

CENTRAL TEXAS COLLEGE
Department of Nursing
Associate Degree Nursing

STUDENT HANDBOOK
FALL 2009

STUDENT'S NAME_____

JJ/Standard VI Committee: JM, DW, RB, PH
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INTRODUCTION

The Associate Degree Nursing (ADN) Program at Central Texas College has been preparing individuals to enter the field of nursing since the Fall semester, 1968. We have over 2,000 graduates who are working in many places around the world and are making a valuable contribution to quality health care. We welcome you as you begin the journey to join their ranks and wish you well during the four semesters of study.

The CTC ADN program is approved by the Texas Board of Nursing and accredited by the National League for Nursing Accrediting Commission. After successful completion of the ADN program, a student is eligible to take the licensing exam (NCLEX-RN®) to become a Registered Nurse.

This Student Handbook has been prepared to provide guidance as you enter and progress through the Nursing Program and is to serve as an adjunct to the college catalog and CTC Student Handbook. Keep all three and refer to them often.

From the CTC Student Handbook, Fall 2008: Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, or veteran status of individuals or any other sub groups stereotyping or grouping within the college community is unacceptable. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact either the Disability Support Services Office at (254) 526-1863, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Room 202 at (254) 526-1822 or (254) 526-1863. TDD: (254) 526-1378.

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CENTRAL TEXAS COLLEGE
Department of Nursing
Associate Degree Nursing Program

PHILOSOPHY

In accordance with the philosophy of Central Texas College, and the Department of Nursing Philosophy, the Associate Degree Nursing faculty believes:

Nursing is a process which applies knowledge from scientific and humanistic theories in a unique way to the client's attainment of wellness while maintaining the worth and dignity of the individual.

- Nursing provides a contribution to society by addressing the cultural, racial, and ethnic diversity of individuals and communities.
- Through the use of the nursing process, nursing assists individuals to determine, attain, and maintain the optimum level of wellness permitted by their potential.
- Individuals have a right to quality health care but also have a responsibility to engage in health-promoting practices.

Nursing education, which takes place in institutions of higher education, is a sequence of learning experiences which fosters the application of scientific and nursing knowledge through the nursing process while also addressing the art of nursing.

- Nursing education is organized using four concepts: community, caring, communication, and critical thinking.
- It offers programs that are student centered, reflect increases in the body of knowledge in the profession as well as changes in technology and economy, and are revised and improved continuously.
 - Nursing education is delivered through a variety of methods to include distance education.
- It is goal directed and mutually interactive between faculty and students.
- The responsibility of the teacher is planning, selecting, organizing, sequencing, implementing and evaluating the program and assessing, guiding, and evaluating the learners.
- Learning experiences are organized in a curriculum addressing the needs of a diverse community of clients.
- Learning is the responsibility of the student and should be characterized by critical thinking and decision-making.

The practice of the associate degree graduate is defined by three roles: provider of care, coordinator of care, and member of a profession.

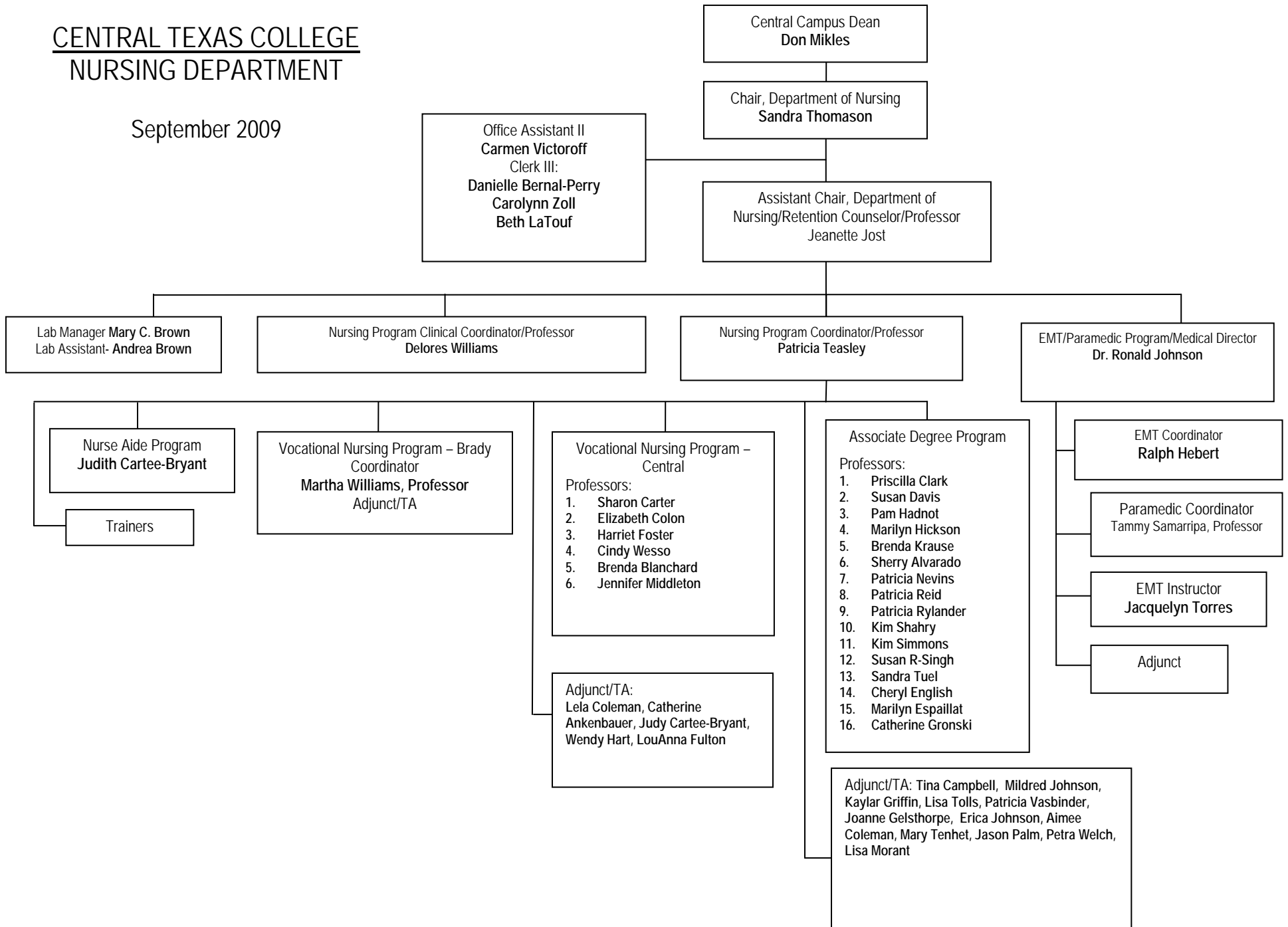
- As a provider of care, the graduate must use critical thinking, have clinical competence consistent with what is identified in the Differentiated Entry Level Competencies (DELIC), be accountable, communicate clearly and with respect, and be committed to the value of caring.
- As a coordinator of care, the graduate makes decisions regarding priorities of care, collaborates with the interdisciplinary team, delegates aspects of care, directs others giving care, efficiently uses time and resources, seeks assistance appropriately, and is an advocate for his/her clients.
- As a member of a profession of nursing, the graduate is responsible for ensuring a high standard of nursing practice, practicing within the ethical and legal framework of nursing, and participating in professional activities to promote professional growth and self-development.

