

# ***LEE COLLEGE NURSING DIVISION STUDENT HANDBOOK***

***2020 - 2021***

“Health of mind and body is so fundamental to the good life that if we believe men have personal rights at all as human beings, then they have an absolute moral right to such a measure of good health as society and society alone is able to give them”

Aristotle

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## **NURSING DIVISION**

### **INTRODUCTION**

The administration and faculty of Lee College are happy to extend a warm welcome to each new student. In this handbook, an effort has been made to explain the policies and procedures, rules and regulations and our philosophy concerning the education of students in nursing courses of study. Students must be aware of their responsibility to follow the rules and regulations explained here, and also those of the governing organization.

### **PHILOSOPHY OF THE LEE COLLEGE NURSING DEPARTMENT**

The faculty shares the commitment of the college to serve the students and members of the community as demonstrated through a common mission and vision. Lee College's mission statement sets forth the institution's purpose to serve as a focal point for the development of educated, gainfully employed, and socially aware residents of our local community. The Lee College Nursing Department's mission statement reflects our congruency with the mission of the college in the commitment to collaborating with our community partners in the preparation of entry level nursing graduates who demonstrate competency in patient centered care as a quality member of an interdisciplinary healthcare team.

Lee College's vision for the students is to provide knowledge and skills to successfully navigate in the modern world. The nursing department shares such a vision. The vision of the nursing department is to collaborate with our community partners to enhance the health and wellness of the citizens in our service area and across the globe by educating competent, caring, compassionate nurses. The Lee College Nursing faculty has expressed collective beliefs about the person, community, environment, levels of wellness, nursing practice, nursing education and the teaching/learning process in the development of the nursing department's philosophy. The mission and vision serve as a foundation for the philosophy of the nursing department.

The environment is viewed as an interplay of physical, chemical, biological, psychological and social forces that influence or affect the health of people where they live, and/or work. Common bonds and values are shared within a diverse demographic setting. Associations, affiliations and or partnerships which support the nursing education process are identified as our Communities of Interest.

The faculty believes the person is a dynamic system encompassing the interrelatedness of: physiological, psychosocial, economic, cultural, cognitive, developmental and spiritual variables interacting to adapt and function as a complex whole. Culture encompasses groups of people who share an ethnic heritage, a language, and sets of values, a disability or some outstanding skill in an environment. The individual and family/significant others are part of a diverse population within a community and its environment. Fluctuating levels of wellness occur throughout the life span. Determinants of wellness include health beliefs and behaviors, lifestyle, and healthcare needs. Maslow's Hierarchy of Needs guides the individual and the nurse to prioritize the patient's health care needs, identify actual and potential health problems, to enter into shared decision making and provide patient-centered care mobilizing the patient's strengths.

The faculty believes nursing is a profession guided by scientific principles, research, and the nursing code of ethics. Knowledge acquired from natural and social sciences, informatics and nursing research provide the foundation to understand evidence-based practice and apply clinical reasoning. The purpose and practice of nursing is to employ competent decision-making and implement therapeutic and caring interventions that assist the person and family/significant others as they respond to health and illness. To attain and maintain wellness throughout the life span is the expected outcome. The nurse demonstrates professional behaviors and effective management by collaborating and communicating with the interdisciplinary healthcare team members, while always mindful of the role of patient advocacy, political awareness and sound fiscal responsibility.

The faculty believes that nursing education encompasses concepts from education and nursing. Active learner participation and faculty facilitation of learning strategies are the essential components of the teaching/learning process. Creating environments both inside and outside the classroom for student learning to take place with innovative strategies involving technology, simulation, lab and clinical experiences reflects a commitment to the teaching learning process. These strategies demonstrate filtering the explosion of healthcare information with evidence-based practice principles that impact effective patient-centered care decisions.

The faculty believes the foundation of nursing education is the nursing process utilizing assessment, analysis, planning, implementation, and evaluation as the bases to provide patient-centered care. Clinical reasoning is at the core of the nursing process. The acquisition and continued development of clinical reasoning skills are reflected as the student progresses throughout the curriculum as they move from memorizing to reasoning and from a basic understanding to problem solvers. Faculty adopt an atmosphere of mutual respect between student and instructor consistent with the values and ethics of the nursing profession by advocating flexibility and adjustment of teaching strategies that reach the depth of student understanding. Engaging teaching strategies and principles relevant to today's healthcare settings should be clear and concise. The faculty respects the diversity of students and endeavors to challenge the advanced student, to support and encourage the average student, and to develop and implement a plan of remediation for the student experiencing difficulty. The faculty strives to develop teacher-learner connectedness and a sense of community while providing tools for the student to take ownership in their own educational pathway in the learning process. The faculty recognize diversity encompasses but is not limited to age, gender, race, ethnicity, culture, disability, religion, socioeconomic status and family composition.

The faculty affirms and adopts the roles of member of the profession, provider of patient-centered care, patient safety advocate and member of the health care team. As a provider of patient-centered care, the nurse utilizes clinical reasoning skills and demonstrates effective assessment techniques. In the role of patient safety advocate, the nurse recognizes the importance of nursing research to deliver safe, effective and efficient patient care. As member of the healthcare team the nurse effectively collaborates and communicates with the interdisciplinary healthcare team members to manage care, while always mindful of the importance of patient advocacy and appropriate utilization of resources. Also as a member of the healthcare team, the nurse adheres to standards of professional practice, exercises accountability for actions and behaviors and practices within legal, ethical and regulatory frameworks of nursing. The nurse values the profession of nursing and demonstrates professional behaviors within the appropriate scope of practice when caring for others. By participating in ongoing professional development and advancing education, the nurse demonstrates commitment to lifelong learning.

## **Accreditation Information**

Lee College is accredited by:

Southern Association of Colleges and Schools Commission on Colleges  
(SACS-COC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
P: 404-679-4500 [www.sacscoc.org](http://www.sacscoc.org)

The Lee College Associate Degree Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
P: 404-975-5000 [www.acenursing.org](http://www.acenursing.org)

The Lee College Associate Degree Nursing and Vocational Nursing Program are approved by:

Texas Board of Nursing  
333 Guadalupe Suite, 3-460  
Austin, Texas 78701-3944  
P: 512-305-7400 [www.bne.state.tx.us](http://www.bne.state.tx.us)

## **General Information**

### **Student Handbook:**

Students must follow the current Lee College Catalog and the current Nursing Division Student Handbook.

Addendum:

Addenda to the Nursing Division Student Handbook and or course syllabi take precedence over all existing policies. Students will receive copies of addenda and will be held responsible for these addendum requirements. Addendum to the course syllabi take precedence over existing policies in the Nursing Division Student Handbook. Students are responsible for obtaining a syllabus by the first day of class.

Students reentering will be governed by the current academic year handbook at time of reentry. Course syllabi take precedence over policies in the Nursing Division Student Handbook.

### **Communication:**

Lee College email is the official form of communication between the college and its students. For information on how to forward my LC email to a personal email account, see the college website link or type <http://www.lee.edu/it/files/2012/03/forwarding-email.pdf> into your browser.

### **Copyright and Intellectual property:**

Lee College students must adhere to federal copyright law in the use of others' works and should follow "fair use" guidelines. Student works created as part of instruction are protected under these laws. For assistance interpreting college policies click on CT Legal and CT Local or type [http://pol.tasb.org/Policy/Download/579?filename=CT \(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/579?filename=CT%20(LEGAL).pdf) into your browser. For more information on copyright, please contact the Lee College library or type <http://www.lee.edu/library/copyright/> into your browser.

### **Equal education opportunity statement**

"Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. (Current Lee College Catalog).

### **Americans with Disabilities Act (ADA) Policy Statement**

Lee College is committed to providing all students equal access to learning opportunities as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA). Disability Services (DS) is the campus unit that works with students



who have disabilities to provide and/or arrange reasonable accommodations. Students registered with DS, who have a letter requesting accommodations, are encouraged to contact the professor early in the semester. Students who have, or think they may have, a disability, are invited to contact DS for a confidential discussion at (832)-556-4069 or at [kvillanueva@lee.edu](mailto:kvillanueva@lee.edu). DS is located in Rundell Hall room 106. Additional information is available at the DS website <http://www.lee.edu/counseling/disabilities>.

Academic integrity statement and policy

### **Students Qualifying for Title IX Provisions**

Students are allowed one deferral before they lose their place on the Program Invitation List and are required to notify the Nursing Program of their decision, in writing, a minimum of one month prior to start of the semester. If you are invited into the Program and choose to not accept the invitation based on Title IX qualifications, you will be able to defer for one year. You must come into the Program on the second notification or your name will be removed from the Program Invitation List and you will be required to reapply. The student must meet the five-year RNSG 1301 rule prior to beginning the Program.

### **Academic Integrity statement and policy**

Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all students to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code which is detailed in Chapter Three of the Lee College Catalog under Academic Honesty. It is the student's responsibility to understand and comply with this code. Additional requirements are outlined in the course syllabi as well as in the testing policies for nursing programs.

In addition, the American Nurses Association's Code of Ethics is incorporated into the nursing programs. The Code of Ethics for Nurses establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. Information about the ANA Code of Ethics is available through the ANA website at <http://www.nursingworld.org/nursingstandards>.

### **Students' right to review and copy their records**

Refer to the current Lee College Catalog. Students may review their records in the Nursing Division (NO) office between 2:00 p.m. - 4:00 p.m. Monday through Thursday by appointment. A completed form and a receipt from the cashier's office are needed before permissible student records can be copied for the student.

### **Non-smoking**

Lee College is a tobacco free campus (E- cigarettes, cigarettes, smokeless, etc.). Smoking is a proven health hazard and conveys a poor role model. All healthcare agencies are smoke free facilities.

## Transportation

Students are responsible for transportation to and from the hospital, assigned agencies, and field trips.

## Attendance

It is essential that students be present for classroom and clinical learning experiences. Students are responsible for meeting objectives and requirements of the course. The current Lee College Catalog states: "Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance, with grades of 'F' or 'W2'. In RNSG prefix courses, an 'F' will be given when dropped for nonattendance after drop date.

ADN and VN students who arrive more than 10 minutes late for class will not be allowed to enter the classroom until the next class break. Door will be closed.

### *Clinical Tardiness*

All clinical tardies will count towards clinical absence time within any clinical course and will be reflected on the evaluation form.

Students who must be absent or tardy from the clinical area **MUST** notify their assigned unit at the institution prior to the scheduled clinical time and notify their clinical instructor within 2 hours of their assigned clinical time.

### *Clinical absences*

A student may not be absent from clinical class for more than a total of 12 hours (no more than 1 clinical day may be missed) in any clinical course. If these hours are exceeded, the student will be **dropped** for non-attendance and given a "W2". Students will be counted absent if not present (not in hallway or parking lot) and participating in class, lab or clinical.

### *Clinical Absences due to health issues*

If the student is absent due to illness or diagnostic tests, a physician's release may be requested by the instructor prior to returning to class and/or clinical.

A student requiring hospitalization and/or treatment for an illness or surgery, sustaining an injury, or for obstetrical reasons will be required to present a written statement from the physician verifying that the health status of the student is adequate (without restrictions) for safe performance in the classroom and the clinical area. A pregnant student must present a written statement from her physician verifying that she may attend clinical without restrictions.

A student with a chronic and/or debilitating illness or a change in health status must submit a physician's release prior to entering each clinical rotation. Students requesting reasonable accommodation due to a disability are advised to contact the Disability Counselor in the Counseling Center.

**NOTE: NON-COMPLIANCE WITH ATTENDANCE POLICIES IS GROUNDS FOR COUNSELING, DISCIPLINARY ACTION, AND DISMISSAL.**

### **Grade status**

#### **Incomplete**

A grade of "I" indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an "I" students must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. To receive an "I", a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade the student will receive in the event that the work is not completed. The remaining work must be completed within one semester unless extenuation circumstances require a longer period for completion. Instructors have the right to submit any grade at any time to replace an "I" grade, with a grade of "F". (See the Lee College Catalog)

Students cannot progress until a grade of Incomplete (I) has been removed.

Refer to the current Lee College Catalog. In RNSG prefix classes student-initiated withdrawal, after the LC Catalog designated withdrawal deadline, is not granted.

### **Student employment policy**

Students applying for admission to the program are advised to contact the Financial Aid, Project Leeway, and Job Placement offices for financial aid information. Lee College demographics show a relationship between the numbers of hours worked and grades for the nursing student population; that is, the more hours worked, the lower the grade.

When working for compensation, the student's performance is the legal responsibility of the employing agency and the individual student. The student may not wear the Lee College uniform when working for compensation or any time other than when assigned to a particular facility by authorized Lee College Nursing faculty.

Students must wear the identification and the regular uniform of the position in which employed and should carry liability insurance. Students working for compensation are not governed by Lee College policies. Nursing students must be familiar with and abide by the "DELEGATION RULES" of the Texas BON that delineates tasks that RNs may delegate to non-licensed personnel and nursing students. Click on [Texas BON practice delegation resource packet](http://www.bne.state.tx.us/practice_delegation_resource_packet.asp) or type the following link into your browser window [http://www.bne.state.tx.us/practice\\_delegation\\_resource\\_packet.asp](http://www.bne.state.tx.us/practice_delegation_resource_packet.asp).

### **Nurse aide training registry**

Students who work in the capacity of nurse aides in a long-term care facility or a facility accepting Medicare payment must be on the Nurse Aide Training Registry in compliance with federal regulations of 1987. After completion of Level I of the VN or the ADN Program, students may apply to test. A fee is charged for the state test. Interested students should obtain an application from the nursing office or Center for Workforce and Community Development.

## **Insurance coverage**

### *Liability*

The Nursing Division, affiliating hospitals, and clinics require liability insurance coverage on all students in programs that have a practicum or clinical experiences. Payment for insurance coverage is included in the fee for appropriate courses. Refer to the current Lee College Catalog.

### *Healthcare*

Refer to the current Lee College Catalog. The college does not charge students a health fee and does not operate a student health center. Students are **required** to carry their own health insurance to meet affiliating health care facilities requirements to attend clinical. The college is not responsible for student healthcare. Most affiliating healthcare facilities do not provide student healthcare even if the student has an accidental needle stick. Lee College Nursing Students' Association (LCNSA) members may be eligible to purchase insurance through National Nursing Students' Association. Copies of current health insurance cards must be maintained in the student file in the nursing division office.

### *Disability*

Students are advised to carry their own disability insurance.

## **Admissions**

No prospective student will be refused admission to a Nursing Program solely because of positive diagnostic tests for infectious disease. No HIV screening of potential candidates will be required for admission. Candidates will not be asked for their HIV antibody status, if known, and will not be required to submit to HIV testing if their antibody status is not known. Persons desiring to be tested voluntarily will be referred to a local resource or their primary care provider. Information about HIV/AIDS is available online at <http://www.houstontx.gov/health/hivaids-information>. Once admitted, persons known to be HIV positive will not be discriminated against in terms of equal access to usual and normal student activities and privileges over which the Nursing Division program(s) has/have control, as long as their medical condition permits. HIV testing will not be required of any student, yet it is recommended if exposed. Hepatitis C testing is required. If a positive result is received, the student will be required to follow up with their physician for treatment and monitoring and provide documentation to the Nursing Office. Hepatitis B proof of Immunity or proof of non-conversion is required for all Nursing students seeking admissions to the Nursing program. TB testing is required of all students seeking admissions to the Nursing program. (See Sections IV and X) Titers are required to provide evidence of immunity to certain disease processes.

## **Physical exam and immunizations**

Refer to the current Lee College Catalog for information regarding state required immunizations. Students **MUST** have a physical examination by a licensed Physician, Advanced Nurse Practitioner, or Certified Physician's Assistant on file prior to entry into the nursing programs. This examination must be repeated every two years for continuously enrolled students. If the student's

health status changes, updates are required to be submitted to the nursing office. If the health status of the student changes during the course of their nursing education, the physical examination must be repeated on a yearly basis. Health history and physical examination data are kept confidential and made available to clinical faculty on a need to know basis only. Reentering students must maintain currency of required physical examination (within two years) and immunizations.

Immunization records, titers, CPR and other documents required by affiliation agreements will be submitted to an outside vendor for review and clearance before entry into the program.

An annual PPD Mantoux skin test or QuantiFERON-TB Gold is required by the clinical agencies and must be on file for clinical rotation. If the PPD Mantoux skin test or QuantiFERON-TB Gold test is positive, a chest X-ray is required.

### **CPR course requirements**

Students enrolled in the nursing programs must have a copy of a current CPR card (American Red Cross Class C is renewed yearly; American Heart Association Professional Rescuer renewed every two years) on file in the Nursing Division office prior to entering clinical rotations. The CPR must be for the professional rescuer or the equivalent from the American Heart Association. Without these cards on file, students will be unable to participate in clinical rotations. Online CPR courses allowed include an online lecture component and a hands-on component. Students may be expected to demonstrate CPR knowledge and skills prior to clinical.

### **Criminal background investigation and drug testing**

Lee College must adhere to all policies and practices of clinical facilities with which the College affiliates for student clinical learning experiences as well as the Texas Board of Nursing. Prescreening requirements, specifically criminal background checks and drug tests, are required by clinical student affiliation agreements. Lee College Nursing Division requires criminal background investigation and drug test to be performed by an outside vendor in addition to the required criminal background investigation required by the Texas Board of Nursing. Due to healthcare clinical affiliate agreements, no deferred adjudication, and no convictions, with the exception of minor traffic violations, can be reported by the outside vendor on the criminal background check. Students admitted to the nursing programs should have a clear drug test and cleared to take the licensure examination by the Texas Board of Nursing prior to established program deadlines by way of a "blue card", or outcomes letter provided by the Texas Board of Nursing.

If a student is arrested and/or charged with an offense while enrolled in a nursing program, a Declaration order must be completed and submitted to the Texas Board of Nursing. It is the student's responsibility to contact the Texas Board of Nursing licensing agency regarding a Declaratory Order to begin the process for evaluating eligibility for licensure. The School has no role in this process. The nursing office should be provided copies of any updates to eligibility status as directed by the Texas Board of Nursing. The Nursing Office should be notified immediately of any convictions occurring while the student is enrolled in the Nursing program. If a student is not cleared by the TBON to take the NCLEX exam after submitting a Declaratory Order, they will be

dismissed from the program. Original copies of documents from the Board of Nursing may be requested by the Nursing Division.

