR** to enrolling in a nursing program. To request information for submitting a petition go to www.bon.state.tx.us and click on “Verification & Licensing”; then “Download other Applications & Forms”; scroll down to “Candidates for Licensure,” then click on “Declaratory Order Form,” and follow the directions for completion. Also, click on “Fingerprint Card Packet” to order the required fingerprint cards. Students who submit a petition for a Declaratory Order to the Board of Nursing must inform the Program Director of the outcome of the petition by providing a copy of the clearance letter received from the Board, the Declaratory Order with or without conditions received from the Board, or the letter of denial received by the Board.

Jurisprudence Exam

All nursing program graduates applying to take the licensure exam in Texas must also pass a separate Jurisprudence exam. This exam is in addition to the NCLEX-PN® exam, and must be passed according to Texas Board of Nursing guidelines before licensure as a Vocational Nurse will be issued. This is a Texas Board of Nursing requirement.

Completion of the Vocational Nursing Program

1. To complete the Vocational Nursing Program, the student must fulfill the following requirements:
2. Maintain a grade point of 2.00 on a 4.00 scale in all coursework completed at Grayson College.
3. Maintain a grade of “Pass” in all Clinical coursework.
4. Complete the Capstone Exam with a 75% chance or higher of passing the NCLEX-PN exam as stated on the most recent *Probability of Passing NCLEX-PN Expectancy Table* provided by the statistical department of ATI **or** complete an approved NCLEX review course if required.
5. Fulfilled all obligations to the College. (See Grayson College Catalog)

Pinning Ceremony

The Pinning Ceremony is a traditional ceremony honoring the student at the completion of their nursing education. It is considered a “Right of Passage” from student to nurse. Students will be

pinned by the faculty, a member of the family or a supportive friend. Students should wear dress clothes that are modest and professional in style and a white Lab Coat. Fees are collected to cover the costs. The Vocational Nursing Student Association may assist with fundraisers for the pins and lamps. Attendance at the pinning ceremony is mandatory unless prior permission is given by the Program Director.

Grayson College Vocational Nursing Student Association (VNSA)

This association is the pre-professional nursing student organization, which all students are encouraged to join. The purpose of the organization is to aid in the growth and development of the nursing student as individuals as professionals and as providers of quality health care.

VNSA dues are collected during the first semester and are used to defer the cost of the Nursing pin and Nursing lamp which are required to participate in the Pinning Ceremony.

Officers are elected annually and function under the by-laws of the organization.

The VNSA officers act in capacity for official VNSA activities and may not:

- a. Act as an advocate concerning grades for the class or individuals.
- b. Appeal on behalf of the class for changes in policies.
- c. Attend Faculty Committee meetings as a speaking advocate for the class or individuals.
- d. Remain as an officer if attitude and/or grades fall below expectations.
- e. Remain as an officer if behaviors do not reflect high professional standards.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Agreement to Compliance of Student Handbook Policies

Grayson College Vocational Nursing Program

2019-2020

I have read the *Grayson College Student Handbook* and the *Vocational Nursing (VN) Program Student Handbook*.

I understand the policies and procedures and agree to abide by them while enrolled in the Vocational Nursing Program. I understand that non-compliance with any of the policies and procedures may be grounds for my withdrawal or dismissal from the Program.

Name (Print legibly)

Signature

Date

Policies are subject to revision at any time and students will be notified_of any changes.