Institutional Mission Statement

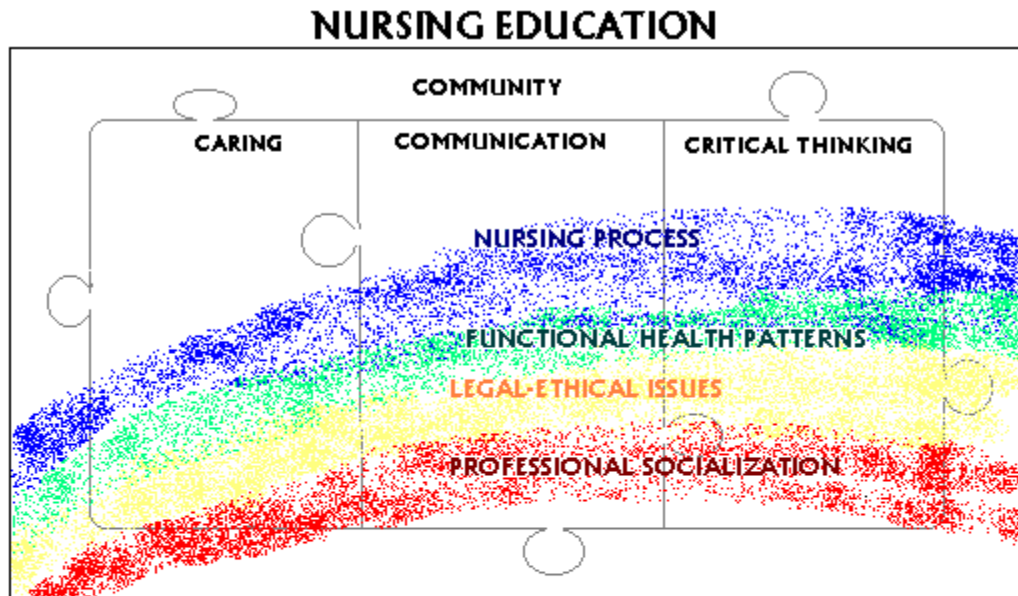
At Central Texas College, we identify and serve our unique, global community needs and provide quality teaching through an accessible learning environment.

CENTRAL TEXAS COLLEGE
NURSING DEPARTMENT

September 2009



CONCEPTUAL FRAMEWORK



The Central Texas College Associate Degree Nursing Program faculty has chosen four conceptual terms - Caring, Critical Thinking, Communication, Community and five conceptual threads - Functional Health Patterns, Legal/Ethical Issues, Nursing Process, Interdisciplinary Collaboration, Professional Socialization - to form the basis of the proposed curriculum. The four conceptual terms fit together like puzzle pieces to form a whole, with Community serving as a matrix. Woven through the curriculum, like bright rainbow colors, are the conceptual threads. Together they form a tapestry of knowledge that will enable the graduates to embark on their life-long career in the profession of nursing.

Conceptual Terms Defined:

Caring is an attitudinal principle involving respect and dignity that forms the basis of actions on behalf of another.

Communication is a process whereby individuals or groups exchange ideas, feelings and opinions.

Community is an environment in which ADN students can deliver care to individuals and families in a community setting.

Critical Thinking is the ability to analyze, synthesize and conceptualize ideas in order to systematically formulate, apply and evaluate prudent nursing decisions.

CENTRAL TEXAS COLLEGE
ASSOCIATE DEGREE NURSING

PROGRAM GOALS, OUTCOMES, AND OBJECTIVES

The goal of the Associate Degree Nursing Program is to prepare graduates who are eligible for licensure and are:

1. initially successful on the NCLEX-RN®
2. able to provide competent, caring nursing in a variety of community settings,
3. able to utilize communication and critical thinking,
4. committed to personal and professional development.

Program Outcomes –

1. Graduation rates:
2. NCLEX-RN® Performance: The annual NCLEX-RN® pass rate for first time takers will be at least 90%.
3. Job placement rates:
4. Program Satisfaction:

Strategies for enhancement

Data will be collected in an on-going process and will be analyzed by the Curriculum Committee under the leadership of the Department Chair. Discussion of the data will be recorded in the ADN curriculum committee minutes along with any changes made that were indicated by the data.

Program Objectives

Third Level

Semester Four

Upon completion of the third level and the program, the student:

- I. PROVIDER OF CARE
 1. Assumes the role of provider of care for a group of clients, which includes, but is not limited to, the use of critical thinking in the application of the nursing process, caring (as defined), pharmacotherapeutic knowledge, technical skills and health teaching.
 2. Provides care that reflects the diversity of cultures within the community and acknowledges its impact upon health needs.
- II. COORDINATOR OF CARE
 1. Communicates and collaborates effectively with clients, their families, health care providers and members of the community.
 2. Coordinates care of clients and families with identified health needs, cost effectively, in structured settings.
- III. MEMBER OF A PROFESSION
 1. Practices within the legal and ethical framework.
 2. Accepts responsibility for self-development as a member of a profession.
 3. Communicates caring in the practice of nursing.

Second Level

Semesters Two and Three

Upon completion of the second level, the student:

I. PROVIDER OF CARE

1. Assumes the role of provider of care for two or more clients, which includes, but is not limited to, the use of critical thinking in the application of the nursing process, caring (as defined), pharmacotherapeutic knowledge, technical skills and health teaching.
2. Provides care that reflects the diversity of cultures within the community and acknowledges its impact upon health needs.