In addition to background check requirements made by the Board of Nursing. The Nursing Division will designate the company selected to do the criminal background screening. The Nursing Division will make decisions about accepting other company's investigation on a case-by-case basis. The student will pay the cost of the criminal background screening at the time of testing. All criminal background information will be kept in confidential electronic files by the investigating agency. The Director of the Nursing Division may have access to these files at any time.

If the student believes his or her background information is incorrect, she/he will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student.

**\*\*NOTE:** Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). More detailed information regarding the Criminal Background Investigation process can be found on the BON website. (See the TBON Rules for Reference listed in the appendix.) The student will sign an acknowledgement of this policy upon receipt of this handbook. (see Signature Pages / Statement of Agreement)

Lee College Criminal Background Check and Drug Testing Policy  
Criminal Background Check and Drug Testing Policy (8/21/2015)  
(This document is provided with student application)

As of September 1, 2014, the Texas Board of Nursing (BON) requires nursing programs to submit a roster of accepted/new students for criminal background checks (CBC). The Lee College Nursing program office will submit a roster of potentially accepted/new students to the BON within the 90 days prior to the onset of classes.

Once the new/accepted student information has been entered by the BON, the BON staff will send a confirmation email to the school. Students are not to arrange their L1 appointment (fingerprinting) until after receipt of this email confirmation. If a new/accepted student is fingerprinted prior to being entered into the BON system, the student will be required to repeat the process.

Once the BON receives the information from the Texas Department of Public Safety/FBI, the BON staff will mail blue cards to students who have cleared the background check process. The students are required to provide the original blue card to the nursing office for admission clearance. A copy of the blue card will be placed in the student file.

If evidence of a criminal background is returned to the BON from the Texas Department of Public Safety/FBI, the BON staff will mail a request to the student for Declaratory Order (DO) petition. The student is required to notify the school that the DO process has been initiated. The school will inform the student of the requirements necessary to move forward in the admission/progression process. An additional alternative criminal background check may be necessary at the expense of

the student. The nursing department will designate the company selected to do the alternate criminal background check.

Once the BON receives a completed petition for declaratory order, statement, court records and DPS/FBI background check, the student file will be reviewed. The school has no authority over this process, or the length of time required for the student to receive a response from the BON regarding the DO or approval to proceed with admission to a nursing program.

If a DO petition is sent to enforcement for review, the BON Operations staff will no longer provide updates on the file. The applicant must call the BON enforcement department at (512)305-6838. Once a DO petition is transferred to enforcement, the applicant will need to allow up to four months before inquiring.

Students are required to provide the originals of all documents and/or correspondence from the BON to the Nursing Office. Copies will be made to be reviewed by the Director of Nursing and the originals will be returned to the student. Final Outcome letters should be clear/without stipulations for the student to be eligible for entry into the Nursing program.

The following questions are from the Texas Board of Nursing Declaratory Order form. If you answer YES to any of the questions below, you will need to complete a Declaratory Order and you will be required to defer the VN/RN program invitation until you have received your BON Outcome letter. If you have completed the Declaratory Order process and have received your Outcome letter, please provide a copy of the Outcome letter to the Lee College Nursing Office.

Declaratory forms are available on the website for the Texas Board of Nursing, [https://www.bon.texas.gov/forms\\_declaratory\\_order.asp](https://www.bon.texas.gov/forms_declaratory_order.asp).

Please consider each question carefully.

If you answer YES to any of the questions below, complete the Texas BON Declaratory Order process. After your file has been reviewed by the BON, a Blue Card, Operations Outcome Letter, Enforcement Outcome Letter or an Eligibility Order letter will be mailed to your home address from the Texas Board of Nursing. A copy of the document sent to you from the BON will be required before you are eligible to begin the Lee College Nursing program. The Declaratory Order process can take up to one (1) year to complete.

1) ☐ No ☐ Yes      \*For any criminal offense, including those pending appeal, have you:

- A. Been arrested or have any pending criminal charges?
- B. Been convicted of a misdemeanor?
- C. Been convicted of a felony?
- D. Pled nolo contendere, no contest, or guilty?
- E. Received deferred adjudication?
- F. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. Been sentenced to serve jail or prison time or court-ordered confinement?
- H. Been granted pre-trial diversion?
- I. Been cited or charged with any violation of the law?

- J. Been subject of a court-martial; Article 15 violation; or received an 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 the BON office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

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

- 2) ☐ No ☐ Yes      \*Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) ☐ No ☐ Yes      Has any licensing authority ever 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?
- 4) ☐ No ☐ Yes      \*Within the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work?

(You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)

- 5) ☐ 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?

\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or



alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466. If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses (TPAPN) you may answer "NO" to questions #4 and #5.

**NOTE: IF YOU ANSWER "YES" TO ANY QUESTION #1 - #5, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD, AS WELL AS SUPPORTING DOCUMENTATION. PLEASE REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR MORE INFORMATION.**

My signature on the Lee College Criminal Background and Drug Testing Policy Acknowledgement form indicates that I have read the questions above and understand that I must submit any issues that I may have in my background to the Board of Nursing. I understand that I will have to be cleared by the Texas Board of Nursing and that I must bring in my 'Blue Card' or Eligibility Order with all requirements satisfied prior to established program deadline. Contact the nursing office for deadline date.

### **General Information**

Students having completed a CBC more than 7 years ago (i.e., an LVN or a student applying to another school of nursing), require another blue card or DO outcome letter. The student will be included on the new/accepted student roster. If the student is cleared, the BON will send another blue card. If the student has a previous positive CBC hit and has previously gone through the DO petition process, they must re-submit a DO petition and attach a statement that they have not incurred any further issues since the previous DO petition. The school requires evidence that the student has either cleared the CBC and provides a current blue card, or a non-restricted current DO Outcome Letter as evidence of the completed DO petition process as it pertains to Nursing school.

Students having completed a DO petition prior to graduation must use the paper exam application and answer the eligibility questions again. They are required to attach a copy of the DO outcome letter and a note to BON staff that they have not incurred any further issues since filing the previous DO petition.

Should the BON decide that a student enrolled in the nursing program is unable to sit for the NCLEX examination, the student will be required to notify the nursing office in writing and withdraw from all nursing courses.

Students applying for admission must have a blue card or outcome letter from the BON prior to established program deadline date. Contact the nursing office for deadline date. Students not cleared through the BON to take the NCLEX exam will not be eligible to enter the Lee College Nursing program.

Students that are involved in any activity that results in a change in their status at any time while in the Lee College Nursing Program with regards to criminal behavior, mental illness, and/or chemical dependency are required to reveal the event(s) and circumstances to the Lee College Director of Nursing and /or the Director of Nursing designees. The Director of Nursing and/or

Nursing Admissions Committee will review the information. Physician examination and reviews and/or a psychological evaluation may be required before the student is eligible to attend clinicals. The Director of Nursing and/or Nursing Admissions Committee will make a decision regarding continuation in the Lee College Nursing Program. A change in status may result in dismissal from the Lee College Nursing program until cleared by the BON, Lee College Director of Nursing and Nursing Admissions Committee.

Drug Testing is required annually for all Lee College Nursing students. Additional random drug testing may be required per hospital affiliation agreements or at the discretion of the Director of Nursing. The fee for the drug testing will be paid by the student.

If a student's drug test comes back as positive the student will be required to submit prescribing doctor's information and prescription information to the investigating facility for clarification of necessity. All students must have a cleared drug report to be eligible to attend clinicals. Students without cleared drug test reports will be dismissed from the nursing program. The student will be required to complete all rehabilitation and chemical dependency education requirements before seeking reentry.

If a student's drug test is positive before beginning the nursing program and the student is unable to provide prescribing doctor's information and prescription information to the investigating facility for clarification of necessity, the invitation to begin the program will be withdrawn. The student may be reconsidered, space available, after the student provides documentation of Physician and/or mid-level provider examination and review and/or a psychological evaluation of chemical dependency and completes required/ recommended rehabilitation requirements and/or chemical dependency education programs.

All criminal background and drug testing information will be kept in confidential files by the investigating agency. The Director of Nursing or designee may have access to these files at any time.

The clinical affiliating agencies reserve the right to access the background investigation and drug testing reports as may be deemed necessary for audit purposes. Further, they have the right to refuse clinical placement to any student with a positive criminal background check history or positive drug test result. Lee College is not responsible for alternative clinical placement and the student may be withdrawn from the nursing program.

If the student believes his or her background information is incorrect, he will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student.

The BON information referred to in the Lee College Criminal Background and Drug Testing Policy can be found online on the Board of Nursing website.

The Nursing Practice Act, Nursing Peer Review, and Nurse Licensure Compact can be found at [https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_current.asp](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_current.asp).

The Texas Administrative Code is available at [http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac).

The student will sign an acknowledgement of the above policy. (see Signature Pages / Statement of Agreement)

The FAQ's – Education, New and Accepted Students was copied directly from the Texas Board of Nursing website in January 2020. This information may be helpful to some students.

**Q How quickly will I be able to schedule my fingerprint appointment?**

A The BON makes every attempt to enter the rosters within ten (10) business days. We will send a confirmation email to your school when the roster has been entered.

**Q How will I get the Service Code Form (formerly known as a Fast Pass)?**

A The Service Code Form is no longer used. Students will receive an email from Identogo including the Service Code and instructions on scheduling their appointment. The email will be sent to the email address provided on the school roster.

**Q My school has been following this process for a while, and they have a Fast Pass from before. Do I have to wait for my school to hear back from the BON before they can give me the Service Code Form?**

A YES! The Fast Pass form is no longer used. Getting fingerprinted before your information is in the BON database will delay processing and could interfere with the BON receiving the transmission of CBC results.

**Q What happens if a new/accepted student gets fingerprinted before being entered in the BON system?**

A As mentioned above, it could interfere with the BON receiving the transmission of CBC results. If this happens, you may be asked to repeat the process.

**Q Does a blue card mean there isn't anything that the BON needs to review?**

A Not necessarily. Remember, blue cards are sent to individuals whose CBC was clear, but it is possible that you did have criminal activity in the past and the jurisdiction has not reported the information to the TX DPS. In addition, the eligibility section of the D.O. has questions of a non-criminal nature. **It is highly recommended** that you read the ENTIRE section of eligibility questions to determine if a D.O. needs to be submitted

**Q I already know that something is going to show up on my background check. Can I mail the documentation before the BON has the CBC results?**

A You may write the letter of explanation and start accumulating the necessary documentation, however, we recommend that you wait until receiving a letter from the BON

to ensure that all incidences are addressed. Not following this procedure could delay the processing.

**Q How long does it take to hear back about the Declaratory Order I submitted?**

A This initial review can take up to 30 days. Correspondence will be sent by letter regarding the outcome of the initial review. Students who were asked for a D.O. and/or \$150 fee must allow a minimum of 90 days for the Enforcement Department to send an outcome.

**Q Will I receive a blue card if my D.O. review is approved?**

A No. Blue cards are only mailed to individuals whose CBC was clear. If you submitted a D.O. then you will receive an Operations outcome letter.

**Q Is there a fee associated with the eligibility review?**

A If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge, and the Operations outcome letter will be mailed accordingly.

If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for review, you may be asked for the \$150 review fee. Within fifteen (15) business days of receipt of the fee your file will be transferred to the Enforcement Department for review. Once the DO petition is transferred to enforcement, you will need to allow a minimum of four months before inquiring.

**Q I am having difficulty obtaining some of the documentation since the incident happened so long ago. What do I do?**

A You need to make every attempt to obtain court documentation related to the incident in question. The appropriate legal jurisdiction should be able to provide something on letterhead stating that no records are found, if that is indeed the case.

**Q Just to be on the safe side, I submitted a D.O. petition to the BON even though I'm answering 'no' to all of the eligibility questions. That's okay isn't it?**

A No. Receiving needless paperwork delays processing time all around. If you are legally able to answer 'no' to all eligibility questions and have received a blue card, you should not submit D.O.

**Q Will I have to repeat the background check process before graduation?**

A Some students who previously submitted fingerprints to the BON may be required to complete a new fingerprint submission. This situation is due to the age of the initial fingerprint submission. Students in this situation will receive the email from Identogo with the fingerprint instructions.

**Q I misplaced my blue card and my school is asking for it. How do I get another one?**

**A** The BON mails the original blue card to the address provided by the school on the New and Accepted Student Roster. One additional courtesy copy can be mailed to an address you specify. Email your request to [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov) Include your full name, date of birth, and last four digits of your SSN (if applicable), and confirm which address to mail the courtesy copy. **Please make the subject line of your email: BLUE CARD COPY**

Any additional blue cards, after the first two, would require a new roster from the nursing program.

**Q I went through the D.O. process a few years ago and received an outcome letter. Is this still valid?**

**A** Yes. So long as no new offenses have occurred, the approval would stand, **even if the letter is outdated.**

**Q I received approval through the D.O. process. This means I can now answer “no” to the eligibility questions on the NCLEX application, correct?**

**A** No. Having a previous review on file does not negate the need for honesty on the eligibility questions. Complete the paper version of the application and include a statement that the information has been previously reviewed by the BON and, if applicable, that no new offenses have occurred. You may also submit a copy of the previous approval letter.

If you have questions about the Questions and Answers from the BON to the Nursing schools, please contact the Lee College Nursing Office at 281-425-6229 for further explanation.

## **Personal Appearance and Uniform Standards**

The healthcare professional should be a positive role model of the highest level of physical and mental health in appearance and behavior. Specific uniform requirements help one to achieve professional appearance, identification, and infection control. Your student uniform identifies you as a student from Lee College. This is your uniform-wear it with pride and dignity.

Lee College nursing faculty reserve the right to dismiss students from clinical, lab, testing, or class settings for breaches in the dress code requirements. Any student engaging in activities with the Lee College Nursing Student Association organization or Service-Learning programs should be in the campus or clinic uniform. Uniforms should be clean, pressed, neat, and have appropriate phot identification badge and name tag attached. A clean uniform is a positive contribution toward infection control. Students are expected to follow these uniform guidelines:

- Remove your clinical uniform as soon as your return home to protect your family members and yourself. Wash the uniform as soon as possible.
- Clinical uniforms should be washed (washing instructions recommended by the garment manufacturer should be followed) after each clinical experience. This includes all components of the uniform: scrubs/uniform, hose, socks, sweater, under garments, lab coat, and shoelaces.

- Personal nursing care instruments (stethoscope, scissors, penlight, hemostats, watch band, I.D. tab/badge, etc.) should be cleaned. Use both soap and water, alcohol, or follow the manufacturer's recommendations.
- Clinical or campus uniforms should not be worn outside the clinical or campus experience. Do not wear the uniform while running errands or around the house.
- Avoid exposing the uniform(s) to cigarette smoke or pet hair/dander.
- Shoes and shoelaces must be clean, neat, and in good repair. Shoes are to be all white or black leather; well-fitted loafer or Oxford type. Athletic shoes are acceptable if they meet these specifications.
- Hair must be neat, clean, and moderately styled to denote a professional appearance. It must be confined from falling forward over the work area and kept off the face. Bangs must be cut to above the eyebrows or pulled out of the view of the eyes. Hair ornaments must not be worn (e.g., ribbons, bows, scarves, jewelry, or ornate barrettes). For men, beards must be short, well-manicured, and capable of being covered by a surgical mask. Hair color should be non-distracting, professional, and appropriate to natural hair tones.
- Make up must be kept at a minimum. Perfume and other strong scents must not be worn.
- Nails must be short, clean, and manicured, and without polish. Artificial or shellac nails are not to be worn. Artificial eyelashes should be maintained in a normal appearance and length.
- Regarding jewelry, one watch (waterproof band and second hand required) and one plain ring may be worn. The ring may have to be removed for proper hand washing and/or gloving. Elaborate or large rings that might injure the patient or student must not be worn. Research studies have found that a ring left on while washing the hands harbors bacteria. One pair of earrings (small, plain, "stud" type) may be worn on the ear lobes. Visible body piercing and tattoos are not acceptable. Visible tattoos need to be covered and facial or cartilage piercings must be removed or have clear inserts.
- Smoking is not permitted while in Lee College uniform or professional dress. Smoking should be avoided by nursing students and health care professionals as they are considered role models for others. No smoking in or around clinical facilities is permitted.
- Hospital and clinical agencies are required by the Centers for Disease Control (CDC) and Occupational Safety Health Administration (OSHA) to furnish personal protective equipment, including gloves, masks, goggles, gowns, and shoe protectors. These items will be provided for you in the lab and simulation experiences as well as the clinical setting. If not, please see the clinical instructor.

## Professional Attire

When going to any healthcare facility or outside agency as a Lee College student in a non-patient care capacity (touring, reviewing data, selecting patients etc.) the lab coat, photo identification badge, and name tag must be worn over the appropriate professional attire. **A dress length white lab coat (at least 40 inches), front buttoned and full sleeved is required.** The lab coat must have the Lee College student insignia and student patches.

Examples of professional attire include but are not limited to a pair of dress slacks and a neat shirt. Under no circumstances should a student wear sweatpants, shorts, miniskirts, or revealing or inappropriate clothing. No blue jeans, athletic type clothing, denim skirts, sandals, or tennis shoes are to be worn. Hair should be neatly groomed and pulled away from the face.

## **Campus Uniform**

All students enrolled in the nursing program will be required to wear a uniform when on campus, during class and campus activities (unless directed by faculty to wear professional attire or clinical uniform). The campus uniform is as follows:

### **ADN Generic and RN-Transition Students**

- Black scrub pants
- Lee College Nursing Program Polo shirt (Available in the Lee College Bookstore)
- Approved LCNSA T-Shirts may be worn as an alternative to the Lee College Nursing Program Polo shirt
- Jacket(s) are also available for purchase in the Lee College Bookstore
- Long sleeve T-shirts that match the color of the Polo shirt or LCNSA shirt may be worn underneath.
- If applicable, a dress length white lab coat (at least 40 inches), front buttoned and full sleeved is required. The lab coat must have the Lee College student insignia and student patches.
- A washable white or black sweater, or scrub jacket front buttoned, hop length, with push-up sleeves may be worn for warmth and is considered part of the clinical uniform. The sweater/jacket must have the Lee College student insignia and patches.
- Socks should always be worn.