II. COORDINATOR OF CARE

1. Communicates and collaborates effectively with providers and consumers of health care in the community.
2. Manages nursing care of two or more clients with defined health problems, cost effectively, in structured settings.

III. MEMBER OF A PROFESSION

1. Practices within the legal and ethical framework of nursing.
2. Assumes responsibility for development as a member of a profession.
3. Communicates caring in practice as a second level student.

First Level

Semester One

Upon completion of the first level, the student:

I. PROVIDER OF CARE

1. Provides nursing care to at least one adult client, which includes, but is not limited to the use of critical thinking in the application of the nursing process, caring (as defined), pharmacotherapeutic knowledge, technical skills and health teaching.
2. Provides care that reflects the diversity of cultures within the community and acknowledges its impact upon health needs.

II. COORDINATOR OF CARE

1. Communicates effectively with each client and health provider within the community concerned with the client's care.
2. Manages the nursing care of one or more adult clients with defined health problems, cost effectively, in structured settings.

III. MEMBER OF A PROFESSION

1. Practices within the legal and ethical limits of educational level.
2. Demonstrates awareness of current practices and issues in nursing and the role of the associate degree nurse.
3. Communicates caring in practice as a first level nursing student.

Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS), U.S. Department of Labor, was formed "to encourage a high-performance economy characterized by high skills, high-wage employment". Representatives from education, business, labor, and government identified the five competencies and three part foundation of skills that are necessary in the work place. Alphanumeric coding used throughout course syllabi denote the integration of SCANS occupational competencies and are identified with C1-20 and F1-17 in bold print.

The SCANS competencies are:

1. **Resources:** Identifies, organizes, plans, and allocates resources.
Time, money, material and Facilities and Human Resources. (C1-C4)
2. **Information:** Acquires and uses information.
Acquires and evaluates information, organizes and maintains information, interprets and communicates information and uses computers to process information. (C5-C8)
3. **Interpersonal:** Works with others.
Participates as a member of a team, teaches others new skills, services clients, exercises leadership, negotiates and works with diversity. (C9-14)
4. **Systems:** Understands complex interrelationships.
Understands systems, monitors and corrects performance, improves or designs systems. (C15-17)
5. **Technology:** Works with a variety of technologies.
Selects technology, applies technology to task, maintains and troubleshoots equipment. (C-18-20)

The three-part foundation of skills and personal qualities are:

1. **Basic Skills:** Reads, writes, performs arithmetic and mathematical operations, listens and speaks. (F1-F6)
2. **Thinking Skills:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons. (F7-F12)
3. **Personal Qualities:** Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty. (F13-F17)

SCANS OCCUPATIONAL COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources.

- C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- C3 **Materials and Facilities:** Acquires stores, allocates, and uses materials or space efficiently.
- C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.

Information: Acquires and uses information.

- C5 **Acquires and evaluates information.**
- C6 **Organizes and maintains information.**
- C7 **Interprets and communicates information.**
- C8 **Use computers to process information.**

Interpersonal: Works with others.

- C9 **Participates as a member of a team:** Contributes to group effort.
- C10 **Teaches other new skills.**
- C11 **Serves Clients/Customers:** Works to satisfy customer's expectations.
- C12 **Exercises Leadership:** Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C13 **Negotiates:** Works toward agreements involving exchange of resources; resolves a divergent interest.
- C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

Systems: Understands complex interrelationships.

- C15 Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them.
- C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses system's performance, and corrects malfunctions.
- C17 Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.

Technology: Works with a variety of technologies.

- C18 Selects Technology: Chooses procedures, tools, or equipment, including computers and related technologies.
- C19 Applies Technology to Task: Understands overall intent and proper procedures for step and operation of equipment.
- C20 Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.

- F1 Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F2 Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- F3 Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers etc.
- F4 Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F5 Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.
- F6 Speaking: Organizes ideas and communicates orally.

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7 Creative Thinking: Generates new ideas.
- F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9 Problem Solving: Recognizes problems and devises and implements plan of action.
- F10 Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.
- F11 Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F12 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

- F13 Responsibility: Exerts a high level of effort and perseveres towards goal attainment.
- F14 Self-Esteem: Believes in own self-worth and maintains a positive view of self.
- F15 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F16 Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F17 Integrity/Honesty: Chooses ethical courses of action.

Differentiated Entry Level Competencies (DELIC) of Graduate of Texas Nursing Programs

The DELIC competencies that are implemented in a course are also alphanumeric coded as Provider of Care (POC); Coordinator of Care (COC), and Member of Profession (MOP). The entry level competencies of the Associate Nursing Degree (ADN) Graduate can be found at <http://www.bon.state.tx.us>, click, Nursing Education; Faculty, Program and Student Information; Reports/Data; then **Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, or at <http://www.bon.state.tx.us/about/pdfs/del-comp.pdf>**

Differentiated Entry Level Competencies (DELIC) of Graduates of Texas Nursing Programs

A. Provider of Care:

1. Determine the health status and health needs of clients (individual and family) based upon interpretation of health data and preventive health practices in collaboration with clients (individual and family) and interdisciplinary health care team members.
2. Formulate goals/outcomes and plan of care based on nursing diagnoses in collaboration with clients (individual and family) and interdisciplinary health care team members.
3. Implement plan of care within legal and ethical parameters, including scope of practice, in collaboration with the client (individual and family) and interdisciplinary health care team to assist client (individual and family) in meeting health care needs.
4. Develop and implement teaching plans for clients (individual and family) concerning promotion, maintenance, and restoration of health.
5. Evaluate clients' (individual and family) responses and outcomes to therapeutic interventions.
6. Provide for the care of multiple clients (individual and family) either through direct care or assignment and/or delegation of care to other members of the health care team.
7. Use critical thinking approach to analyze clinical data and current literature as a basis for decision making in nursing practice.

B. Coordinator of Care:

1. Coordinate human and material resources for the provision of care for clients* (individual and family).
2. Collaborate with clients (individual and family) and the interdisciplinary health care team for the planning and delivery of care.
3. Refer clients (individual and family) to resources that facilitate continuity of care.
4. Function within the organizational framework of various health care settings.

C. Member of a Profession:

1. Assume accountability and responsibility for the quality of nursing care provided to clients (individual and family).
2. Act as an advocate to promote the provision of quality health care for clients (individual and family).
3. Participate in activities that promote the development and practice of professional nursing.

**THE FOLLOWING ARE EXCERPTS FROM THE
American Nurses Association (ANA) Code of Ethics for Nurses:**

Preface:

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to the individual and the community. Nursing encompasses the prevention of illness, the alleviation of suffering and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession. The ANA Code of Ethics is available online at: http://nursingworld.org/ethics/code/protected_nwcoe813.htm , or for purchase. The cost associated with the entire *Code* covers the cost to print, warehouse, and respond to requests for the document. The Code of Ethics is available online *for viewing only*, at no charge. Copies of the Code are available for purchase.

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession's nonnegotiable ethical standard.
- It is an expression of nursing's own understanding of its commitment to society.

Provision 1: The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

- 1.1 Respect for human dignity
- 1.2 Relationships to patients
- 1.3 The nature of health problems
- 1.4 The right to self determination
- 1.5 Relationships with colleagues and others.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

- 2.1 Primacy of the patient's interest
- 2.2 Conflict of interest for nurses
- 2.3 Collaboration
- 2.4 Professional boundaries

Provision 3: The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.

- 3.1 Privacy
- 3.2 Confidentiality
- 3.3 Protection of participants in research
- 3.4 Standards and review mechanisms
- 3.5 Acting on questionable practice
- 3.6 Addressing impaired practice

Provision 4: The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse obligation to provide optimum patient care.

- 4.1 Acceptance of accountability and responsibility
- 4.2 Accountability for nursing judgment and action
- 4.3 Responsibility for nursing judgment and action
- 4.4 Delegation of nursing activities

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

- 5.1 Moral self-respect
- 5.2 Professional growth and maintenance of competence
- 5.3 Wholeness of character
- 5.4 Preservation of integrity

Provision 6: The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

- 6.1 Influence of the environment on moral virtues and values
- 6.2 Influence of the environment on ethical obligations
- 6.3 Responsibility for the health care environment

Provision 7: The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

- 7.1 Advancing the profession through active involvement in nursing and in health care policy
- 7.2 Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
- 7.3 Advancing the profession through knowledge development, dissemination, and application to practice

Provision 8: The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

- 8.1 Health needs and concerns
- 8.2 Responsibilities to the public

Provision 9: The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

- 9.1 Assertion of values
- 9.2 The profession carries out its collective responsibility through professional associations
- 9.3 Intraprofessional integrity
- 9.4 Social reform

Reference: http://nursingworld.org/ethics/code/protected_nwcoe813.htm

CENTRAL TEXAS COLLEGE
Department of Nursing
ASSOCIATE DEGREE IN NURSING DEGREE PLAN

Prerequisites

Course Number	Course Title	Credit Hours	Contact Hours
RNSG 1209	Introduction to Nursing (Computer competency is included in RNSG 1209)	2	32
BIOL 2401***	Anatomy & Physiology I	4	96
BIOL 1406 (***) & ****)	1406 General Biology I	4	96
ENGL 1301	Composition I	<u>3</u>	<u>48</u>
Total Hours		13	240-288

Also: Nurse Entrance Test (NET) will be acceptable up to Spring 2010 only: scores of 65% or higher on the math composite score with no more than 3 subsets below 70% and 51% or higher on the reading composite of the exam, passing both math and reading on the same exam. The Admission Assessment Exam (A2) be accepted starting Fall 2009: Vocabulary and General Knowledge score of 75% or higher, Reading Comprehension score 75% or higher, and Math score 75% or higher. Texas Success Initiative (TSI) complete with the following ASSET scores or equivalent: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+.

LEVEL I

First Semester

RNSG 1413	Foundations for Nursing Practice	4	96
RNSG 1105	Nursing Skills I	1 (1 st 8 weeks)	48
RNSG 1115	Health Assessment	1 (1 st 8 weeks)	48
RNSG 1301	Pharmacology	3	48
RNSG 1262	Clinical – Nursing I	2 (2 nd 8 weeks)	144
BIOL 2402 ****	Anatomy & Physiology II	<u>4</u>	<u>96</u>
Total Hours		15	480

LEVEL II

Second Semester

RNSG 1331	Principles of Clinical Decision Making	3	80
RNSG 1251	Care of the Childbearing Family	2	64
RNSG 2213	Mental Health Nursing	2	64
RNSG 1363	Clinical – Nursing II	3	288
PSYC 2301	General Psychology	<u>3</u>	<u>48</u>
Total Hours		13	544

Summer

BIOL 2421 (***) & ****)	Microbiology	<u>4</u>	<u>96</u>
Total Hours		4	96

Third Semester

RNSG 1347	Concepts of Clinical Decision-Making	3	80
RNSG 2201	Care of Children & Families	2	64
RNSG 2362	Clinical – Nursing III	3	288
SPCH 1318 **	Interpersonal Communications	3	48
PSYC 2314	Life Span Growth and Development	<u>3</u>	<u>48</u>
Total Hours		14	528

LEVEL III

Fourth Semester

RNSG 2341	Advanced Concepts of Clinical Decision-Making	3	80
RNSG 2221	Management of Client Care	2	64
RNSG 2363	Clinical – Nursing IV	3	288
ELCT *	Humanities/Fine Arts Selection	3	48
PHED	Physical Education	<u>1</u>	<u>16</u>
Total Hours		12	496

GRAND TOTAL 71 2384-2432

****Credit in the science courses must have been earned within five (5) years prior to starting the nursing program as defined as enrollment in RNSG 1413 or its equivalent.

***BIOL 1406 is prerequisite to BIOL 2421, Microbiology is the only Microbiology course accepted and must be completed prior to starting the third semester.

**, *Selection options are listed in the CTC Course Catalog Core Curriculum.

Revised 03/2006; 9/06; 08/2009

CENTRAL TEXAS COLLEGE
Department of Nursing
Transition from Vocational to Professional Nursing

Prerequisite Courses:

Course Number	Course Title	Credit Hours	Contact Hours
BIOL 2401 ****	Anatomy & Physiology I	4	96
BIOL 2402 ****	Anatomy & Physiology II	4	96
BIOL 1406 (***) & ****)	General Biology I	4	96
ENGL 1301	Composition I	3	48
PSYC 2301	General Psychology	3	48
BIOL 2421 (***) & ****)	Microbiology	4	96
Total Hours		22	448-496

Also: Nurse Entrance Test (NET) will be acceptable up to Spring 2010 only: scores of 65% or higher on the math composite score with no more than 3 subsets below 70% and 51% or higher on the reading composite of the exam, passing both math and reading on the same exam. The Admission Assessment Exam (A2) be accepted starting Fall 2009: Vocabulary and General Knowledge score of 75% or higher, Reading Comprehension score 75% or higher, and Math score 75% or higher. **Texas Success Initiative (TSI) complete with the following ASSET scores or equivalent: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+.**

First Year

Second Semester

RNSG 1327	Transition from Vocational to Professional Nursing	3	80
RNSG 1162	Clinical Nursing – LVN Transition	1	64

(Transition courses, RNSG 1327 & 1162, are available to Licensed Vocational Nurses [LVNs].)