### **VN Program Students**

- Red scrub pants
- Lee College Nursing Program Polo shirt (Available in the Lee College Bookstore)
- Approved LCNSA T-Shirts may be worn as an alternative to the Lee College Nursing Program Polo shirt
- Jacket(s) are also available for purchase in the Lee College Bookstore
- Lab Jackets are to be approved by the VN faculty. VN students are not permitted to wear sweaters.

Shoes are to be clean black or white tennis shoes or nursing uniform shoes as outlined in the uniform policy.

## **Clinical Uniform**

### **ADN Generic and RN-Transition Students**

- Black scrubs or uniform (top and bottom) Skirts may be worn by female students but the length of the hem should be no higher than the knee.
- Pant legs should be hemmed and not extend over the top of the shoe or drag the floor. No sagging waist bands are permitted.
- Males should wear white T-shirts under the uniform top.
- Long sleeve T-shirts (white for VN/AD and Black for AD students only) may be worn under the uniform top.
- Socks or hose are always to be worn.

## **VN Program Students**

- White uniform/scrub tops and red scrub/ uniform pants or skirts.
- Pant legs should be hemmed and not extend over the top of the shoe or drag the floor. No sagging waist bands are permitted.
- Males should wear white T-shirts under the uniform top.
- Long sleeve T-shirts (white for VN/AD and Black for AD students only) may be worn under the uniform top.
- Socks or hose are to be worn at all times.

Items to purchase from the Lee College Bookstore

- The student insignia: the insignia must be on the clinical uniforms and lab coats. Specific instructions for sewing the patches are included with the purchase
- Name tags
- The following optional items are available at the Lee College Bookstore: stethoscopes hemostats, pen flashlights, bandage scissors, and pens.

**All students are responsible for compliance with the uniform standards. Non-compliance concerning the personal appearance and uniform standard will be reflected in the students' evaluation and may affect the outcome of the clinical course grade.**

## **Identification**

Lab Coats with photo ID badges and name tags are required for field trips, going to hospitals to collect information, and for a covering for the uniform when leaving and re-entering clinical areas. THE LAB COAT IS NOT TO BE WORN WHEN DELIVERING PATIENT CARE.

Photo ID's are required by Lee College and the affiliating agencies. Students are to purchase ID badges in the LC Bookstore (students must be cleared for clinical in the Nursing office before they can purchase a photo ID). Replacement badges are the responsibility of the student.

**Identification must always be worn when the student is in clinical.** The student will not be able to enter the clinical setting without the ID badge, and any other identification designated by the program or institution. Name Tags are required and are purchased at the Lee College Bookstore. Name tags do not replace ID's on the uniform and the lab coat. Name tags must always be worn when the student is in clinical.

## **School pin**

Upon graduation from the ADN Program or VN Program, the student will be eligible to wear the Lee College nursing pin, signifying successful completion of the nursing program.

## **Infection control**

The faculty is concerned about the safety of all students. The health of students and the patients/clients for whom they provide care may involve infectious hazards. It is the belief of the faculty that with the proper education, immunization, and skills and training, students can be reasonably protected from risk of contracting infections during their student health care practice



while attending Lee College. Additionally, the faculty wishes to prevent discrimination against students who may have certain infectious diseases by setting forth some specific protections which the school will provide its constituents.

The information in this policy is based on currently available information and will be updated as new information is presented by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), American Nurses' Association (ANA), Accreditation Commission for Education in Nursing, Inc. (ACEN), and the Texas Department of State Health Services (TDSHS)

### **Infection Control policy**

The Nursing Division has developed policies regarding infection control of specific pathogenic blood borne and airborne microorganisms during students' clinical/practicum experiences. These policies are based on the guidelines developed by CDC, OSHA, ANA, ACEN, and TDSHS.

#### *Consistency with Campus Policy*

This policy is consistent with the HIV/AIDS policy in place at Lee College. Due to the nature of healthcare practice, however, the Nursing Division programs' policy is necessarily more specific and detailed, focusing on HIV, Hepatitis B (HBV), Hepatitis C, and Tuberculosis (TB).

#### *Clinical Guidelines for Students*

The ANA Code of Ethics for Nurses (2015) states, "The nurse practices with compassion and respect for the inherent dignity, worth, and the unique attributes of every person." In accordance with this Code, the Nursing Division faculty believes students have a fundamental responsibility to provide care for all patients assigned to and selected by them and that refusal to care for patients with infectious diseases, including HIV/AIDS diseases, is contrary to the ethics of the nursing profession and other patient/client healthcare professions.

In instances where students refuse to participate in caring for infectious patients, each student should initiate a discussion of concerns with the clinical instructor/nursing faculty. Student health issues will be considered by the clinical faculty. If student refusal persists, due to other than health related issues, dismissal from the program will occur.

Microbiology, a course provided on the Lee College campus and a requirement in the Associate Degree Nursing (ADN) program, provides students with information about microorganisms and transmission of infectious diseases. This information is expected to be applied in the clinical/practicum settings. Required and reasonable precautions are expected to be exercised as nursing students provide patient/client care. With the first clinical course, nursing students will be provided with:

1. the most current information on the modes of transmission of infectious diseases in the clinical setting;
2. Instruction in Standard Precautions and isolation techniques, as determined by the CDC and OSHA, to minimize transmission of infections, with special emphasis on work practices, personal protection, and housekeeping in clinical/practicum settings;

3. Supervised practice in the Nursing Skills Laboratory prior to actual patient care;
4. Instructions for proper actions, reporting, recording, and follow-up after an exposure incident and/or violations of safety guidelines; and
5. Close supervision and monitoring of initial clinical experiences.

In addition, students will be required to follow each clinical agency's infection control policies and procedures.

All Nursing students need to assess their capacity to provide safe patient/client care and to confer with their clinical instructor. Students who have open or exudative lesions or acute respiratory infections will refrain from all direct patient care. Students with any transmissible infection are not to provide direct care for compromised patients. Students need to assess their own need for protection from infectious diseases. Pregnant students are not to provide direct care for HIV-positive clients due to the risk for exposure to other infectious diseases, specifically cytomegalic viral disease (CMV). Students who report immunosuppression will not provide direct care to infectious patients. Decisions regarding the patient care responsibilities of HIV-positive students will be made on a case-by-case basis. Risk reduction when working with needles and other sharp instruments is extremely important and requires specific direction. Needle-stick injuries are the most common form of accidental exposure to blood borne infectious diseases.

Needle Recapping Guidelines are:

1. Two-handed recapping of needles following patient contact will NOT be practiced;
2. Contaminated needles, and associated supplies and equipment, will be disposed of, intact, in the sharps container in the patient's room or examination/procedure room; and
3. Nursing students providing patient/client care in a moving vehicle and/or during a moving transport will NOT recap any needles or sharps.

### *Contracts with Clinical Agencies*

Students will not be expected to practice in unsafe practice settings. Clinical practice settings will provide students with the appropriate and necessary equipment needed for the safe practice of patient/client care. Students will be informed about equipment needs at clinical orientation. Students are to notify the clinical faculty immediately if necessary equipment is not accessible.

### *Infected Student*

If a student infected with HIV or Hepatitis or other infectious communicable disease becomes symptomatic and unable to fulfill the expectations of the course of study, they will be dismissed from the program.

### *Standard Precautions*

Standard Precautions recognizes the importance of body fluids, secretions, and excretions in the transmission of nosocomial pathogens. The guideline designates two tiers of precautions: Standard Precautions: Precautions used in the care of all hospitalized persons regardless of their diagnosis or possible infection status. They apply to blood, all body fluid, secretions,

and excretions non-intact skin, and mucous membranes.

**Transmission-Based Precautions:** Precautions used in addition to Standard Precautions for clients in hospitals with suspected infection with pathogens that can be transmitted by airborne, droplet, and contact routes (Source CDC website).

### *Use Standard Precautions for the Care of ALL Patients*

The student will:

- 1.) Practice Standard Precautions, as applicable, to reduce risks of infection through contact with body fluids, secretions, and excretions in the transmission of nosocomial pathogens;
- 2.) Wash hands and other skin surfaces before and immediately after contact with blood, body fluids, secretions, excretions, and contaminated items regardless of whether gloves are worn;
- 3.) Utilize protective barriers appropriate for the procedure being performed when anticipating exposure to blood, body fluids, secretions, and excretions in the transmission of nosocomial pathogens;
- 4.) Use mask, eye protection, face shields, and shoe covers for anticipated splatters and splashes;
- 5.) NOT recap or manipulate used or contaminated needles or sharps in anyway, and place immediately in puncture resistant container after use;
- 6.) Place resuscitation equipment where respiratory arrest is predictable;
- 7.) Wear gloves at all appropriate times in patient/client care settings and when transporting patients;
- 8.) Change gloves as often as hand washing would be performed;
- 9.) Wash hands prior to gloving and after removal of gloves following patient contact; and
- 10.) The use of antibacterial hand gel is necessary throughout the clinical experience(s), in the skills lab and in simulation.

### *Tuberculosis (TB)*

Affiliated clinical agencies have specific policies for prevention of the spread of TB to healthcare workers and other patients, which Nursing students must follow. Beginning in 1994, hospitals and other healthcare agencies were required by the CDC and OSHA to provide and utilize particulate-resistant respirators (HEPA respirators) for individuals:

1. Providing direct care to patients/clients diagnosed with and suspected of having TB;
2. When entering TB isolation rooms; and
3. When performing cough-inducing procedures on known or suspected TB patients.

Nursing students and faculty will follow hospital/agency policy regarding assignment of TB clients.

Transmission of pulmonary tuberculosis is by airborne droplet nuclei (aerosolized particles containing the tubercle bacillus, *Mycobacterium tuberculosis*) generated by a patient/client. Active tuberculosis is preventable. Each Nursing student must routinely present proof of a TB (PPD Mantoux) skin test and/or non-active TB status within six months prior to beginning the first clinical rotation, and yearly thereafter.

Exposure to TB necessitates specific actions. The student will report exposure to TB, as soon as this is known, to her/his clinical instructor, and to the Nursing Office within 24 hours.

These steps will be followed by these actions:

1. Mantoux (PPD) tuberculin skin test within 72 hours after exposure, if previous skin tests have been negative (baseline data).
2. Inform nurse or physician administering the skin test of the TB exposure.  
This information affects the interpretation of the reaction (5mm. induration after exposure to an active TB case means a positive reaction, as opposed to the usual 10mm. induration indicating a positive reaction in routine skin testing).
3. Give documented skin test results to the Nursing Office.
4. If the Mantoux is negative, obtain a second test at 3 months following exposure and give documented results to the Nursing Office.
5. If the Mantoux is positive, (reaction of more than 5mm. induration), or the student is symptomatic, chest radiography and physician evaluation are required.
6. If the student has a previously known positive skin-test reaction, a repeat skin test or chest x-ray is NOT REQUIRED. If symptoms of tuberculosis develop, a chest X-ray and medical evaluation are required, and must be reported to the Nursing Office.
7. If the student is skin-test positive, and asymptomatic, an evaluation by a physician for preventive therapy is required. The usual treatment regimen is medication daily for 6-12 months. There are no student work restrictions if asymptomatic.
8. A student with a positive diagnosis of TB will be handled on a case-by-case basis by the Nursing Director, the Dean of Applied Science, and the Vice President of Student Affairs. Medical treatment is required, and CDC guidelines will be followed regarding work restrictions.
9. All persons with a history of TB or positive tuberculin tests are at risk for contracting active TB. If any symptoms develop (chronic cough, blood in sputum, fatigue, fever, night sweats), medical evaluation is required, and the student will not care for patients until cleared by the physician.
10. Students who are unable to meet clinical course requirements will be dismissed from the program with a grade of W3.

Free TB services are provided to individuals in city and county health clinics. These services include skin tests, preventive medications and prescriptions.

### *HIV/HBV Exposure*

Exposure to HIV and/or HBV necessitates specific actions. Some of these are needed immediately. The student will:

1. Wash exposure site(s) immediately with betadine or antimicrobial soap;
2. Report incident to preceptor and clinical instructor;
3. Follow clinical agency procedure for incident report;
4. Complete a report of the exposure with clinical staff and clinical instructor/faculty, and submit to Nursing Office;
5. Contact personal physician, as soon as possible, and follow physician's recommendation(s) regarding any immediate treatment, and future follow-up;
6. provide documentation, to the Nursing Office, of above steps (confidentiality will be maintained);

8. Report any presenting/early signs/symptoms of HBV (nausea, vomiting, low-grade fever, anorexia, headache, malaise, right upper-quadrant pain) to the Nursing Office and clinical instructor, and seek medical attention (incubation period is 2-5 months);
9. Report any presenting/early signs/symptoms of HIV infection (weight loss, night sweats, frequent illnesses, frequent vaginal infections) to the clinical instructor and the Nursing Office, and seek medical attention;
10. If symptomatic, consult with the Nursing Office regarding activities in clinical, field internship, and/or any practicum experiences; and inform the Nursing Office of any changes in status.

#### Management/Prevention of Occupational Exposure to Human Immunodeficiency Virus (HIV) Guidelines (U.S. Department of Health and Human Services, 2012)

1. Use of safety devices to prevent the transmission of blood borne pathogens and education of workers about how to prevent needle stick injuries
2. Ready availability of antiretroviral medications for post-exposure prophylaxis (PEP)
3. Initiating occupational PEP as soon as possible, ideally within 2 hours of the exposure
4. Cleansing of body sites exposed to potentially infectious fluid
5. Telephone or in-person consultation with a clinician experienced in HIV PEP after initiation of PEP
6. Obtaining consent for voluntary HIV testing of the source patient if the HIV serostatus of the source patient is unknown
7. Use of rapid HIV testing followed by confirmatory testing, if positive
8. Plasma HIV ribonucleic acid (RNA) assay when indicated
9. Recording information on occupational exposure in the exposed worker's confidential medical record
10. Confidential baseline HIV testing of the exposed worker at the time the occupational exposure
11. Preferred PEP regimen: tenofovir + emtricitabine (lamivudine may be substituted for emtricitabine) plus raltegravir
12. Alternative PEP regimens if the initial or subsequent PEP regimen is not well tolerated: e.g., tenofovir + emtricitabine (lamivudine may be substituted for emtricitabine) plus ritonavir-boosted darunavir, atazanavir, or fosamprenavir
13. Consulting with a clinician experienced in managing PEP, duration of PEP regimen, and assessing for potential drug interactions
14. Follow-up and monitoring of the exposed worker following occupational exposure
15. Providing risk-reduction counseling to HIV-exposed workers to prevent secondary transmission during the 12-week follow-up period
16. Sequential confidential HIV testing should be obtained at baseline, week 4, and week 12 post-exposure
17. PEP for exposed workers who are pregnant or breastfeeding

#### Management of Occupational Exposure to Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) (U.S. Department of Health and Human Services, 2012)

1. Source patient evaluation for HBV and HCV
2. Initiation of hepatitis B vaccine series to workers with potential exposure to blood and body fluids
3. Administration of hepatitis B immune globulin (HBIG) and initiation of hepatitis B vaccine series if worker is exposed to a source patient with acute or active hepatitis B

4. Cleansing of needlestick injuries with soap and water
5. HCV antibody test (enzyme immunoassay/enzyme-linked immunosorbent assay [EIA/ELISA]), HCV RNA or recombinant immunoblot assay (RIBA) in the source patient
6. Liver panel including liver enzymes, HCV antibody, HCV RNA
7. Referral to a clinician with experience in treating HCV
8. Education and counseling about avoidance of alcohol and medications toxic to the liver and the risk of transmission
9. Post-exposure follow-up for HCV at weeks 4, 12, and 24

### *Other Exposures*

For post-exposure planning and follow-up of healthcare, emergency medical and public safety workers, the clinical affiliate policy and current evidence-based guidelines should be followed.

## **Clinical Lab and Simulation Center Policies**

The Lee College Clinical Lab and Simulation Center provides Nursing and students with an extended study area as well as the simulation resources to develop necessary skills. Supplies and equipment include computers for word processing software, online access and software applications. DVD access and viewing equipment is also available. Books and periodicals may be found in the Lee College Library.

The Clinical Lab and Simulation Center is located in the McNulty-Haddick Complex and hours of operation are posted outside the door. These hours are posted each semester. Faculty and staff are available to distribute material and instruct and assist the students in the use of equipment, skills and abilities.

Students using the Clinical Lab and Simulation Center will:

- sign-in (computer sign in with student ID);
- check out and return any software, supplies, equipment and instructional reserve items at the counter;
- software may be used in the Clinical Lab and Simulation Center only;
- driver's license will be required to check out information;
- maintain lab neatness
- be mindful of use
- remake beds and cleanup work area after lab usage and replace over bed tables and chairs.
- **NO CELL PHONES**

Unless requested by an instructor for clinical check-offs, children of students, family members, and friends are not permitted in the labs or classrooms.

The Clinical Lab and Simulation Center faculty and staff will assist in the assembly practice demonstration equipment as needed for scheduled skills. All sharps must remain in the Simulation

Center/Skills Lab and be used only as instructed. When practicing skills using sharps either from student's nursing kit or lab simulation, students will follow guidelines in the Infection Control Policy. Sharps used for demonstration will remain in the lab.

Medications, IV solutions, and supplies utilized in the nursing lab or simulation center are provided for training purposes only and should never be ingested or inserted into a human body. Under no circumstances will students start an IV or give an injection to another individual in the lab or simulation setting.

Non-compliance with simulation center/skills lab and learning resource lab policies may be grounds for student counseling, disciplinary action, and/or dismissal.

## **Clinical Lab and Simulation Center Learning Resource Manual Introduction**

The Clinical Lab and Simulation Center in McNulty-Haddick Complex (MHC) give nursing students an extended study area and the supplies, equipment, and simulation resources to develop necessary skills, knowledge and abilities in a safe practice environment.