(Computer competency is included in RNSG 1327 & 1162.)

(Upon successful completion of the Program, LVNs will receive credit for RNSG 1209, 1301, 1413, 1105, 1115, 1262, & 1363).

		16	704
RNSG 2213	Mental Health Nursing	2	64
PSYC 2314	Life Span Growth and Development	3	48
Total Hours		25	960

Second Year

First Semester

RNSG 1347	Concepts of Clinical Decision-Making	3	80
RNSG 2201	Care of Children & Families	2	64
RNSG 2362	Clinical – Nursing III	3	288
SPCH 1318 **	Interpersonal Communications	3	48
Total Hours		11	480

Second Year

Second Semester

RNSG 2341	Advanced Concepts of Clinical Decision-Making	3	80
RNSG 2221	Management of Client Care	2	64
RNSG 2363	Clinical – Nursing IV	3	288
ELCT *	Humanities/Fine Arts Selection	3	48
PHED	Physical Education	1	16
Total Hours		12	496
GRAND TOTAL		71	2384-2432

****Credit in the science courses must have been earned within five (5) years prior to starting the nursing program as defined as enrollment in RNSG 1327 or its equivalent.

***BIOL 1406 is prerequisite to BIOL 2421 Microbiology. BIOL 2421 is the only Microbiology course accepted and must be completed prior to starting the first year, second semester on the Transition degree plan.

**, *Selection options are listed in the CTC Course Catalog Core Curriculum.

Revised 03/2006; 9/2006; 08/2009

CENTRAL TEXAS COLLEGE
Department of Nursing
Paramedic to Associate Degree Nursing

Prerequisite Courses:

Course Number	Course Title	Credit Hours	Contact Hours
BIOL 2401 ****	Anatomy & Physiology I	4	96
BIOL 2402 ****	Anatomy & Physiology II	4	96
BIOL 1406 *** & ****	General Biology I	4	96
ENGL 1301	Composition I	3	48
PSYC 2301	General Psychology	3	48
BIOL 2421 *** & ****	Microbiology	4	96
RNSG 1301	Pharmacology	<u>3</u>	<u>48</u>
Total Hours		25	496-544

Also: Nurse Entrance Test (NET) will be acceptable up to Spring 2010 only: scores of 65% or higher on the math composite score with no more than 3 subsets below 70% and 51% or higher on the reading composite of the exam, passing both math and reading on the same exam. The Admission Assessment Exam (A2) be accepted starting Fall 2009: Vocabulary and General Knowledge score of 75% or higher, Reading Comprehension score 75% or higher, and Math score 75% or higher. Texas Success Initiative (TSI) complete with the following ASSET scores or equivalent: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+.

First Year

Spring Semester

RNSG 1417	Concepts of Nursing Practice I for Articulating Students	4	96
RNSG 2360	Clinical Nursing - for Articulating Students	3	192

(RNSG 1417 & 2360, are available to Paramedics.)

(Computer competency is included in RNSG 1417 & 2360.)

(Upon successful completion of the Program, Paramedics will receive credit for

RNSG 1209, 1413, 1105, 1115)		8	224
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RNSG 1251	Care of the Childbearing Family	2	64
RNSG 2213	Mental Health Nursing	2	64
PSYC 2314	Life Span Growth and Development	<u>3</u>	<u>48</u>
Total Hours		22	688

First Year

Fall Semester

RNSG 1347	Concepts of Clinical Decision-Making	3	80
RNSG 2201	Care of Children & Families	2	64
RNSG 2362	Clinical – Nursing III	3	288
SPCH 1318 **	Interpersonal Communications	<u>3</u>	<u>48</u>
Total Hours		11	480

Second Year

Spring Semester

RNSG 2341	Advanced Concepts of Clinical Decision-Making	3	80
RNSG 2221	Management of Client Care	2	64
RNSG 2363	Clinical – Nursing IV	3	288
ELCT *	Humanities/Fine Arts Selection	3	48
PHED	Physical Education	<u>1</u>	<u>16</u>
Total Hours		12	496
GRAND TOTAL		70	2160-2208

****Credit in the science courses must have been earned within five (5) years prior to starting the nursing program as defined as enrollment in RNSG 1417 or its equivalent.

***BIOL 1406 is prerequisite to BIOL 2421 Microbiology. BIOL 2421 is the only Microbiology course accepted and must be completed prior to starting the first year, second semester on the Option degree plan.

*, ** Selection options are listed in the CTC College Catalog Core Curriculum.

Revised 03/2006, 9/2006; 08/2009

POLICIES

General policies related to students in the Nursing Program are consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook, and the Central Texas College Catalog.

Policies specific to the Nursing Department are found on the following pages.

Should there be a conflict between a Department of Nursing policy and a policy in the CTC Student Handbook or Catalog, the latter documents will be followed.

Support Services available to students are discussed in the Student Handbook and in the Schedule Bulletin printed each semester.

Associate Degree Nursing (A.D.N) Admission Policy

Applicants for the program must follow the procedures for admission to Central Texas College. In addition, the following is required of all applicants for admission to the A.D.N. Nursing Program:

- Apply to the CTC Nursing Program with copies of transcripts from all prior colleges attended. If transcripts were sent to Records and Registration, a release must be signed at that office for the transcripts to be sent to the CTC Department of Nursing. Only transfer courses with a grade of “C” or above will be accepted in the A.D.N. degree plan.
- Complete the courses prerequisite to RNSG 1413 Foundations for Nursing Practice (see degree plan), with a C or higher and an overall GPA of 2.5 or higher and - BIOL 1406 (Please note that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421.)
- Be Texas State Initiative (TSI) complete to be admitted to the Nursing Program. Those who are TSI complete must have the following scores, or higher: Reading 41+; Writing 41+ with 6+ on the essay; and Math 41+. No exemptions from testing will be allowed except those with transfer classes in the required testing areas (college level reading, writing, and math).
- Complete the Nurse Entrance Test (NET), within three attempts, while attaining passing scores on the same exam. A cumulative math score of 65% or higher with no more than three sections below 70%, and 51% or higher on the reading section of the NET is required. The Admission Assessment Exam (A2) be accepted starting Fall 2009: Vocabulary and General Knowledge score of 75% or higher, Reading Comprehension score 75% or higher, and Math score 75% or higher. The A2 exam can be completed two times only and passing scores must be achieved on the same exam. Call (254)526-1254 for the date, place, cost and time. A NET pre-test, at no cost, may be taken. Contact information: Building 111, Room 233, (254)526-1344.
- Attain an overall 2.5 GPA or higher (on a 4.0 scale) in nursing degree plan courses whether transferred or taken at CTC.
- Attain an overall 2.5 GPA or higher in the lab science courses. Science courses over five (5) years old must be repeated.
- Attendance at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing Coordinator or designee during the semester in which you are completing the last of your pre-requisite courses, are TSI complete, and have passed the NET is required. Your CTC Department of Nursing application, NET scores, TSI exam scores and all transcripts must be received prior to the schedule of the mandatory Small Group Interview Meeting.
- After acceptance for admission, the following must be on record in the Department of Nursing in order to register:
 - A. Mandatory immunizations: Tetanus and diphtheria toxoids (Td) (every 10 years), the booster dose may be a Tdap vaccine.
Rubella, Measles, Mumps, Varicella, and completed Hepatitis B series prior to registration. (Serological confirmations of immunity to measles, rubella, mumps, Hepatitis B, or varicella are acceptable.)
All applicants born on or after 1-1-57 must also show proof of: two doses of measles vaccine administered on or after the first birthday and at least 30 days apart. One dose mumps vaccine administered after the first birthday OR immunity to measles and mumps. Varicella (Chicken pox) vaccine or titer or documentation of having had the disease. The Hepatitis B series takes 6 months to complete.

- B. Proof of physical exam, completed within the last three months (90 days), signed by MD, DO, PA or NP which includes PPD TB skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for applicants who require that (one time only).
- C. Please make certain that the activity level is noted on the physical exam form by the health care provider.
- D. Proof of current CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before first day of class. Bring the original and a photo copy. to the Department of Nursing An online CPR course is not acceptable
- E. Negative Criminal Background Check and Negative Drug Screen (5-7 panel). All initial applicants must complete a DPS/FBI background check through L1 Identity Solutions and provide verification of the actual negative results of a 5-7 panel drug screen. Applicants must sign a statement agreeing to (1) inform the department if criminal activity or substance use occurs after the initial background check and (2) a “for cause” drug screen, and (3) release of information to clinical facilities. Applicants must bear the costs of these requirements.
- F. Social Security Release Information: Disclosure of the Social Security number is required for admission into the Department of Nursing Programs: Associate Degree Nursing, Vocational Nursing, Nurse Aid and Emergency Medical Technology. Affiliated clinical agencies require the student Social Security number in order to approve placement of students in their facility. The Department of Nursing policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
- G. Current liability insurance (included in registration fees).
- H. Proof of purchase for lab kit.

Policy and Standard for Drug Screening and Background Checks

This policy applies to all applicants for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, and the EMT-P to ADN Option.

Timing of and Procedures for Prescreening Requirements:

All initial applicants will complete a background check and results of a 5-7 panel drug screen no greater than 120 days prior to the projected admission date. **If the background check is not negative the results of the Texas Board of Nursing (BON) Declaratory Order process must be submitted to the Chair, Department of Nursing or designee prior to admission/registration. If the drug screen is not negative, admission/registration will not occur.** The program will honor drug screen and background checks for the duration of the student's enrollment in the college if the participating student has not had a break in enrollment at the college. A break in enrollment is defined as nonattendance of one full (16 week) semester or more. Following admission to the program, before registration, an applicant must document eligibility by doing the following:

- A. Complete a DPS/FBI background check through L1 Identity Solutions, following the provided Student Instruction Sheet, at the applicant’s own expense. The Chair, or designee, of the CTC Department of Nursing will validate the results.
 - B. Submit the actual negative results of a Drug Screen, at the applicant’s expense, to the Department of Nursing Chair.
 - C. Sign a release of information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facilities to which the applicant may be assigned for clinical experiences during enrollment in the program. Some facilities may require a birth certificate, U.S. Passport, naturalization certificate, permanent alien card, social security number or other documents to be submitted.
 - D. Sign a statement agreeing to:
 - (1) inform the Department Chair and/or the facility if criminal activity or substance abuse occurs after the initial Criminal Background Check and Drug Screen.
 - (2) a “for cause” drug screen.
- Allocation of Cost - Each applicant must bear the cost of these requirements.

Neither the college nor the hospitals provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

There are questions on the Texas Board of Nursing (TBON) Application for Licensure regarding criminal convictions, treatment for mental illness, and alcohol or drug addiction / treatment. The TBON may deny licensure to individuals with previous problems in one or more of these areas. Please go to <http://www.bon.state.tx.us> for information.

Additional Need-to-Know Information

Students will be required to take nationally normed tests throughout the curriculum. In the last semester of the curriculum, students will be required to take comprehensive nationally normed exams and to score at or above the Educational Resources, Inc. North American Average Score in order to pass that course.

Progression Requirements

In order to progress in nursing, the following requirements must be met:

- Achievement of a grade of “C” or higher in all courses in the curriculum including general education and nursing courses.
- Achievement of a minimum 75 percent test average or higher in all nursing courses.
- Successfully complete prerequisites to each nursing course.
- Complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdraw from the corresponding clinical course (Clinical Nursing I, II, III, or, IV) is required. Example: Withdrawal from RNSG 1251 or RNSG 2201, results in withdraw from RNSG 1363 Clinical II or RNSG 2362 Clinical III, respectively.
- Maintain current CPR certification – BLS for Health Care Providers or CPR for the Professional Rescuer.
- Maintain current liability insurance.
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, childbirth, surgery, etc.
- Have an annual PPD Skin test or chest x-ray if indicated as physician ordered if required, and provide results to Department of Nursing.
- Maintain negative 5 panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests with acceptable scores.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Perform and behave in clinical settings and demonstrate behavior in the classroom in accordance to the Standards of Practice as set forth in the Rules and Regulations of the Texas Board of Nursing for the State of Texas (TBON). Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Transfer Student Policies

The Transfer Student must:

- Meet general admission requirements of CTC and the Department of Nursing.
- Possess an overall 2.5 GPA or higher on a 4.0 scale in all college work for both transfer courses and courses earned at CTC that will be credited on the nursing degree plan.
- Possess a lab science GPA of 2.5 or greater.
- Present transcripts from all colleges attended. (Syllabi for nursing courses may be requested for review.)
- Acknowledge that placement in a nursing course will be dependent upon space availability and recommendations from the ADN Admissions and Standards Committee.
 - RNSG 2362 Clinical Nursing III will be a requirement of most transfer students in order to complete 25% of the degree semester credit hours at CTC.
- Complete the ADN Program within four years of enrollment in RNSG 1413 or its equivalent.
- Acknowledge that transfer students who have failed in another college or university nursing program may be admitted to the Associate Degree Nursing program provided they are eligible for readmission to the program from which transferring. Official letters from the original program are required for validation. The transfer student is admitted with the understanding that readmission following any CTC Nursing Department failure will be denied.
- Complete 25% of the degree plan at CTC to meet the residency requirement.

Part-time Policy

There is an option for the ADN student to attend part-time.

- Please mark “part-time” on the CTC Department of Nursing ADN Application form.
- A student nurse must petition, in writing, a change in enrollment status from “part-time” to “full-time” to the ADN Admission and Standards Committee the semester prior to the change. Changes will be allowed on a space-available basis only.
- All pre/co-requisite theory courses must be taken prior to the clinical course for each semester. If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdraw from the corresponding clinical course (Clinical Nursing I, II, III, or IV) is required. Example: Withdrawal from RNSG 1251 or RNSG 2201, results in withdraw from RNSG 1363 Clinical II or RNSG 2362 Clinical III, respectively.
- A student must successfully complete all the courses in a given semester in the nursing degree plan in order to progress to the following semester’s courses.
- Complete the nursing program within four years of first time enrollment in RNSG 1314 or its equivalent.

Nursing Option to LVN: Transition to Associate Degree Nursing

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must satisfactorily complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam/A2 exam (starting Fall 09), TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Transition Program must also meet the following requirements:

- Current LVN/LPN license from any state.
- Two work references as an LVN, one which is from a present supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years’ part-time as a GVN/LVN in the two calendar years before admission to the Transition Course; i.e., 1600 hours in the two years immediately preceding the beginning of the Transition Course. The experience requirement in the Transition Program may be waived before entry into the transition program provided the following requirements are satisfied:
 - Graduation from the CTC vocational nursing program.
 - Earned at least a “B” (or 80 percent) average in all courses in the vocational nursing program.
 - A letter from the director or coordinator of the vocational nursing program recommending such waiver.
 - It is recommended that all of the general academic courses be completed before admission.
- Completion of general education prerequisite requirements for the Transition LVN to ADN Option Program. A grade of “C” or better in each course with a GPA of 2.5 is required in the courses on the nursing degree plan in both transfer courses and work earned at CTC.
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses and, course work at CTC that is to be credited on the nursing degree plan, and have a lab science GPA of 2.5.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

EMT-P to ADN Option Program

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicant’s must complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. The following is also required before admission to the EMT-P to ADN Option.

- Current EMT-P certification or license from any state or the National Registry of EMT’s.
- Application to the Department of Nursing EMT-Option Program with copies of transcripts from all previously attended colleges, to include EMT-P transcript. If transcripts are turned into the CTC Records Office, a release for the transcripts to be sent to the Department of Nursing must be signed.

- Two work references, as an EMT-P, one of which is from a present supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years part-time as an EMT-P in the two calendar years prior to admission to the Option e.g., 2080 hours in the two years immediately preceding the beginning of the Option.
- Complete the A.D.N. Program within four years of the first time enrollment in RNSG 1413 or its equivalent.
- Completion of general education prerequisite requirements for the EMT-P to ADN Option Program. A grade of C or better in each course with a GPA of 2.5 in the courses on the nursing degree plan both transfer courses and credited courses at CTC:
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses, course work at CTC that are on the nursing degree plan, and have a lab science GPA of 2.5.

Transition/Option Progression Requirements

In the event a student fails or withdraws from the LVN Transition, and Paramedic – Option, the student may apply for admission to the first semester of the A.D.N. program. Admission into that semester immediately following failure or withdrawal may not be possible. Failure or dropping of the Transition/Option course will not affect a student's admission into RNSG 1413. A request for readmission into RNSG 1327 or RNSG 1417 must be in writing to the Admission and Standards Committee. Any LVN/Paramedic who has failed any nursing course in any Associate Degree Nursing program may be admitted into the Transition/Option Course provided: (1) Admission criteria are met, and (2) Graduation from a State VN Board/National Registry approved program following the A.D.N. nursing school failure.

Nurse-Aide Policy as an Associate Degree Nursing Student

Effective Fall 2005 prospective students who present a valid CNA certificate may receive evaluated credit for RNSG 1105, Nursing Skills I, provided transcripts are submitted showing proof that the course was taken through a college or high school program.

Readmission Policy for Seeking an Associate Degree in Nursing

- Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- Students must complete the nursing program within four calendar years of enrollment in nursing courses.
- Students must meet the current admission/progression requirements.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- **If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program only two times for a classroom or theory course, and one time for a clinical course. This applies to the following nursing courses: RNSG 1301, 1105, 1115, 1413, 1262, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2341, 2221, 2363, 1417, 2360, 1327, and 1162. Failure of three nursing courses will result in ineligibility for readmission.**
- If a student has been readmitted following a nursing course failure and subsequently withdraws from a nursing course because of extenuating circumstances, the student may be readmitted if in a passing status at time of withdrawal.
- Consideration for readmission of former students is based on the following:
 - Former faculty team recommendation.
 - Academic grade average and clinical evaluation.
 - Reason(s) for failure if applicable.
 - Resolution of outside extenuating circumstances if applicable.
 - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses if recommended.
 - The recommendation of the Admissions and Standards Committee. An interview of the former student may be required.
- Selection of students for readmission will be made in May and December.