Copy equipment, printers and computers are available to students. When making copies/printing in the lab. Students will need the student ID. Costs associated with printing are posted in the lab.

The hours of operation are posted each semester outside the main lab entrance. Faculty are available to distribute material and instruct and help the students in the use of equipment, lab, supplies, and technology applications.

**No** eating/drinking in lab classrooms or by computers. Cell phone should be on silence.

### **Clinical Lab and Simulation Center**

#### *Simulation Center*

- Students are expected to be prepared for the simulation experience and in clinical attire.
- Audio and video recordings are kept of the simulation experiences. Students' participation in the simulation experiences provides consent to audio or video tape the students and the simulation experience.
- Cell phones, food, drinks, and ink pens are not allowed in the simulation center.
- Additional policies and procedures concerning the use of the simulation center and mannequins are included in the simulation center experience.

## Reserve Articles or Books

### Reserve books or checkout course folder:

- Instructors may place articles in course folders or books may be placed in the lab for student use in the lab only.
- Students will use their driver's license to check out the book or course folder to view the article
- The book or course folder is for use in the lab only

Reserve articles or resources may also be made available to students through the Lee College Library. Follow library procedures for access either on campus or through online library access. Copyright rules and policies must always be followed.

**Students may not download any programs from or to the LRC computers.**

## Mannequins

### Lifting and moving:

- Have a helper when moving a mannequin; use two-man lift
- Keep fingers clear of moving joints
- Protect mannequin extremities while moving
- Do not bend or twist joints
- Easier to move in Hoyer lift
- Students should not move high-fidelity mannequins without directions from simulation center staff.

### Storage

- Keep mannequin in a bed, on a table, or a wheelchair
- Mannequin should not be placed on the floor
- Mannequin should not be placed in a straight back chair (this breaks the feet)
- Protect mannequin joints from bending when moved to new position
  - Report any missing hardware or parts of mannequin. All specialized sets (i.e. wound care, mastectomy, abdominal plates etc.) are to be kept with the appropriate mannequin.

Place a barrier of Transpore tape before applying "sticky" items or tape to mannequin. Avoid ink pens on or around the mannequin. The ink will permanently stain the skin.

Nursing Anne and Sim Pad equipment may be checked out from the lab office. Instructions for connectivity and use are available. These mannequins provide audio and tactile experiences for student practice.

Virtual IV simulated equipment is available in the lab for patients across the lifespan. Please follow manufactures guidelines when utilizing this equipment.



## **Safety**

Potential hazards for students

- Back injuries and pinching injuries from lifting equipment or manikins
- Injuries from slips and falls
- Cuts from needles and other sharp instruments

Suggested training to students and staff for prevention of injury:

- Lifting techniques
- Transfer and positioning of manikins
- Identifying slip and fall hazards
- Electrical safety

Recommended safe operating procedures or work practices:

- Use brass-free equipment with oxygen cylinder
- Students should not use equipment unless trained in its use and authorized by instructor and/or lab personnel. Faculty and staff are available for assistance.
- Make sure that containers are properly labeled
- Do not use a piece of equipment unless it is in proper operating condition
- Make sure all electrical appliances are turned *off* at end of day or when not in use
- Do not operate electrical equipment when your hands are wet or when you are standing on a wet surface
- Do not string extension cords or cables across surfaces where people may walk without covering properly to prevent a tripping hazard
- Use the right type of extension cord for the job; discard worn or damaged cords
- Dispose of needles, syringes, and other sharp instruments in designated tamper free containers
- Do not attempt to move heavy objects alone (get help from the Maintenance Department, fellow student or employee).
- Do not use chairs, tables, counters, boxes, desks, or other makeshift arrangement in place of a step stool or ladder to reach higher places
- Clearly mark any dangerous areas such as broken glass, slippery floors, torn carpet, or defective furniture or equipment and report to appropriate person

## **Sharps Disposal and Safety**

Needle Recapping guidelines are:

- Do not recap needles unless you utilize the scooping method.
- Contaminated needles, and associated supplies and equipment, will be disposed of, intact, in the sharps containers.

All sharps must remain in the Simulation Center and Skills Lab and be used only as instructed. When practicing skills using sharps either from student's nursing kit or lab simulation, students will follow guidelines in the Infection Control Policy of the Nursing Student Handbook. Sharps used for demonstration will remain in the lab.

**In compliance with CDC and OSHA, students under no circumstances will start an IV or give an injection to another individual in the LRC.**

**Mercury Spills:** Caution!!! In the event of breakage of any device containing mercury. DO NOT attempt to clean up. Immediately inform the lab assistant or student assistant. Specialized mercury spill kits are available in the LRC.

### **Filming of Skills**

- Faculty will provide guidelines for filming including time limit and applicable re-filming and provide instruction on scheduling the video assignments. Your cooperation in scheduling is an expectation of the course.
- Schedule for filming skills and times are posted by faculty
- Lab Assistant are available to assist with filming process.
- Video equipment is not to be taken from lab
- Students are NOT allowed to utilize personal video equipment during required skills video recording, including cell phones or other devices.
- Video filming off campus for skills assessments is not permitted. Please see your lab or clinical faculty for specific instructions and expectations.
- Failure to meet the expected guidelines and critical elements in clinical skills or the simulation center will result in dismissal from the program.

### **CLASSROOM POLICIES**

In addition to the Lee College policies regarding student conduct (refer to current Lee College Catalog, nursing students must follow these additional classroom policies:

- Students who arrive more than 10 minutes late for class will not be allowed to enter the classroom until the next class break. Door will be closed.
- **Profanity** is not acceptable in the classroom.
- Minor children, family members, and persons not enrolled in the class are **NOT ALLOWED** in the classroom during scheduled class sessions.
- Food is **NOT** allowed in class unless otherwise indicated by the instructor.
- Students should respect their classmates and faculty and refrain from casual conversation during lecture.
- Students are requested to refrain from loud talk outside of classrooms while other students are taking tests.
- **Cell phones** are required to be **turned off during class**. If you must make an emergency phone call-please step out of class without disturbing others. Cell phones may only be placed at the front of the classroom for audio recordings of lectures. (Faculty permission is required and for individual use only).
- No articles, including electronic communication devices or audio video devices, are **permitted in the testing rooms. Including cell phones, smart watches, pens, or any other audio video or computer devices**. A student who violates this policy will be exited from the test at that time and be given a zero (0) grade on the exam in question.

- Students waiting to confer with instructors or to perform individual skills tests in class should sit in the chairs in the hall and not block the walkways.
- Faculty retain the right to excuse disruptive students from the class or clinical setting (including the testing environment). **Incivility and/or bullying will not be tolerated.**
- Students are expected to come to class prepared to engage in the teaching learning process and be prepared to discuss the topics of the class day.
- ANA Code of Ethics applies to students' classroom behaviors.
- **Video recording is strictly forbidden in all classrooms.**

### **Clinical experience policies**

#### **CLINICAL EXPERIENCES MAY OCCUR ON ALL SHIFTS AS ASSIGNED**

Students are not to be in the clinical facilities outside appointed clinical hours, EXCEPT when going to the hospital to choose patients and/or collect information. VN students may not be on the units unless the instructor is in the building.

In the operating, labor, delivery, nursery, and emergency rooms, along with other specialty areas, students should report early enough to change to the dress required. Hospital policy dictates the procedures for acquiring scrub suits. Students will wear lab coats over scrubs when leaving the specialty area within a facility and /or follow agency policy. Students are NEVER to wear hospital scrub suits once they leave the assigned facility.

#### **Breaks**

When possible, students will be given a break during mid shift. Students should organize work to allow for the break time and still be able to accomplish assigned work. Do not abuse this privilege by taking more than the allotted time. The student is responsible for reporting this time to the appropriate person on the unit, prior to leaving the unit and **upon** return.

#### **Meal time**

Hospital and clinical facility policies dictate the length of the lunch and dinner breaks. Mealtimes will be mutually agreed upon by the instructor or preceptor and students. Meals are to be eaten within the hospital or clinical facility.

#### **Leaving the assigned area**

The student must have the permission of the preceptor and/or instructor to leave the assigned area to accompany patients to special procedures. It is the student's responsibility to clear the plan with the instructor. Students may not leave the health care facility until their clinical has ended.

### Use of the telephone

Telephones in the nurses' station are not to be used for personal calls. The use of cell phones in the clinical agency is guided by each institutions policy. Cell phone should never be utilized in a patient care area.

Students may, and are encouraged to, answer telephones at duty stations if staff is not available. Be courteous always when using the phone. Suggested method for responding is: "Station 28, Mrs. Jones, student nurse." If the student is unable to answer the request, refer the matter to the unit clerk or other appropriate staff person.

Faculty should provide students a contact number to be used during the clinical experience. Faculty will provide guidelines for the use of the phone number.

### Safety, legal and ethical practices

Students engaged in unsafe, illegal, or unethical practices particularly those involving breeches of infection control practices, HIPPA, safety, and harm to patient, self, or others will be in jeopardy of dismissal from the nursing program(s).

### Emergency situations

Refer to the current Lee College Catalog for information regarding school closing and emergency notification. Students should leave detailed schedules with family members. All calls for students received by the Nursing office will be referred to the Security office (281-425-6888). Students should instruct their families to call the Security Office in the case of a bona fide emergency. Students will not be called out of class unless a true emergency exists. Emergency is defined as serious illness or trauma incurred by someone for whom the student is responsible or with whom the student has a close relationship. The Nursing Division staff is not responsible for conveying non-emergency messages to students. For safety purposes, the faculty and staff should relay any message to the student without disclosing the location of the student to a campus visitor or caller. In the event of an on-campus emergency, students are to follow the direction of the faculty and/or staff.

Note: non-compliance with the clinical experience policies will be reflected on the student's evaluation, and may be grounds for counseling disciplinary action, and/or dismissal.

### Student disciplinary policy

Refer to the current Lee College Catalog for Student Disciplinary Policy. If nursing faculty observes student performance or behavior that may negatively impact the safety of patients, faculty, students or healthcare facility personnel, the faculty member has the authority to remove the student from the setting. The student will be referred to appropriate counseling and possible disciplinary action.

The licensing and credentialing agencies of the various programs have guidelines regarding testing applicants who have criminal convictions, a history of mental illness, or are chemically dependent

or in default of student loan payments (see Policy for Requesting Testing Modifications for NCLEX).

#### **Duty to report violation**

The Texas Board of Nursing (BON) requires individuals, professionals, nurses, peer review groups, and educational programs to report any harmful, unprofessional, substandard, or impaired practice of nurses. See website for specifics on sections [301.403-301.407](#) or the [Texas Nurse Practice Act](#) can be found by typing the following link into your browser.

[http://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act.asp](http://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp). The Lee College Nursing Division supports the guidelines for good professional character as outlined in the [BON Rules & Regulations §213.27](#). See BON website for specifics; [http://www.bon.texas.gov/rr\\_current/213-27.asp](http://www.bon.texas.gov/rr_current/213-27.asp)

#### **Students/instructor conference reporting**

When applicable, a conference between the student and instructor will be documented on a counseling form. The purpose is for ready recall of a particular situation or incident. Both student and instructor will sign the form. The student signature indicates the student has read the information.

**Program warning status** is considered a notification to the student that changes or modification in specific recommendations, requirements or behaviors made by faculty are necessary. Students on a program warning will be provided opportunity to meet with faculty to discuss specific situations. Documentation of warning events will be kept on file in the student permanent record. Failure to comply with faculty guidelines, remediation plans, recommendations or other counseling requirements continue identified at risk activity or place themselves, other students, faculty members or patients in an unsafe, or unethical illegal situation, subject the student to further disciplinary action including dismissal from the nursing program. Student policies related to appeals are outlined in the Lee College catalog.

#### **Counseling procedures**

In each case, referrals may be made, when appropriate, to designated counselors in the Lee College Counseling Center. Students are responsible for following through with recommendations. Students may independently seek out short-term personal counseling or crisis intervention at the Lee College Counseling Center.

#### **Testing accommodations**

Students who report difficulty studying or test taking can be referred to the Lee College Counseling Center. The individual will meet with the Counselor for Students with Disabilities to request any assistance or accommodations, if appropriate. Testing accommodations require appropriate documentation of the learning disability. Reaffirmation of the need for accommodations is required in writing from the LC Counseling Center at the beginning of each semester. All testing for special accommodations will include one-on-one monitoring by a testing lab assigned staff.

The Counselor may:

- Assist the student in obtaining copies of previous learning disability assessment for the purpose of documentation;
- Evaluate the student for learning disabilities or refer the student to other sources of learning disability assessment. The student is responsible for any cost incurred by the assessment.
- The Counselor will discuss the services and accommodations that are the most appropriate for the identified need.
- The nursing program policy regarding testing accommodations is guided by the National Council of State Boards of Nursing policy related to NCLEX-RN or NCLEX- PN examination of candidates for licensure (Student Handbook). For the licensure exam, students may be granted accommodations that are appropriate and can be substantiated with documentation that includes the accommodations allowed by the program during the student's course of study. Request for accommodations for NCLEX testing is the responsibility of the student and is completed as per the instructions and guidelines set forth from the Board of Nursing. For assistance with requesting accommodations, please see the Disability Services Counselor.

### **Academic and counseling procedures**

#### *Remediation Activities*

Individual faculty may assign additional remediation activities individually or to groups of students. Students are assigned to a specific faculty in each course. Students are expected to make an appointment to meet with the faculty as they progress through a course. Significant times to meet with the faculty include but are not limited to 1) failure of an exam, 2) unmet clinical expectations and 3) patterns of behavior(s) directly impacting student success. Students are welcome to meet with faculty at any time during a course throughout the curriculum. The Director of Nursing also remains available as an additional resource for the students.

#### *Academic Improvement Referral*

If it becomes apparent that the student is having academic or clinical difficulty, the instructor may initiate the Early Alert Procedure by completing the Academic Improvement Referral (A.I.R) form. Instructors are asked to follow these guidelines:

- Provide student's name and ID
- Provide attendance, grade, and academic referral code(s)
- Provide a brief summary as to the reason for the referral

The student will contact the assigned faculty member or designee within 48-72 hours to schedule an individual appointment. During the session the student may be asked to complete the Student Academic Assessment and Student Achievement Plan forms or other assessment or evaluation tools to determine areas of improvement and available resources.

Students failing an exam are to be referred for ***individual sessions*** with the assigned faculty or designee. Failure to maintain the appointment or designated meeting with the faculty places the student at risk for being on warning status as per the student disciplinary policies.



## ACADEMIC IMPROVEMENT REFERRAL PROGRAM (A.I.R.)

### NURSING DIVISION

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program: \_\_\_\_\_ Level/Semester: \_\_\_\_\_  
 Course: \_\_\_\_\_

**Note to Instructors:** Faculty members are encouraged to counsel students who demonstrate academic, emotional, behavioral and/or social difficulties during the semester. Early intervention will provide the time needed to determine areas of improvement and equip students with the skills and resources to improve their academic performance. Please complete this form for any students you have identified as at risk for not successfully completing the semester or for students who may need counseling.

Student Name	Student ID#	Attendance (total # of days missed)	Grade	Academic Referral Code(s) (see below)	Additional Comments

#### Reasons for referral

**A01**—Failed or missed an exam (scored 77.50% or below on examination)

**B12**—Attendance (missed 3 sessions or days within the first two weeks of the semester)

**C03**—Failure to turn in assignments in a timely manner

**D07**—Student expresses the need for additional academic assistance

**E04**—Lack of response to Instructor's expressed concerns

**F10**—Displays signs of needing counseling or academic assistance

**G11**—Difficulty meeting course objectives

**H08**—Failure to complete course

**I05**—Other concerns

**J06**—Grounds for disciplinary action

**K09**—Academic dishonesty

**L12**—Excessively Tardy

**M00**—Academic dishonesty

**Return this form to the assigned faculty**

Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_



Lee College  
Student Academic Assessment

Name: \_\_\_\_\_ Student ID : \_\_\_\_\_

Email : \_\_\_\_\_ Phone no. \_\_\_\_\_

General Information (Student to complete)

\_\_\_\_\_ ADN    \_\_\_\_\_ LVN-RN Transition    \_\_\_\_\_ LVN

Family responsibilities (e.g. married, children, childcare etc.) \_\_\_\_\_

My lack of academic success, in my opinion, is due to the following reasons:  
(check all that apply)

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Work schedule                     | <input type="checkbox"/> Health problem (family/self)          | <input type="checkbox"/> Other |
| <input type="checkbox"/> Too little time to study          | <input type="checkbox"/> Difficulty concentrating              | Personal                       |
| <input type="checkbox"/> Financial difficulties            | <input type="checkbox"/> Feeling of worthlessness              | Schedule:                      |
| <input type="checkbox"/> Fear of success                   | <input type="checkbox"/> Poor eating habit                     |                                |
| <input type="checkbox"/> Relationship problems             | <input type="checkbox"/> Sleep deprivation                     | Hours per week                 |
| <input type="checkbox"/> Low motivation                    | <input type="checkbox"/> Neglect of self/care                  |                                |
| <input type="checkbox"/> I am not a good test taker        | <input type="checkbox"/> Excessive tardiness                   | _____ Work                     |
| <input type="checkbox"/> Experience a traumatic event      | <input type="checkbox"/> Inadequate time/life management       | _____ Study                    |
| <input type="checkbox"/> Learning difficulties             | <input type="checkbox"/> Attendance (missed 2 or more classes) | _____ Class                    |
| <input type="checkbox"/> Don't understand the material     | <input type="checkbox"/> Failure to turn in assignments        | _____ Other                    |
| <input type="checkbox"/> Lack of support                   |  | _____ Total hours              |
| (family does not understand or encourage educational goal) |  |                                |

What do you feel are the most important reasons for your academic difficulty?

What kind of assistance do you feel is needed for you to improve academically?

How do you plan to improve your academic performance? How will you know that you are improving?

Student signature \_\_\_\_\_ Faculty signature \_\_\_\_\_

Student Achievement Plan (SAP)  
Nursing Division

Instructor's name: \_\_\_\_\_

Program: \_\_\_\_\_ Level/Semester: \_\_\_\_\_

Course: \_\_\_\_\_

Student Name	ID #	No. of Absences	Referral Code	Grade	Comments

Student's plan of action for academic improvement:

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Identify three (3) resources that can be utilized to enhance academic performance:

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Personal Goal:

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Reward:

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**Academic Goal:** Reward

Student Signature \_\_\_\_\_ Faculty Signature \_\_\_\_\_

## **Academic ethics**

You are expected to do your own work unless you are specifically instructed otherwise by the faculty or guidelines are set forth in course syllabi indicating a group assignment is appropriate. If you need assistance, please contact your instructor. Cheating, plagiarism or any other unethical academic behavior is grounds for dismissal from the course and the awarding of a failing grade of Zero (0) and F. Refer to The Academic Honesty Code in the current Lee College Catalog.

## **Dismissal policies**

A student may be dismissed from the program any time for the following reasons: failure of didactic or clinical course, unsafe practice in the clinical setting or unprofessional conduct according to the guidelines for the particular profession, or infraction of the **American Nurses Association (ANA) Code of Ethics applies to both nursing programs**. Student incivility towards faculty, staff and peers will not be tolerated. Profanity, threats of harm/violence, defacing school/student property, and bullying, sexual harassment and physical violence is unacceptable and may be grounds for immediate dismissal from the nursing program.

A failing grade can be given in the clinical setting for infraction of any of the above, and there is no re-admission to the program. Failure to meet the academic or disciplinary guidelines as set forth in the disciplinary action section of this student handbook is also grounds for dismissal. Reasons for dismissal shall also include but not be limited to the following:

- Evidence of actual or potential harm to patients, clients, or the public;
- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;
- Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
- The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including but not limited to behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

Infraction of the LC Academic Honesty Code applies to all Nursing programs. A grade of Zero (0) can be given for infraction of this policy as well as dismissal from the class. Only the instructor of record can change a grade. Students are referred to the current Lee College Catalog for the procedure to appeal instructional and non-instructional issues. To be considered for re-admission to nursing program, orientation sessions in the LC Counseling Center may be required. Refer to Texas Board of Nursing rule 217.12 website for complete description of unprofessional conduct. [https://www.bon.texas.gov/rr\\_current/217-12.asp](https://www.bon.texas.gov/rr_current/217-12.asp)

## **Code for Nurses**

### **Provisions of the ANA Code of Ethics for Nurses**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015, January). *Ethics*. Retrieved May 26, 2015, from American Nurses Association:  
<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

## **National Student Nurses' Association, Inc.**

### **CODE OF PROFESSIONAL CONDUCT**

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.

- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses' association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- *Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.*

Adopted by the 2005 House of Delegates, Pittsburgh PA at the 47<sup>th</sup> Annual NSNA Convention.

## **Code of Academic and Clinical Conduct**

### *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 health care 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 with 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.

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

### **Student committee participation**

#### *General guidelines*

Student participation in committees is encouraged. Student participation provides a student voice in decision making, assessment and evaluation of the program and the program outcomes. Students are invited to be involved in faculty driven committees. The faculty advisor orients the student committee member(s) to its task, assists in seeking input from the student population, and makes recommendations to the faculty. Any student recommendations are to be written and presented to the faculty committee. The faculty committees consider the recommendations of the students when making the decisions for changes in the policies and

procedures of the division. College wide student governance opportunities, committee and club membership is available through Lee College.

### *Responsibility*

Faculty advisors and students will volunteer or be appointed for committee participation. Lee College Nursing Division committees and student committee members are directly responsible to the faculty representative who will report to the Director of Nursing.

### *Membership*

Students enrolled in nursing courses will be encouraged to select a committee in which they wish to participate, or they may be assigned to a committee by the faculty. Students will not be allowed to serve on more than two committees. Request to drop or change committees after the school year has begun must be presented to the faculty committee representative in writing.

### *Committee officers*

If appropriate, student committee members will elect a chairperson to represent the student members in the meetings. If they choose, the committees may elect other officers, such as secretary and treasurer. Chairpersons should be selected at the first meeting of each committee, and a list of all officers must be submitted to the faculty advisor.

### *Meetings*

All committees meet on an ad hoc basis during the academic year. The chairperson may call special meetings if necessary. According to Lee College policy, the faculty advisor representative must be present at each meeting and meeting should occur on campus.

The elected secretary or treasurer will be responsible for taking minutes of each meeting, which should include:

1. names of members present;
2. names of members absent;
3. time and place of meeting;
4. topics, discussions, and decisions reached;
5. time began and adjourned; and
6. name of member who took minutes.

Final copies of minutes with attached agendas must be submitted to the faculty representative and be placed on file in the designated location no later than two weeks following each meeting.

### *Quorum*

A majority of available members must be present before a vote can be taken on any issue.

### *Special committees*

If the need arises, a special committee (Ad Hoc) may be selected to perform duties as instructed by Division Chair. The special committee will cease to exist upon completion of its task and will submit the final reports to faculty advisors. All reports will be forwarded to the Lead Instructor/Division Chair.

Students may be appointed to the special committee, or they may be allowed to volunteer at the faculty's discretion. Special committees should not be formed if the desired task falls within the functioning of an existing committee.

### *Amendments*

A student organization member wishing to submit an amendment request must put the request in writing with all the reasons for change stated and submit this information to the chairperson of the student committee/organization. The chairperson must meet with the faculty advisor to discuss any proposed changes. Changes of any bylaws will be made by a two-thirds vote of the organization membership.

### *Committees*

The following pages document the guidelines of the Nursing Division standing committees of which student participation is encouraged.

#### **The Student Learning Resource Committee**

1. Review all texts, audiovisuals, and computer aided instruction programs presently in use for difficulty level, organization, flow of materials presented, and accuracy.
2. Make suggestions for text, AVs, online resources and software application changes, addition and/or deletions.
3. Critique the content and placement of courses.
4. Poll enrolled students for evaluative comments and rationales concerning curricular content and course placement.
5. Submit to the faculty a copy of all the information received as well as rationale for change.
6. Perform any other duties as assigned by the chairperson.
7. Uphold the policies of Lee College and the Nursing Division.

#### **The Student Uniform Committee**

The Student Uniform Committee will be directly responsible to the faculty advisor.

1. Poll all enrolled students for evaluative comments and rationales regarding student uniform guidelines.
2. Submit to the faculty a copy of all information gathered, including rationale for change.
3. Perform other duties as assigned by the chairperson.
4. Uphold the policies of Lee College and the Nursing Division.



### **The Student Handbook, Admissions & Progression Committee**

1. Review admission and progression criteria for the programs.
2. Submit all evaluative comments concerning the present admission and progression process to the faculty. A rationale should be included.
3. Review the published version of the Lee College Nursing Division Student Handbook and present a list of the students' recommendations to the faculty advisor.
4. Poll appropriate students for their comments evaluating the contents of the representative program's handbook.
5. Make suggestions concerning the handbook for future publications.
6. Perform any other duties as assigned by the chairperson.
7. Uphold the policies of Lee College and the Nursing Division.

### **The Student Orientation Committee**

1. Review proceedings of the last class orientation.
2. Poll students for input concerning possible changes.
3. Compile a list of goals for the next class orientation and changes that can be implemented.
4. Perform other duties as assigned by the chairperson.
5. Uphold the policies of Lee College and the Nursing Division.

### **The Nursing Graduation Committee**

1. The faculty advisor will furnish the following information:
  - date and time of the pinning/graduation ceremony;
  - location of the pinning/graduation ceremony;
  - acceptable format and activities during the ceremony; and
  - content for a printed program for the pinning/graduation ceremony.
2. Survey the graduating students for input regarding the format and activities.
3. Perform other duties as assigned by the faculty advisor.
4. Uphold the policies of Lee College and the Associate Degree and Licensed Vocational Nursing Programs.

### **Student Organizations**

Faculty may volunteer or be appointed each year to serve as advisors to these student organizations. The faculty advisor reports the activities of these organizations to the appropriate faculty.

### **American Red Cross**

The American Red Cross Chapter is an active organization that serves the community in many ways. Many Lee College nursing students earn their 10 hours service pins by the time they

graduate. The hours are accumulated by participating in American Red Cross projects.

Students are urged to serve the community as part of their educational growth and professional responsibility.

### **Guidelines**

1. Promote and inform students of the activities of the American Red Cross and community needs.
2. Encourage volunteering for activities of the American Red Cross.
3. Develop group awareness of, and opportunity to participate in, community programs of the American Red Cross.
4. Give students the opportunity to serve as chairperson and student class representatives from Lee College to the American Red Cross.

### *Lee College Nursing Students Association (LCNSA)*

The National Student Nurses' Association (NSNA) is one of the national organizations for students of nursing. The purposes of NSNA are: to assume responsibility for contributing to nursing education so as to provide for the highest quality healthcare, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person regarding their professional role and responsibility for the healthcare of people in all walks of life.

NSNA does this by influencing healthcare through involvement in legislative activities, representing students to the consumer, to institutions and other organizations; promoting and encouraging student participation in interdisciplinary activities and recruitment efforts regardless of a person's race, color, creed, life style, sex, national origin, age or economic status; and promoting collaborative relationships with other nursing and health organizations. One can become active in NSNA by joining our local chapter, Lee College Nursing Students' Association (LCNSA).

Lee College chapter of TNSA has actively participated at statewide and national conventions. The students have attended and participated in poster presentations at the state and national meetings on the topic of image of nursing and local community projects. They have received recognition for increasing the chapter's membership by 50 percent for the year 2006-2007. The members of LCNSA have participated in the community for health screenings, park clean-up, toy drives, and cystic fibrosis foundations activities. The LCNSA chapter provides help in the Baytown community by offering Christmas caroling and designing Christmas cards to seniors in retirement homes and participating in the Bayer Plant Yearly Health Fair. The LCNSA chapter offers students a variety of avenues to participate in community activities. This allows students to interact with the community while utilizing their nursing skills and education.

After joining, one is entitled to receive "IMPRINT" and the "Commentator," the official magazine of

NSNA and LCNSA. They contain feature articles and news pertaining to nursing. Participation in TNSA is strongly encouraged to enlighten the students about professional organizations, thus allowing participation in decision making in the profession of nursing. Students can participate in yearly events, such as the Council of Schools, Midyear, and LCNSA Conventions at interesting places all over the United States.

### *Service Learning*

For future nurses, participating in community service is essential to further understand and appreciate their discipline. "Service learning" refers to organized community service participation as part of a course or the program in total. Annually, The Dr. Rene Maher Service-Learning Award is awarded to the ADN nursing student with the highest number of approved service hours during their service tenure in the nursing program.

### **NCLEX® EXAMINATION**

Test plans for both NCLEX-PN and NCLEX-RN are available online at <https://www.ncsbn.org/1287.htm>. Application and registration information for the NCLEX examination is available on the Texas Board of Nursing Website and is the responsibility of the student. The Texas Board of Nursing recommends beginning the application process at least 90 days prior to expected graduation.

Students receiving any accommodations during the course of nursing courses while at Lee College are strongly encouraged to apply for accommodations through the Texas Board of Nursing. (See "Testing Modifications for NCLEX Examination")

### *Disciplinary Sanction Policies*

The BON has developed four Disciplinary Sanction Policies pertaining to chemical dependency; lying and falsification; sexual misconduct; and fraud, theft, and deception. The policies address issues that arise in eligibility and disciplinary matters under Texas Occupations Code §301.452(b) and rules 213.27, 218.28, and 213.29 and attempt to clarify the Board's reasoning and the application and logic underlying the existing rules. The Lee College ADN and VN programs adhere to the professional conduct standards as described in the above rules and regulations. For specific information on conduct, see the websites listed below:

Disciplinary Sanction for Fraud, Theft, and Deception; Lying and Falsification; Sexual Misconduct; and nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder are available on the Board's website at:  
<http://www.bon.state.tx.us/disciplinaryaction/dsp.Html>

## *Licensure and Practice*

The Texas Board of Nursing (TBON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Documents specifying this information will be explained to you the first week of class and you will be asked to sign the signature verification form at that time. For specific information on licensure, see websites: [http://www.bon.texas.gov/rr\\_current/215-8.asp](http://www.bon.texas.gov/rr_current/215-8.asp)

### *Testing Modifications for NCLEX® Examination*

It is the policy of the National Council to cooperate with Member Boards in providing appropriate examination modifications for disabled NCLEX examination candidates whom Member Boards deem eligible for licensure. The National Council will do so by designing and approving procedures which ensure that such modifications are psychometrically sound and safeguard the fairness and security of the testing process for all candidates.

Candidates shall submit requests for testing modifications directly to the board of nursing or designated agency in the jurisdiction in which they are seeking licensure. This should be done concurrently with the application for licensure, if possible, to assure that these candidates can get the appropriate accommodations without delay.

The BON will review the request from the candidate and supporting documentation. It is recommended that this process be completed within three days (if possible) from the time all the information is received by the Board to assure that candidates can be scheduled for the examination with the appropriate accommodations without delay. Specific information may be found on the BON website.

## US Department of Education regulation related to professional licensure

The Lee College ADN nursing programs at Lee College in Baytown, Texas meets the state education requirements for the Associate Degree in Nursing (ADN), Associate of Applied Science in Nursing (AAS) nursing license in the state of Texas. The Lee College VN nursing program at Lee College in Baytown, Texas meets the state education requirements for a Certificate of Completion in the state of Texas. Lee College nursing programs curriculum meets the requirements in the following states – Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Oklahoma, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. The following states that does not meet the education requirements for Lee College Nursing Programs are New York, Minnesota, Kansas, and Nebraska.

### *TBON Guidelines on Documentation Review*

Documentation review must include recent reports, test results, evaluations and assessments of the candidate's need for modification due to a disability (physical or mental impairment) that substantially limits one or more major life activities. "Major life activities" include walking, seeing, hearing, speaking, breathing, and learning, working, caring for one's self and performing manual tasks. Mental impairment includes any mental or psychological disorder such as organic brain syndrome, emotional or mental illness and specific learning disabilities. Such disabilities are subject to the protection of ADA.

Appropriate documentation supporting the request for accommodation, including results of appropriate diagnostic testing, must be submitted by a qualified professional with expertise in the areas of the diagnosed disability. A professionally recognized diagnosis must be included in the documentation and on the modifications request form. Documentation must also include:

- a history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning,
- identification of the specific standardized and professionally recognized test/assessments given (e.g. Woodcock-Johnson, Weschier Adult Intelligence Scale),
- the scores resulting from testing, interpretation of the scores and evaluations, and
- recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

### **General Photography Release**

Lee College reserves the right to photograph students for the purpose of institutional promotion. Whenever possible, Lee College observes the common practice among colleges of obtaining individual permissions for the use of campus photographs in which students are prominently featured. However, permissions are not obtained for the use of student images in photographs of public events on campus, such as graduation and pinning ceremonies, as well as candid classroom, laboratory, and student life experiences. Questions about this policy should be directed to [collegerelations@lee.edu](mailto:collegerelations@lee.edu).

### **Social Media**

Lee College Nursing Division adopts the guidelines set forth by the National Council State Boards of Nursing regarding Use of Social Media in August 2018 and thereby when speaking about a nurse, the student nurse is included.

To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the healthcare context. Both are related but distinct concepts. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Examples may include comments on social networking sites in which a patient is described with sufficient detail to be identified, referring to patient's in a degrading or demeaning manner, or posting videos or photos of patients.

Misuse of social media may be grounds for disciplinary action including dismissal from the program and further disciplinary action by the Board of Nursing or other healthcare or regulatory entities. The following guidelines are intended to minimize the risks of using social media:

- Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer- provided devices. This includes clinical affiliate partner's policy and procedures.
- Maintain professional boundaries in the use of electronic media. Like in-person boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship with the patient. Students should not establish online social contact with any patient and/or family member(s) from the clinical settings.
- Consult clinical partner policies or an appropriate leader within the organization for guidance regarding postings.
- Promptly report any identified breach of confidentiality or privacy to the clinical faculty.
- Be aware of and comply with policies regarding use of computers, cameras and other electronic devices and use of personal devices in the clinical setting.
- **Do not make disparaging remarks about peers, faculty, clinical affiliate partners or employees of those partners, or the college. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.**
- Do not post content or otherwise speak on behalf of the college or clinical affiliate partner

unless authorized to do so and follow all applicable policies.

- Do not take photos or post comments while in clinical setting where any patient identification, unit location or other identifying information is noted.

Reference: NCSBN (2011), White Paper: A Nurse's Guide to the Use of Social Media.

## Testing and Course Conflicts

The Nursing Division has a one-time testing process and are aware that this process may conflict with other college courses and exam schedules. However, the nursing division works together with the other college course faculty to ensure minimum disruption in any other courses occurs.

As a student, you should be aware that testing may occur outside of regularly scheduled class times. You also should understand that your class time may be adjusted on exam days to ensure you are provided the most efficient use of time. If you are enrolled in other courses on the Lee College campus and have a conflict with any scheduled class or exam times, you are to notify your course faculty immediately.

## Testing Procedures

Students are to have nothing but a car key (which should be on person or floor) when testing. A writing instrument and a scratch piece of paper will be provided for the student. NO pens or pencils or paper should be brought in by the student. No bags, no sunglasses, no purses, no phones, no smart watches or any other electronic devices, no book of any kind, no hats, no coats, no jackets, no **personal** earplugs are allowed in the testing environment. **Personal items (e.g., phones, personal calculators, books, notes, watches, etc.) must be placed in designated areas at the front or the back of the classroom or testing center during each exam. In the event that faculty find prohibited personal items in the testing area, the students will be escorted out of the examination area and will be given a grade of zero on the exam. If the students are displaying an act(s) of academic dishonesty by using a personal item during the exam, the students will be dismissed from the Nursing Program and will not be allowed to apply for readmission.**

Faculty remain in charge of the testing environment and may dismiss a student for breeches in test security. Academic policy will be followed as outlined in the Lee College catalog.

If a student comes into the testing area late and the test has started, they will NOT be allowed additional time to take the test in that session. It is the faculty's decision as to whether the student will be allowed to test in that session. The test will start ON TIME not with a window of time added. If a student is found with a phone, smart watch or other electronic devices, they will be exited from the test at that time and will be given a "zero" for that exam and may be dismissed from the program. "Found with a phone" means in the student's possession not necessarily ringing or vibrating.

If a student misses a test, essay questions may be included in the make-up test. **The student has three days to make arrangements to schedule and take the test in the counseling center.** If special testing arrangements are needed, the student is to meet with the counselor for students with disabilities in the counseling center prior to the first course exam. The counselor will decide if the student meets the needed guideline for testing accommodations and notify the instructor. All testing for special accommodations will include one-on-one monitoring by a testing lab assigned staff.

### Testing Content

Students are expected to learn course content in a cumulative manner in order to care for patients with progressively more complex health problems. Courses are arranged in the Nursing curriculum in order to assist in this learning process. Therefore, content in prior courses will be considered as testable material in the current course. Each test in a course may include both skills and theory content once material has been assigned and/or taught. Theory and skills knowledge are inter-related and cannot be divided arbitrarily into theory and lab.



## Differentiated Essential Competencies (DEC)

The table below offers a brief synopsis of how the scope of practice for nurse educated and licensed as vocational nurses differs from nurse's education and licensed as registered nurses. These are minimum competencies, but also set limits on what the LVN or RN can do at his/her given level of licensure, regardless of experience. Evaluation of student progress is partially based on these competencies. The Clinical Evaluation Tool (CET) is designed to mirror these essential competencies. As the student progresses across the curriculum, the expected level of achievement increases.

### Vocational Nurse

#### Clarification of Practice Parameters

The practice of vocational nursing must be performed under the supervision of a RN, APRN, physician, physician assistant, podiatrist or dentist. Supervision is defined as the active process of directing, guiding, and influencing the outcome of an individual's performance of an activity.

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

#### 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 based 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.

### Registered Nurse

#### Clarification of Practice Parameters

The RN provides nursing services that require substantial specialized judgment and skill. The planning and delivery of professional nursing care is based on knowledge and application of the principles of biological, physical and social science as acquired by a completed course of study in an approved school of professional nursing. Unless licensed as an advanced practice registered nurse, the RN scope of practice does not include acts of medical diagnosis or the prescription of therapeutic or corrective measures.

#### 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 responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Participate in activities that promote the development and practice of professional nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

#### Provider of Patient-Centered Care:

- A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.

- 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.

**Patient Safety Advocate:**

- A. Demonstrate knowledge of the Texas Nursing Practice Act (NPA) 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 NPA.
- F. Accept and make assignments that take into consideration patient safety and organizational policy.

**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.

- C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
- H. Coordinate human, information, and material resources in providing care for patients and their families.

**Patient Safety Advocate:**

- A. Demonstrate knowledge of the Texas Nursing Practice Act (NPA) 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. Formulate goals and outcomes using evidence-based data 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 NPA.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

**Member of the Health Care Team:**

- A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.

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| <p>B. Participate as an advocate in activities that focus on improving the health care of patients and their families.</p> <p>C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.</p> <p>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.</p> <p>E. Communicate patient data using technology to support decision-making to improve patient care.</p> <p>F. Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.</p> <p>G. Supervise nursing care provided by others for whom the nurse is responsible.</p> | <p>B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.</p> <p>C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.</p> <p>D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain the optimal health status of patients and their families.</p> <p>E. Communicate and manage information using technology to support decision-making to improve patient care.</p> <p>F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.</p> <p>G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.</p> |
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#### References:

- Texas Board of Nursing. (2011). *Differentiated Essential Competencies of Graduates of Texas Nursing Programs*. Austin: Texas Board of Nursing.
- Texas Board of Nursing. (2013, January). *Position statement 15.28, The RN Scope of Practice*. Retrieved August 17, 2013, from Texas Board of Nursing: <http://www.bon.texas.gov/practice/position.html#15.28>
- Texas Board of Nursing. (2011, August). *The Licensed Vocational Nurse Scope of Practice*. Retrieved August 17, 2013, from Texas Board of Nursing: <http://www.bon.texas.gov/practice/pdfs/position15-27.pdf>

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## STATEMENT OF AGREEMENT NURSING DIVISION HANDBOOK

ADN      VN

The Nursing Division Student Handbook is now available online. The link to download the handbook is [www.lee.edu/nursing](http://www.lee.edu/nursing).

I, \_\_\_\_\_, have been informed of the location of the current Lee College Nursing Division Student Handbook which includes the Lee College Nursing Division Clinical Lab and Simulation Center policies. I will read and study the information for the program into which I have been accepted, and/or plan to register for, in the \_\_\_\_\_ semester, 20\_\_\_\_.

I understand my responsibilities as a student and agree to abide by these policies. If I find that I cannot abide by the policies set forth in this handbook, I will notify the Director of Nursing and withdraw my name from the class roster. My act of registering for courses in the program implies that I will continue to abide by the policies in this handbook.

### CONFIDENTIAL INFORMATION

Information about a patient's condition, care, treatment, personal affairs, or records is confidential and may not be discussed with anyone (except those responsible for patient care and treatment) without the full consent of the patient or when compelled by legal requirements. Carelessness or thoughtlessness leading to the release of patient information may result in discipline up to and including dismissal. I understand and agree that in the performance of my duties as student at all clinical facilities, I must hold medical information in confidence. Further, I understand that intentional or involuntary violation of patient confidentiality may result in punitive action.

### DATA COLLECTION

I understand the college and nursing division will be collecting information regarding my clinical knowledge, skills and abilities, job performance, differential essential competencies, employer and preceptor satisfaction and course evaluation information. This information is collected for program assessment and evaluation and personal identification remains confidential. As part of the ongoing assessment of program graduates and for accreditation purposes, data may be collected from your employers within 6 months to one year after graduation. This information is necessary to ensure Lee College continues to provide the healthcare industry with competent nurses. Your signature provides consent to contact those employers and obtain data regarding your preparation.

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Print Student Name

Signature

Date

Eligibility Acknowledgement & Clinical Rotation Information Consent  
BON Eligibility, Criminal Background Check, and Drug Screening

My signature below indicates that I have read the *Lee College Nursing Criminal Background Check and Drug Testing Policy* and have been provided a copy of it. I understand that Nursing Clinical Affiliates have the right to refuse clinical placement to any student with a positive criminal background history or positive drug test result. I understand that Lee College is not responsible for alternative clinical placement and the student may be withdrawn from the nursing program if they are not eligible to attend and successfully complete clinical requirements.

I have read the BON Eligibility Questions regarding Criminal Behavior, Mental Illness and Chemical Dependency. I understand that if I am involved in any activity that results in a change in my current status with regards to criminal behavior, mental illness, and/or chemical dependency that I am required to reveal the event(s) and circumstances to the Lee College Director of Nursing. I understand that a change in status may result in dismissal from the Lee College Nursing program. Further, I understand that should I receive **any** correspondence from the Texas Board of Nursing regarding my eligibility for licensure, declaratory order, or fitness to practice, I will provide a copy immediately to the nursing office. If I have any question about whether I should provide copies of documents, I am aware that I am to ask for clarification in the nursing office.

According with the BON Rules 214.8 and 215.8, individuals enrolled in approved nursing education programs preparing students for licensure shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility. Required eligibility information includes:

- (1) Texas Occupations Code §§301.252, 301.257, and 301.452-.469; and
- (2) Sections 213.27 - 213.30 of the Texas Administrative Code (relating to Good Professional Character, Licensure of Persons with Criminal Offenses, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, and Declaratory Order of Eligibility for Licensure).

This form provides my irrevocable consent for the results of the criminal background check and drug test results to be released to Lee College Nursing Department officials and clinical affiliate partners. Further, my signature acknowledges my receipt verbally and in writing of the above-mentioned rules according to the Texas Board of Nursing and Texas Administrative Code(s).

I, further, give my permission for student identification required by the affiliation contract be submitted on my behalf to the hospital/clinic assigned for each clinical rotation that I enroll in each semester that I am in the Lee College Nursing program. I understand that I am responsible for keeping my immunizations, C P R , PPD test, and Physical Examinations current and providing a copy of the records to the Lee College Nursing records department.

Further, I understand clinical agencies may require personal health insurance and clear criminal background history as well as routine or randomized negative drug and alcohol test(s). Successful completion and progression of clinical rotations is a requirement of the nursing program. Failure to maintain the necessary requirements of the program or clinical affiliation partners may result in y removal from the program. While efforts are made to accommodate all enrolled students in clinical rotations, the inability to place a student in a clinical site as a result of failure to meet the obligations of the clinical affiliation partner will necessitate removal from the clinical course and thus removal from the program.

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Print Student Name

Signature

Date

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**Associate Degree Nursing**  
**(ADN)**  
**Program**

Revised 08/10, 08/12, 08/13, 8/14, 8/15,7/16,7/17, 8/18, 8/19, 8/20



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## **INTRODUCTION TO ASSOCIATE DEGREE NURSING PROGRAM**

The Associate Degree curriculum for students desiring to become registered nurses was offered for the first time in the fall semester of 1975 at Lee College. The inception of the Associate Degree Nursing Program (ADN) at Lee College, as with other community college nursing programs, resulted from findings of an experimental program in the early 1950s sponsored by a Joint Research Committee at Columbia University in cooperation with the American Junior College Association which was directed by Dr. Mildred Montag, R.N.

Additional impetus was given to the move toward increasing the number of community college nursing programs with the release of a position paper by the American Nurses' Association which recommended that all nursing programs be in institutions of higher learning in order for them to be placed in the mainstream of education.

Lee College Administration backed by strong community support and a great need for registered nurses in the Baytown area and surrounding communities sought to establish an Associate Degree Nursing Program. Approval to establish the program came from Texas Education Agency and the State Board of Nurse Examiners for the State of Texas in March of 1975. The first class of ADN students was admitted in August of 1975. Since that time enrollment has tripled and a special track for licensed vocational nurses has been added. In June 1986, the program was accredited by the National League for Nursing. Continued accreditation was achieved in 1994.

Accreditation from the National League for Nursing (NLNAC) was reaffirmed in June 2002 and 2010. In 2013, the NLNAC became the Accreditation Commission for Education in Nursing (ACEN). The program was awarded exemplary status by the Texas Coordinating Board of Higher Education for Community and Technical College during the 1995 and 2001 site visits. The Texas Board of Nursing reviews the program on an annual basis and has renewed accreditation annually. Upon successful completion of the two-year curriculum in nursing, an Associate Degree in Applied Science from Lee College will be awarded. The graduate will be eligible to sit for the National Council Licensing Examination for Registered Nurses. (NCLEX-RN) Revised 7/01; 7/02; 8/03; 7/04; 7/05; 7/06; 7/07; 7/10; 7/09; 8/10; 8/11, 8/12; 8/13, 8/14, 8/15, 7/16, 7/17

## **Associate Degree Nursing Program and Student Learning Outcomes**

The Associate Degree Nursing Program faculty, guided by its philosophical beliefs and driven by its commitment to the mission of the parent institution, developed and affirmed the following program outcomes:

1. Prepare the graduate to attain registered nurse licensure.
2. Provide the program participant opportunities to develop clinical reasoning and problem-solving ability.
3. Provide the graduate a skill set necessary for gainful employment.

Based upon these program outcomes and the commitment to the parent institution, the faculty developed and affirmed ADN end of program student learning outcomes. Students will have the opportunity to achieve program outcomes by completing the following **end of program student learning outcomes**: ACEN 6.1

1. Use the **nursing process** as the framework to provide **safe**, patient-centered, **therapeutic and caring interventions** in a manner inclusive of the participants' **diversity**.
2. Recognize the value of lifelong learning and continued nursing education and participation in community and professional organizations.
3. Make collaborative, **evidence-based nursing** practice decisions with patients and families across the life span utilizing *informatics* and knowledge of biology, psychology, and the humanities within the construct of **Maslow's Hierarchy of Needs**.
4. Act within the legal and ethical framework of nursing practice.
5. Use acquired **clinical reasoning** skills as the basis for managing **quality** nursing care for groups of patients in structured acute, chronic and wellness settings.
6. Apply **teaching/learning** principles to assist patients and families in making informed healthcare decisions and achieving **levels of wellness**.
7. Use interpersonal **communication** skills to collaborate with *interdisciplinary healthcare team* participants to attain desired *patient-centered* goals and improve *quality* and **safety** in patient care.

## **Admission Policy**

Please refer to the ADN application packet.

### **Challenge/Advance Placement Student**

Students listed on the nurse aide registry (according to the OBRA Act of 1987), former medics in the military, and students with prior documented experience, may request, in writing, to challenge certain skills in lab, such as bed making. The student, upon successful demonstration of the skills, may be excused from the comparable lab session. Credit is not provided for the course work unless an equivalent transferrable course has been successfully completed.

Veteran students with transcripts verified through the College Credit for Heroes program will be evaluated on an individual basis. Advanced placement and course credit may be applicable based on the outcome of transcript review and/or standardized exam equivalency.

### **Transfer Policy**

All transfer students are accepted according to the following policy.

1. A minimum of 25% of the degree course work i.e. total semester credit hours and 25% of field of study must be taken in residence at Lee College for the student to become eligible to receive an associate degree from Lee College. Lee College does not accept grades of 'D' in transfer.
2. Transfer on space available basis only.
3. Obtain letter of academic standing from the Dean/Director of present school.
4. Complete all nursing prefix courses, including transferred courses within 5 years of graduation.
5. Satisfy science GPA, pre-requisite GPA and other admission criteria required for admission.
6. Complete pharmacology (3-hour course) with a "C" or better as prerequisite to transfer.
7. Transfer only nursing prefix courses with "C" or better.
8. Transfer only nursing prefix courses with comparable content to Lee College courses.
9. Previous failures in RNSG/NURS courses from another college will count as a failure. (See: II. Progression with exceptions- C. Course(s) failures/reentry- 2. Generic Program Nursing course failure).
10. Test in theory, lab, or clinical at faculty's discretion. If there are any nursing courses with "D", "F" or "W", student must follow the ADN re-entry procedure.
11. Pass Medical Math Competency Exam for appropriate level of program prior to registration.

## **FOREIGN STUDENTS & REGISTERED NURSES**

Foreign Registered Nurses must check with the Board of Nurse Examiners for the State of Texas for guidelines. Documentation of legal immigrant and work status is required by clinical affiliate agencies. Copies of current Visa, Passport, or other immigration documents may be required. Proof of origin of birth with a certified birth certificate should be submitted to the nursing office. Students unable to provide appropriate documentation may be ineligible to progress in the curriculum and therefore be required to withdraw from the program(s).

## **PROGRESSION POLICY FOR ADN PROGRAM**

### **I. EXPECTED PROGRESSION**

#### **A. GENERAL**

PRIOR to registration EACH semester, and to PROGRESS in the program, the student must:

- a. Complete all ADN degree plan nursing and general education courses attempted with a "C" or above in each course (see following "Grading System");
- b. Complete all nursing and general education courses in the sequence designated in the LC Catalog with a "C" or above (general education courses may be taken prior to nursing courses);
- c. Pass Math Competency Exam with grade appropriate for the exam being given (see "Medication Administration Policy- Math Competency Examination Requirements" for further explanation);
- d. Maintain a current copy of CPR/Professional Rescuer card (American Heart Association or American Red Cross Class C) card in the student's folder in the Nursing Division office;
- e. Furnish written proof of Mantoux (PPD) TB skin results on a yearly basis;
- f. Students in the nursing program may not be absent from a clinical course for more than a total of 12 hours.  
Clinical tardiness will be counted toward missed clinical time. More than 12 hours missed clinical will result in dismissal from the Nursing program.
- g. Complete all nursing prefix courses within 5 years of awarding degree; (NOTE: Pharmacology is excluded from the 5 year requirement once the student is admitted into the nursing program and if the student remains continuously enrolled; otherwise, the 5 year RNSG rule will apply)
- h. Report any deficiencies of the above to clinical instructor;

- i. Students with course failures must complete academic recommendations or remediation plans made by the faculty. Demonstrate competency in nursing courses successfully completed, to date, by achieving minimum or above scores on applicable course parallel exam(s). **(Failure to achieve minimum scores on any competency exams administered will determine the point at which the student may re-enter the ADN program.)**
  - pay fees for test(s) at the Business Office and submit receipt to the Nursing Office and arrange to take the exams in the Testing Center;
- j. Students will not be cleared for registration until advisement occurs and the above steps are completed.
- k. Transition students will not be cleared for registration until the Math Competency exam test is passed.
- l. According to the Texas Board of Nursing rules, each faculty is assigned a designated number of students in clinical settings.
- m. Questions regarding progression are to be addressed to the Nursing Division Office or Admissions/Progression Committee. Definition of a full-time student is determined by the LC Admission and Records Office and by the LC Financial Aid Office.
- n. Maintain minimum Lee College GPA of 2.0.

### *Grading System*

Theory- A minimum grade of 77.50 ("C") is required to successfully complete a didactic course. The following grading system applies to all ADN nursing courses:

A = 89.50 – 100.0

B = 83.50 – 89.49

C = 77.50 – 83.49

D = 59.50 – 77.49

F = 59.49 or below

### *Examination Guidelines*

Students are expected to attend class and take exams in the sections in which they are registered and/or assigned. One (1) time testing occurs and therefore may occur outside of normal class periods. Adjustments to the course calendar (time of class) may be necessary to accommodate these requirements.

A student who must be absent from an exam must take it within three school days (Monday-Friday) of scheduled date of exam for that student's section. Failure to do so will result in a grade of "0" for the exam. Testing will be at the testing center or other designated location and must be conducted on student's own time. Students must call for an appointment (test must be completed during posted hours.) Student's photo ID will be required. Make-up exams may be

in essay format. All such testing will have one-on-one student monitoring by assigned Testing Center staff

### *In Case of Computer Failure During Testing*

From time to time a testing session is disrupted by unforeseen events such as fire alarms and power failures. When this occurs, students are to turn off their laptops. This stops the clock and locks their testing station until the exam can resume. The Head Proctor will provide the students with a resume code to restart the exam. The nursing program uses a new software that backs up all student files and will be able to retrieve students scores in an event of a power outage. However, there may be sometimes when students may be given an answer sheet to record their answers on if a program does not meet this guideline.

Catastrophic electronic failure on a standardized exam will be addressed taking vendor recommendations into consideration.

### *Exam Retakes*

No retake exam will be given.

### *Test Reviews*

**Students will be able to review their missed questions immediately upon completion of their computer-generated test for a time period not to exceed 15 minutes. They will need to make an appointment with their Faculty Advisor within five (5) school days following the test if they wish to review the entire test. Be mindful that the raw score that appears at the end of a computer delivered test, may not be the final grade a student receives since faculty test review may result in test corrections/changes. No test review will be permitted for the final exam.** Designated exam review periods exclude an end of semester cumulative review of course exams. No exams are available for review after the course grade is submitted.

### *Theory Courses (those RNSG classes with lecture component)*

In order to successfully complete a RNSG theory course, the student must achieve an overall course grade of 77.5 or higher. The components used to determine the course grade are as follows:

- Satisfactory completion of all components of testing with a grade of 77.5 or higher.
- Satisfactory completion of theory course requirements

## Clinical Courses

Clinical courses receive a “P” or “F” grade based upon the following criteria:

- Clinical Evaluation-The Clinical Evaluation is completed at designated times by the clinical instructor and at the end of the course. The expected scores for each level demonstrate a growth in clinical application and competency expectation as the student progresses through the curriculum. The Clinical Evaluation provides for an evaluation of the student's performance in the following Differentiated Essential competencies and roles: (1) member of the profession; (2) provider of patient-centered care; and (3) patient safety advocate, and (4) member of the health care team
- Tentative Care Plans- see course syllabus
- Other clinical assignments; examples may be written work; attendance at meetings; skills checklists, etc.
- Each course syllabus specifies the clinical grading criteria, due to variability in course assignments and experiences.
- Clinical Warning Regarding Course Failure  
If the student's score on a clinical assignment or the Clinical Evaluation is below 77.5% (or less than satisfactory), an instructor/student conference is held, and initiation of the Counseling form and/or remediation plan is necessary. An average score below 77.5% from the clinical assignments will constitute failure of the course. Students must earn a passing score on the Clinical Evaluation Plan in order to pass the course.
- An infraction of a critical element of patient safety may constitute failure of clinical and as well as dismissal from of the program. Critical elements include physical and psychological safety and medication preparation and/or administration. (Refer to the generic section "Dismissal Policies").

## Capstone Experience

The capstone experience is an opportunity for students to demonstrate they have met the end of program student learning outcomes of the Associate Degree Nursing program of study in both theory and clinical practice, during the last semester of the curriculum, by satisfactory completion of the following course components in a progressive sequence\*:

- a. Achieving a 77.5 or better grade on assignments and exam(s) required in the didactic component of RNSG 2221.



- b. Satisfactorily completion of the clinical portion of the course in an assigned healthcare environment caring for patients across the lifespan. Satisfactory completion may include both clinical projects and satisfactory preceptor and/or instructor evaluations.

### Grade Calculation

Method of grade calculation and rounding: all grades will be calculated using scores carried out to the hundredth decimal place. The hundredth will be maintained throughout all course calculations

Each individual non-standardized online test is statistically analyzed to determine question quality and knowledge measurement. The faculty evaluates the statistical analysis to determine question strengths and weaknesses. Test questions are retained and/or removed from scoring consideration upon faculty's evaluation and review of item analysis. Faculty decisions are final.

For course grade calculation, refer to specific course syllabi. Course testing average must be 77.5 or higher before other course work grades will be included for final course grade.

**Two (2) points for LCNSA membership/participation will be added to the final grade for students meeting the following criteria:**

- ▶ **Achievement of a final course testing score and course assignment(s) grade(s) of 77.50 or above and satisfactory performance in the RNSG course;**
- ▶ **Attend one LCNSA meeting and complete one LCNSA project by the completion of this course.**

Satisfactory completion of all clinical assignments to comprise "P" clinical grade. Both theory and clinical components must be taken concurrently, and both successfully completed in order to be eligible to progress in the program.

## ***Progression with Exception(s)***

\* Note: Failure of one (1) course results in dismissal from the Nursing program. Accumulation in RNSG courses of two (2) failures in combination: "W", "D", or "F" will result in the student being ineligible for program reentry for five (5) years.

### **A. WITHDRAWAL (All RNSG prefix courses must be completed within five years of awarding of degree.)**

The student may elect to withdraw from a course on or before the designated LC drop date. No student-initiated withdrawals will be granted after this date. Recommendations regarding academic remediation must be followed (see "Student Initiated Withdrawal" in generic section). Failure to do so prevents reentry into the program. All reentry policies will apply, including competency testing. The "**Space Available**" policy applies to reentry. Written request for reentry must be received in nursing office at the beginning of the semester prior to next offering of the course. If a student withdraws from a RNSG course, either theory or clinical, the student must drop the corresponding theory or clinical course. This withdrawal will be counted as one withdrawal ("W").

### **B. COURSE FAILURE(S)/REENTRY**

The student will not be considered for re-admission if there are two (2) or more failed nursing courses. The student with two (2) or more failed nursing courses will not be eligible to apply to the ADN program for a period of five (5) years following the last failed nursing course in the student's nursing track. The ADN student must achieve a minimum grade of "C" in all courses required in the degree plan. Students are advised of the following guidelines, as applicable.

- General Education Course Failure  
If students who are enrolled in the nursing program make a 'D' or 'F' in general education course(s), they must withdraw from the nursing program until a 'C' or better is earned in the course(s). All reentry program policies will apply, including competency testing. Reentry is according to the "Space Available" policy. It is the student's responsibility to submit intent to reenter in writing to the Nursing Division office at the beginning of the semester prior to next offering of course.
- Generic Program Nursing Course Failure (applies to transfer students with transcribed 'W', 'D' or 'F' from another school) Accumulation in RNSG courses of 2 failures OR 2 occurrences in combination: W, D, or F will lead to removal from the ADN program and ineligibility for reentry for five (5) years.
- Voluntary withdrawal from Program  
Students who are in good standing and who withdraw voluntarily from the program and seek

re-admission will be required to demonstrate competency for previous completed courses in both Theory and Clinical (See Re-admission Competency Exam policy). Re-admission will also be based on space availability.

- Prerequisite: RNSG 1301 (Introduction to Pharmacology)  
A student may not take RNSG 1301 more than 3 times.

#### D. RE-ADMISSION COMPETENCY EXAM

Students seeking re-admissions to the Nursing program, when turn-around time allows, will be required to contact the Nursing office at least 6 weeks prior to the start of the semester the course they are requesting is offered. The student will be required to pay for any cost incurred for competency exams if required and schedule a testing date. The students must allow time for the exam (s) to be graded and student records to be cleared. Competency exams for courses previously taken and for which the student is seeking credit will be required. Student failure to achieve minimum scores on any competency exams administered will determine the point at which the student may re-enter the program.

#### **Failure - Level I**

If a student makes a “D” or “F” in Level I, withdrawal from the nursing program is required. Successful completion of both **first** and **second** 8 weeks Level I courses (RNSG 1205 and RNSG 1261) along with RNSG 1413 is required to progress to level II. **The student is eligible for one (1) final opportunity to reenter the nursing program.** The following steps must be taken if reentry in the nursing program is desired:

**Generic Program admission requirements will apply. A penalty will be applied to the admission score for prior W, D, or F.**

- complete academic remedial recommendations made by faculty **Failure to do so will prevent reentry;**
- remove academic probation, if applicable;
- declare intent, in writing, to reenter the nursing program to the Nursing Division office, at the beginning of the semester prior to next offering of the course;
- meet requirements of “General” expected progression guidelines, (see Progression Policy I, A, a);
- New student acceptance may take precedence over students with a previous failure
- If more than three (3) years has lapsed from the one failure, the student is eligible to seek reentry to the nursing program only at Level I as the student will be required to complete the RNSG courses within 5 years. The students must submit a new application for admission consideration in the next class. The Generic Admission requirements will apply.

**Transitional Entry Nursing Course Failure** (also applies to transfer students with transcribed 'D' or 'F' in course from another school).

- A failure in RN Transitional Course (RNSG 2307) Transitional entry student making a 'D' or 'F' in RNSG 2307, will be directed as follows:
  - Failure to demonstrate successful completion of the RN Transition course reflects the need for further role development. Students are directed to apply for the Generic Nursing Program. Generic program admissions requirements will apply. A penalty for W, D, or F in the RN Transition course will not be applied to admission score for the Generic program.
  - General progression policies will apply beyond the RN Transitional course.

### **Failure - Level II - Level III - All students**

A student who fails a Level II nursing course **may not progress to the second eight weeks** required course. They must repeat and pass the course failed before they can progress to the next course. Students may not progress to Level III nursing courses until failed Level II courses are successfully completed. Student must pass theory and clinical courses concurrently to progress.

A student who fails a Level III nursing course in the first 8 weeks **may not progress to the second eight weeks** required course. They must repeat and pass the course failed before they can progress to the next course. Student may not progress to Level IV nursing courses until failed Level III course are successfully completed. Student must pass theory and clinical courses concurrently to progress.

Students making a "D" or "F" in Level II or III nursing course must withdraw from the nursing program until such time as the course is offered again. **The Student is eligible for one (1) final opportunity to reenter the nursing program.** The student may be placed on academic probation according to LC policy. Competency exams will be required for re-admission based on space availability. (See Re-Admission Competency Exam). The following steps must be taken if reentry and continuation in the nursing program are desired:

- complete and submit any academic remedial recommendations made by faculty Failure **to do so will prevent reentry**;
- remove academic probation, if applicable;
- meet requirements of "General" expected progression guidelines, (see Progression Policy I,A,a);
- reenter according to Space Available Policy criteria; and
- successfully complete required readmission competency exams for RNSG courses previously completed for degree credit. (See Re-Admission Competency Exam)
- All RNSG prefix courses must be completed within five years of awarding of degree.

### **Failure - Level IV - All students**

A student making a 'D' or 'F' in **either** the Level IV theory or clinical course(s) will be required to withdraw from the RNSG 2221 course and the nursing program. Students must pass Level IV theory and clinical courses concurrently to progress and continue in the capstone experience.

A student successfully completing RNSG 2432 and RNSG 2263 and the theory portion of RNSG 2221, but earning an unsatisfactory capstone clinical evaluation, will be awarded a 'D' or 'F' for the RNSG 2221 course and must exit the program at that time.

The following steps must be taken if reentry into the program are desired:

- See **Course Failure Reentry** and **Readmission Competency Exam** policies for program reentry guidelines.
- complete academic remedial recommendations made by faculty. **Failure to do so will prevent reentry;**
- remove academic probation, if applicable;
- meet requirements of expected progression guidelines, (see Progression Policy I,A,1);
- reenter according to "Space Available" Policy criteria; and
- successfully complete required re-admission competency exams for RNSG courses previously completed for degree credit) see Re-Admission Competency Exam).
- All RNSG prefix courses must be completed within five years of awarding degree.

*Test Scores: The faculty reserves the right to change the passing score on exams when newer versions of standardized, customized or instructor-constructed tests become available and/or when instructor-constructed exams have been standardized, or when nursing faculty deem appropriate and/or indicated.*

### **RNSG Five (5) Year Rule**

If more than three years has lapsed between the two failures, the student is eligible to reenter the nursing program only at Level I as the student will be required to complete the RNSG courses within 5 years. The student must submit a new application for admission consideration in the next class. The Generic Admission requirements will apply. If student accumulates two nursing course failures, they will be dropped from the program and become ineligible for reentry. **A penalty may be applied to the admission score for prior W, D, or F.**

## **Space Available Policy**

After the completion of a nursing course, the number of available slots in the next nursing course will be determined. Eligible students will be accepted for reentry into the available slots in the following order:

### **Students Eligible for Re-entry at any level:**

- LC nursing student withdrawing from courses in the ADN degree plan.
- LC nursing student with one “D” or “F” in a nursing course – re-admission competency exam required.
- Transfer students with a “C” or above in all nursing courses - competency exam required
- Transfer students with one “D(s)” or “F” in nursing courses - competency exam required
- Transfer students with two “D(s)” or “F(s)” in nursing course - competency exam required
- Re-entering students will not register until all continuing students have registered.

## **Degree and Licensure Criteria Guidelines**

### **A. Associate of Applied Science Degree Eligibility Requirements**

To earn an Associate of Applied Science Degree in Nursing from Lee College, the student must comply with the requirements in the current Lee College Catalog.

### **C. NCLEX-RN ELIGIBILITY REQUIREMENTS**

To be eligible to sit for the NCLEX-RN licensure examination, the graduate must:

1. Earn the Associate of Applied Science Degree from the college;
2. Receive recommendation from the Director of the ADN Program through Affidavit of Graduation (AOG); and
3. Complete any requirements for a declaratory order for eligibility for licensure. Refer to generic section, BON §213.30 Declaratory Order of Eligibility for Licensure.
4. Satisfy requirements for initial licensure by the Texas Board of Nursing.
5. Make application for the NCLEX examination and Texas Board of Nursing licensure. Fees are the responsibility of the student

## **MATH COMPETENCY EXAMINATION LEVELS**

- Students are required to demonstrate math competencies each semester.
- Transitional students are required to pass math competencies exams prior to registration for RNSG 2307.
- Students will be allowed three (3) attempts to reach the required decision score for each test.
- Students will receive a practice test.
- Students are referred to the textbook used in MATH 0350.
- The Math Competency exam will be a parallel test to the math competencies of the semester the student has just completed.

## **TESTING PROTOCOL: ALL Levels**

### **Decision score: 90%**

- If first math competency exam is failed, student will be allowed two (2) additional attempts to retake the exam and meet the 90% decision score. The additional testing attempts will be scheduled at least one week after the first test.
- If student fails the third math competency exam, the students will be dismissed from the nursing program and receive a W2.
- If clinicals have begun prior to the students meeting the required 90% score on the math competency exam, they will not be allowed to administer meds until the 90% score is reached.

**NOTE: STUDENTS CANNOT ADMINISTER MEDICATIONS TO PATIENTS UNTIL THE MATH COMPETENCY EXAM IS PASSED AT THE 90% DECISION LEVEL DESCRIBED ABOVE.**

STUDENTS ARE RESPONSIBLE FOR READING AND ADHERING TO "MEDICATION POLICY FOR MEDICATION ERRORS" AND THE "MEDICATION EXCEPTIONS POLICY" WHICH FOLLOW THIS SECTION.

### **Entering Transitional RNSG 2307**

#### **Decision scores: 90%**

- Math Competency exam for Transitional students must be successfully completed BEFORE registration for RNSG 2307.
- If first math competency exam is failed, student will be allowed two (2) additional attempts to retake the exam and meet the 90% decision score. The additional testing attempts will be scheduled at least one week after the first test.
- If student fails the third math competency exam, the student will not be allowed to register for RNSG 2307.

**NOTE: STUDENTS CANNOT ADMINISTER MEDICATIONS TO PATIENTS UNTIL THE MATH COMPETENCY EXAM IS PASSED AT THE 90% DECISION LEVEL DESCRIBED ABOVE.**

**STUDENTS are responsible for reading and adhering to "Medication Policy for Medication Errors" and the "Medication Exceptions Policy" which follow this section.**

## **Medication Administration**

### **Level I**

A math competency exam will be administered prior to students entering RNSG 1261, Clinical 1. Following successful completion of medication administration procedures in the laboratory and passing Math Competency Exam with 90%, the student will be allowed to administer medication in the clinical area.

The first time the student administers any medications in clinical by any of the medication routes, it must be done under the supervision of the clinical instructor. The clinical instructor will determine subsequent required supervision.

The routes of medicine administration in Level I are: (1) oral, buccal, sublingual; (2) eye, ear, nose, vaginal, and rectal; and (3) intradermal, subcutaneous, intramuscular and Z-track.

After observation by the clinical instructor of the selected route of medicine administration, the student will, at the instructor's discretion, be allowed to administer the following medications without immediate supervision:

1. Scheduled medications;
2. PRN medications.

### **Level II**

If the student has not been checked-off in the clinical area on each route in Level I, he/she must be checked-off by the clinical instructor in the clinical area, then he/she is allowed with instructor's permission to administer the following:

1. Scheduled medications;
2. **PRN** medications;
3. One time only medications.

After demonstrating to a clinical instructor the ability to perform these procedures safely, the student will be permitted to perform the following:

1. Discontinue an intravenous infusion per order;
2. Calculate and monitor intravenous drip rate;
3. Visually inspect intravenous site and record observations; and



The following procedures will be available at the instructor's discretion and under an instructor's supervision:

1. Mix and hang new IV solution to existing tubing;
2. Change IV tubing;
3. Change IV site dressing (including central lines);
4. Mix and administer IVPB medications;
5. Perform heparin or saline flushes on "saline locks"; and
6. Initiate IV therapy by performing venipuncture and attaching tubing and IV solution.

After demonstrating to the clinical instructor the ability to perform these procedures safely, the student may be permitted to perform them if supervised by an **RN**.

The student will not be permitted to administer intravenous medication by entering the vein with a needle or by "IV push" method, with the exception of heparin or saline flushes for peripheral "saline locks." The student will not be permitted to administer intravenous medications via central lines. Students must follow appropriate medication administration policies of the clinical affiliation partner.

**NOTE: All calculations, measurements and administrations of pediatric medications must be checked and supervised by the clinical instructor.**

### **Level III**

#### **Level III Math Competency Exam will be given at the end of Level II**

If student has not been checked-off in the clinical area on each route in Level II, she/he must be checked-off by the clinical instructor in the clinical area and are allowed, with instructor's approval, to administer:

1. Scheduled medications;
2. PRN medications;
3. One time only medications; and
4. Initial dose and "stat" medications, at the instructor's discretion.

After demonstrating to a clinical instructor the ability to perform these procedures safely, the student will be permitted to perform the following:

1. Discontinue an intravenous infusion per order;
2. Calculate and monitor intravenous drip rate;
3. Calculate intake of an intravenous drip;
4. Visually inspect intravenous site and record observations; and
5. Hang new IV solution.

The following procedures will be available at the instructor's discretion and under an instructor's supervision only:

1. Mix and hang new IV solution;
2. Change IV tubing;
3. Change IV site dressing (including central lines);
4. Mix and administer IVPB medication;
5. Perform heparin or saline flushes on "saline locks;" and
6. Initiate IV therapy by performing venipuncture and attaching tubing and IV solution.

After demonstrating the ability to perform these procedures safely to the clinical instructor, the student may be permitted to perform them if supervised by an RN.

The student will not be permitted to administer IV medication via the push method, with the exception of heparin or saline flushes for peripheral "saline locks." The student will not be permitted to administer intravenous medications via central lines. The students must follow the medication administration policy of the clinical affiliation partner.

**NOTE: All calculations and measurements of pediatric medications must be checked by the instructor or by a licensed registered nurse for each dose given.**

#### **Level IV**

#### **Math Competency Exam will be given at the end of Level III**

If students have not been checked-off in the clinical area on each route in Level III, they must be checked-off by the clinical instructor in the clinical area and are allowed to administer with instructor's approval:

1. Scheduled medications;
2. PRN medications;
3. One time only medications; and
4. Initial dose and "stat" medications, at the instructor's discretion.

When appropriate, students can transcribe orders for beginning and discontinuing medications only under the direct supervision of a licensed registered nurse, who must sign-off the order.

After demonstrating to a clinical instructor the ability to perform these procedures safely, the student will be permitted to perform the following:

1. Discontinue an intravenous infusion per order;
2. Calculate and monitor intravenous drip rate;
3. Calculate intake of an intravenous drip;

4. Visually inspect intravenous site and record observations; and
5. Hang new IV solution.

The following procedures will be available at the instructor's discretion and under an instructor's supervision only:

1. Mix and hang new IV solution;
2. Change IV tubing;
3. Change IV site dressing (including central lines)
4. Mix and administer IVPB medication;
5. Perform heparin or saline flushes on "saline locks";
6. Initiate IV therapy by performing venipuncture and attaching tubing and IV solution;
7. Administer drugs by the "push" method if accompanied by an instructor or preceptor RN;
8. Administer intravenous medications via central lines.

After demonstrating to the clinical instructor the ability to perform these procedures safely, the student may be permitted to perform them if supervised by an RN.

**NOTE: All calculations and measurements of pediatric medications must be checked by the instructor or by a licensed registered nurse for each dose given.**

### **Medication Exceptions Policy**

Student is to follow the medication policy of the affiliating agency. If the agency policy conflicts with the Lee College policy, the stricter policy is to be followed. The clinical instructor is to then be consulted prior to administration of any medication or IV solution or mixture.

### **STUDENT IS NOT ALLOWED TO CARRY A NARCOTIC KEY AT ANY TIME.**

1. Student is not allowed to administer any experimental drugs.
2. The clinical instructor or clinical affiliation partner retains the right to prohibit administration of any drug by a student.
3. Student of all levels, administering the following drugs, must have the dosage verified by a licensed registered nurse:
  - A. Insulin;
  - B. Anticoagulants;
  - C. Cardiac glycosides; and
  - D. Narcotics.
4. Student is not permitted to administer Oxytocin, Tocolytics, or Interferon.
5. Student will not be permitted to give any drug that is not within the therapeutic dosage recommended by the pharmaceutical company without clinical instructor permission.

6. Drug calculations outside a therapeutic dosage range would be considered unsafe to administer by the student nurse.
7. Student administering vasoactive drugs by an intravenous method must have the direct supervision of a licensed registered nurse or the clinical instructor.
8. When a controlled substance is discarded by a student, a licensed registered nurse must be present, and documentation must be completed on the appropriate recording documents.

### **Medication Errors**

In the event that the student makes a medication error, the following steps must be met.

1. The student must inform the clinical instructor and the primary charge nurse of the medication error.
2. The student must follow the institution's policy to report the incident.
3. When possible, the student should call the patient's physician and inform him/her of the medication error.
4. A report of the incident completed by the clinical faculty and student involved will become a part of the student's permanent record. If a student places a patient in physical or psychological jeopardy, dismissal from the program may result.

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## **Vocational Nursing Program**

Revised 08/10, 08/12, 08/13, 8/14, 8/15, 7/16, 7/17, 8/18, 8/19, 8/20

## **Introduction to Vocational Nursing Program**

The Vocational Nursing faculty at Lee College welcomes each of you to the Vocational Nursing Program. The Lee College Vocational Nursing Program was established in 1961 for the purpose of educating nurses to work in the area healthcare facilities.

The Vocational Nursing Program is approved by the Texas Board of Nursing (BON), and approved by the Texas Higher Education Coordinating Board. Upon successful completion of the one-year program, the graduate will be eligible to sit for the National Council Licensing Examination for Practical Nurses.

The program is offered in three semesters according to the Lee College schedule. Theory is offered in classes on the Lee College campus. Clinical practice is offered at various hospitals and clinical sites in the local community and in Houston or surrounding area.

## **Vocational Nursing Program Goals and Program Outcomes**

The Vocational Nursing Program faculty, guided by its philosophical beliefs and driven by its commitment to the mission of the parent institution, developed and affirmed the following program goals and outcomes:

The Vocational Nursing Programs goal is to prepare the graduate student to attain vocational nurse licensure and employment. Upon completion of the program the students will be able to use the nursing process to provide safe, effective patient-centered care among culturally diverse recipients within the VN scope of practice.

Upon completion of the Vocational Nursing Program the student will be able to:

1. Utilize the nursing process, clinical reasoning and evidence-based policies to provide safe effective individualized, goal directed nursing care to multiple patients with predictable healthcare needs in a manner inclusive of the participants' diversity.
2. Act within the legal and ethical framework of nursing practice.
3. Apply teaching/learning principles to help communicate information that will assist the patient and their families in making wise healthcare decisions, achieve optimum health and continued health promotion.
4. Recognize the value of self-assessment/reflection, lifelong learning and continued nursing education and participation in community and professional organizations.
5. Utilize technology to communicate and collaborate with members of the healthcare team to contribute to the plan of care, promote and maintain optimal health status of patients and their families.
6. Demonstrate professional behavior and recognize the value of lifelong learning and optimum

personal development as a member of a vocation and society.

- Demonstrate State Mandated Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs).

Lee College is noted for its academic excellence and commitment to meeting individual student needs. The philosophy of the Nursing Department exemplifies this commitment. The mission and goals of Lee College and the Nursing Department are reflected in the program outcomes. The student learning outcomes enable students to achieve program outcomes.

### **Course Student Learning Outcomes**

Course Outcomes will be in the respective course syllabus.

### **Admission Policy**

Please refer to the VN Program admission packet.

### **Pharmacology Rule**

If a VN student took RNSG 1301, Pharmacology within 5 years of entering the VN program and completed it with a grade of C or higher and with less than 3 unsuccessful attempts, the student may be exempt from taking VNSG 1331, Pharmacology in the VN program.

### **Grading/Progression Policy/Guidelines**

1. Students must maintain a grade average of 77.5 in all nursing courses.
2. **Pharmacology Rule** – If a VN student took RNSG 1301, Pharmacology within 5 years of entering the VN program and completed it with a grade of C or higher and with less than 3 unsuccessful attempts, the student may be exempt from taking VNSG 1331. Pharmacology in the VN program.
3. Clinical evaluations will be done at least twice each Fall and Spring semester and once each Summer. The student must maintain a 77.50 average in clinical to progress to the next semester.
4. Students must pass a math competency test during the fall and spring semesters. The student will be given three chances to pass the math test. During the fall semester, a grade of 90 or above must be achieved or the student will not be allowed to progress to the next semester. During the spring semester, a grade of 90 must be achieved or the student will not be allowed to progress to the next semester. If the student fails the first math test, it will be up to the individual student to check with instructor and schedule retakes of the math test.



5. The student must successfully pass both clinical and theory during each semester or the student will not be allowed to progress. Also, the student must pass the math test during the fall and spring semesters.
6. Grades will not be posted or given out over the phone. Grades will not be given to anyone but the student.
7. It is the student's responsibility to arrange to make-up any missed class assignments or tests. The student will have three school days (Monday -Friday) from the time the assignment was originally due to make up a test or turn in any make-up assignments. Any late assignments will receive a maximum grade of 77.5. Make up test may be essay. A zero will be given if assignments or tests are not made-up within the allotted three (3) days' time frame. Make-up tests will be placed in the testing center. The student will need to arrange for an appointment time to take the test. All arrangements will be made through personnel in the Lee College Counseling Testing Center.

If a student wishes to review a test on an individual basis, the following guidelines must be followed:

- make an appointment with the instructor who is responsible for the test.
  - after the student receives the test grade, they have one week to review the test.
8. Each course syllabus will contain more specific grading criteria, i.e., as what percentage exams, homework, and finals will count.
  9. The following grading scale applies to all the VNSG nursing courses:

A = 89.50 – 100.0  
B = 83.50 – 89.49  
C = 77.50 – 83.49  
D = 59.50 – 77.49  
F = 59.49 or below

The VN faculty comprise the Admissions/Progression Committee.

### **Withdrawal/Grades Policy**

For withdrawal policies, see the current Lee College Catalog, "Policies regarding credit, grades, student records, and graduation."

## **Dismissal Policy**

Student incivility towards faculty, staff and peers will not be tolerated. Profanity, threats of harm/violence, defacing school/student property, bullying, sexual harassment and physical violence is unacceptable and may be grounds for immediate dismissal from the nursing program.

In addition, a student may be dismissed during the VN program for the following reasons:

- 1) Dismissal policy located in the Generic Section of the handbook
- 2) Violating the Lee College Student Conduct Policy, Academic Honesty policy, and/ or Sexual harassment policy
- 3) Unprofessional conduct according to the guidelines set forth by the Texas Board of Nursing
- 4) Unsafe clinical practice
- 5) Excessive absences (See College Catalog)
- 6) Failure to comply with remediation recommendations

## **Re-Admission Guidelines for Previous LC VN Students**

### *Fall Semester Re-Entry Guidelines*

Students requesting reentry into the fall semester will go into the applicant pool and be selected according to the admission criteria. Students may only **reenter the VN Program one time at each level**. The following criteria apply:

- 1) Updated application and written request
- 2) Current copy of CPR Certification
- 3) Current copy of completed Physical Examination
- 4) Current TB Test
- 5) Attend information session.
- 6) Students will be required to repeat all Fall VNSG courses with exception of VNSG 1331 if passed with C or better.
- 7) If allowed to reenter, students will be required to meet all the same clinical/theory objectives as the first-time student
- 8) Contact Nursing Division office at 281-425-6229 by April 30-- arrangements and final instruction will be given at that time
- 9) Successful completion of competency exams for both theory and clinical courses will be required.

### *Spring Semester Re-Entry Guidelines*

Selection will be based on a space available basis only. Students requesting re-entry into the Spring semester must meet all the following criteria:

1. Met all criteria addressed in the above re-admission guidelines 1-7

2. Successfully complete all VNSG courses in fall curriculum for re-entry year.
3. Take and pass the required comprehensive standardized examination(s) (test must be taken and results received by the VN faculty by December 1)
4. Contact nursing office@ 281-425-6229 by October 1 -arrangements and final instructions will be given at that time
5. Students will be required to repeat all spring VNSG courses.
6. Students must reenter within one year of withdrawal date.

#### *Summer Semester Re-Entry Guidelines:*

Selection will be based on a space available basis only. Students requesting re-entry into the summer semester must meet all of the following criteria:

1. Meet all criteria addressed in the above re-admission guidelines 1-7
2. Successfully complete all VNSG courses in Fall and Spring curriculum for re-entry year.
3. Students will be required to repeat all Summer VNSG courses.
4. Take and pass the required comprehensive standardized examination(s) (test must be taken and results received by the VN faculty by April 1)
5. Contact nursing office@ 281-425-6229 by February 1 -arrangements and final instructions will be given at that time.

#### **Classroom Rules**

It is very important to the classroom learning process that all students adhere to the following rules:

1. Students who arrive to class more than 10 minutes after class time will not be allowed to enter the class until the next class break. The door will be closed.
2. No "side conversation" during lecture or group activity.
3. Do not interrupt while the instructor or another student is speaking.
4. Raise your hand and wait to be called on if you have a comment or question (personal comments should be kept short).
5. Seats are "first come, first serve" bases (if necessary, the instructor reserves the right to assign seating)
6. All cell phones and beepers are to be turned off during class time.
7. Stay seated, alert and participate in discussions.
8. Children, guests or other family members are not allowed in class.

If these rules are not followed, the instructor will request the student or students to leave the classroom and the student will receive a written counseling note which will be placed in their permanent file. After three written counseling notes, including "warnings", per semester the student may be withdrawn from the program. The disciplinary action policy is noted in the generic section of the handbook.

## GRADUATION REQUIREMENTS

Each nursing student must have the following:

1. Successful completion of all required Vocational Nursing program courses or equivalents.
2. A grade of 77.5 or above in all VNSG nursing courses.
3. Affidavit of graduation (AOG) signed by the Director of Nursing, verifying that the student had completed all the VN program requirements.
4. Satisfy requirements for initial licensure by the Texas Board of Nursing including but not limited to payment of application or testing registration.
5. Must have minimum Lee College GPA of 2.0.

### Attendance

The faculty firmly believes that exemplary attendance is necessary. Studies have shown that the student who attends class on a regular basis and has infrequent tardies performs better on NCLEX-PN.

#### Clinical Absences

Students who must be absent or tardy from the clinical area **MUST** notify their assigned unit at the institution prior to the scheduled clinical time and page their clinical instructor within 2 hours of their assigned clinical time.

A student may **not** be absent from clinical for more than a total of 12 hours (no more than 1 clinical day may be missed) in any clinical course. If these hours are exceeded, the student will be **dropped** for non-attendance and given a "W2". Students will be counted absent if not present (not in hallway or parking lot) and participating in class, lab or clinical. All clinical tardies will count towards clinical absence time within any clinical course and will be reflected on the evaluation form.

### Professional Nursing Students Requesting Entrance into VN Program

1. Students must have successfully completed a Medication Administration and a Skills course from a State accredited registered nursing program.
2. Students must request entry to the VN Program within one semester of exiting an accredited professional nursing program.
3. Students will be required to demonstrate competency in these two courses by successfully meeting a benchmark score on comprehensive examination to be administered by the Lee College Vocational Program.
4. Any associated fees for these competency examinations will be the student's responsibility.
5. Students will be admitted on a "Space available", basis only.

### **Challenge/Advance Placement Student**

Students listed on the nurse aide registry (according to the Obra Act of 1987), former medics in the military, and students with prior documented experience may request, in writing, to challenge certain skills in lab, such as bed making. The student, upon successful demonstration of the skills, may be excused from the remainder of the lab session(s). Competency Exams maybe required and any associated fees will be the student's responsibility.

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## **Texas Board Of Nursing Rules for Reference**

### **TITLE 22      EXAMINING BOARDS PART 11      TEXAS BOARD OF NURSING**

<b><u>CHAPTER 214</u></b>	<b>VOCATIONSL NURSING EDUCATION</b>
<b>Rule § 214.8</b>	<b>Students</b>
<b><u>CHAPTER 215</u></b>	<b>PROFESSIONAL NURSING EDUCATION</b>
<b>Rule § 215.8</b>	<b>Students</b>
<b><u>CHAPTER 213</u></b>	<b>PRACTICE AND PROCEDURE</b>
<b>Rule § 213.27</b>	<b>Good Professional Character</b>
<b><u>CHAPTER 213</u></b>	<b>PRACTICE AND PROCEDURE</b>
<b>Rule § 213.28</b>	<b>Licensure of Individuals with Criminal History</b>
<b><u>CHAPTER 213</u></b>	<b>PRACTICE AND PROCEDURE</b>
<b>Rule § 213.29</b>	<b>Fitness to Practice</b>
<b><u>CHAPTER 213</u></b>	<b>PRACTICE AND PROCEDURE</b>
<b>Rule § 213.30</b>	<b>Declaratory Order of Eligibility for Licensure</b>
<b><u>CHAPTER 217</u></b>	<b>LICENSURE, PEER ASSISTANCE AND PRACTICE</b>
<b>Rule § 217.11</b>	<b>Standards of Nursing Practice</b>
<b><u>CHAPTER 217</u></b>	<b>LICENSURE, PEER ASSISTANCE AND PRACTICE</b>
<b>Rule § 217.12</b>	<b>Unprofessional Conduct</b>

### **Nursing Practice Act**

<b>Sec. 301.2511</b>	<b>Criminal History Record Information for License Applicants</b>
<b>Sec. 301.252</b>	<b>License Application</b>
<b>Sec. 301.253</b>	<b>Examination</b>
<b>Sec. 301.257</b>	<b>Declaratory Order of License Eligibility</b>
<b>Sec. 301.452</b>	<b>Grounds for Disciplinary Action</b>
<b>Sec. 301.4521</b>	<b>Physical and Psychological Evaluation</b>
<b>Sec. 301.453</b>	<b>Disciplinary Authority of Board; Methods of Discipline</b>
<b>Sec. 301.4531</b>	<b>Schedule of Sanctions</b>

Revised 08/10, 08/12, 08/13, 8/14, 8/15,7/16,7/17, 8/18, 8/19, 8/20

Sec. 301.4535	Required Suspension, Revocation, or Refusal of License for Certain Offenses
Sec. 301.454	Notice and Hearing
Sec. 301.455	Temporary License Suspension or Restriction
Sec. 301.4551	Temporary License Suspension for Drug or Alcohol Use
Sec. 301.456	Evidence
Sec. 301.457	Complaint and Investigation
Sec. 301.458	Initiation of Formal Charges: Discovery
Sec. 301.459	Formal Hearing
Sec. 301.460	Access to Information
Sec. 301.461	Assessment of Costs
Sec. 301.462	Voluntary Surrender of License
Sec. 301.463	Agreed Disposition
Sec. 301.464	Informal Proceedings
Sec. 301.465	Subpoenas; Request for Information
Sec. 301.466	Confidentiality
Sec. 301.467	Reinstatement
Sec. 301.468	Probation
Sec. 301.469	Notice of Final Action