- Any student applying for readmission to the nursing program must request readmission with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee. The committee may make recommendations related to this plan for success and may request an interview with the applicant. The committee determines eligibility for readmission and notifies the student in writing.
- Should a student fail or withdraw from the LVN Transition/EMT-P Option, the student may apply for admission to the first semester of the A.D.N. program. Admission into that semester immediately following failure or withdrawal may not be possible

A.D.N. Challenge Policy

The Challenge option is available to transfer students from accredited A.D.N. Diploma, other ADN, and/or BSN programs if the following requirements are met:

- Admission to Central Texas College.
- Completion of all admission requirements to the A.D.N. Program.
- Submit proof of eligibility for readmission to the program from which transferred.
- Composite/overall and lab science GPA of 2.5 or higher.
- Have no prior enrollment at CTC in the course to be challenged.
- No grade lower than a C on a comparable course from the program from which transferred.
- Meet the pre- and co-requisites of the course and complete the nationally normed testing requirements of the course to be challenged.
- Submit a letter requesting approval to challenge a nursing course to the Department Chair or Admissions and Standards Committee.
- Receive the approval of the Department Chair or Admissions and Standards Committee, Semester/Level Coordinator and course Lead Instructor of a first, second and/or third semester nursing course to be challenged.
- Contact the Semester/Level Coordinator or Lead professor designee to be provided with a syllabus, progression and nationally normed testing requirements, and a list of required texts and learning guides.
- Challenge the course one time only.
- Provide a minimum of two weeks' notice regarding the challenge exam date. The exam will be taken in the CTC Testing Office; you must bring a picture ID. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The appropriate nationally normed test fees (ERI) will be paid to the Business Office and are nonrefundable and subject to change. Attain a final score of 80 or higher to receive evaluated credit. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. The exam may include a written or technology based requirement.
- Meet the CTC residency requirement of 25 percent of the degree plan.
- Be aware that a minimum of six semester credit hours with a grade of "C" or higher must be earned in the Central Texas College system along with a request for evaluation before any evaluated credit for the challenge exam is placed on the transcript.
- Upon successful challenge of a course with an examination grade of 80 or more, the transferring student must apply to the Admission and Standards Committee for admission to the appropriate semester. Admission is contingent upon space availability; admission the semester immediately following the challenge exam is not automatic.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or it's equivalent.

***Estimated Cost of the Associate Degree Nursing Program**

*** Costs are approximate and subject to change.**

- Tuition/Fees - Refer to the current CTC Course Schedule Bulletin
- Books and other learning tools – Approximately \$500.00/Semester
- NET - \$20.00 per test. A2 projected cost \$50.
- Drug Screen and Criminal Background Check – Approximately \$95.00. Additional fees may apply.
- Physical Exam, Immunizations – Dependent upon facility and provider
- Nursing Lab Kit - \$232.00 (Cashier's check or Money Order made out to Grace Training Supplies)
- Uniform/Shoes – Approximately \$75.00
- National Assessment Testing - \$65.00/semester (Included in registration fees) Correct?
- Malpractice Insurance – Approximately \$10.00/semester (Included in registration fees)

- Transportation Expenses – Dependent upon clinical rotations/assignments:
The Nursing Department utilizes several clinical agencies. Students are responsible for transportation between home, college and the health agencies located in Killeen, Lampasas, Copperas Cove, Temple, and Gatesville. All students are expected to travel to and from these areas at their own expense.
- Application for Initial Licensure to the Texas Board of Nursing (TBON) - \$139.00 (subject to change; Refer to www.bon.state.tx.us website for current fee completed in last semester)
- Finger Prints to accompany TBON Application – Approximately \$15.00 (subject to change; completed in last semester)
- NCLEX-RN® Application - \$200.00 (subject to change; completed in last semester).
- Graduation Fee – Refer to CTC College Catalog
- Participation in student organizations:
CTC Student Nurse Association - Dues \$36.00 – Optional, but participation is encouraged.

Associate Degree Nursing Absence Policy

Class Attendance

The Department of Nursing abides by the College Attendance Policy published in the CTC College Catalog. Regular attendance for class and clinical is expected. Class attendance will be kept by the faculty. Counseling, verbal and written, will be implemented if there is poor performance by a student in either the classroom or clinical area in correlation with excessive class absence. If absences occur from the classroom, it is the student's responsibility to obtain missed material from peers. Absences in clinical courses will result in loss of points and possible course failure. The faculty reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility.

Excessive Absence

Absences from classes for any reason must not exceed CTC standards. Because objectives can vary from department to department and from course to course, the instructor shall inform students of specific course objectives at the initial class meeting. A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor.

If a student has not attended class by the 12th class day, they will be dropped by the instructor with a grade of "W." A student may be administratively withdrawn from any class when absences exceed a total of four class meetings for a Spring or Fall semester or three class meetings for an eleven-week, eight-week, or six-week semester, and in the opinion of the professor, the student cannot satisfactorily complete the course. The final decision rests solely with the professor.

Tardiness

Students are required to be in the classroom on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook, available in the Office of Student Life Activities.

Associate Degree Nursing Student Testing Procedures

1. Exam dates will be given to students at the beginning of each semester.
2. All major exams are composed of four-option multiple choice questions except for dosage calculations for administration questions in selected courses. All exams are timed. Generally, 1.5 minutes per question is allowed, provided the class schedule allows. Students who arrive late for an exam will not be given extra time beyond the allowed time from the start of the exam. Time allotted for the Final Exam is 2 hours and will follow CTC College Catalog policy.
3. Attendance at Examinations: Written examinations will be given on dates noted on the daily plan. If a student cannot attend an examination, the course coordinator/professor must be notified at their office number or (254) 526-1266 or (254) 526-1890 **before the examination is given**. It is your responsibility and a requirement to notify the professor in advance of any absence to retain the privilege of submitting make-up work without grade penalty. A student without a legitimate reason for an absence for an exam will be given a zero.
4. Make-up exams may be in essay form or online.
5. A student must achieve a minimum 75% test average in all nursing theory courses; 75% average in clinical nursing courses.
6. Assigned seating may be used during exams.
7. SCANTRON forms and exam booklets are turned in to the instructors monitoring the exam and will be counted at the end of each exam. No exams may be removed from the testing room. Scratch paper, if used, will be turned in with the exam.

8. A group review of the exam will be scheduled only on campus for all exams to include the final.
9. Individual review by students with the instructor must be scheduled within a week of the exam being administered. Test reviews will be done only in the nursing building in faculty offices. Students may review only the most recent test. (In other words, one test cannot be reviewed after the next test is given.) Review of all tests at one time will not be allowed.
10. Grades will not be posted.
11. Each clinical rotation must be passed with at least a 75% to progress to the next rotation. If there is a failure in one rotation, a final grade of “F” will be assigned for the entire course; otherwise the course grade will be determined by the overall points earned.
12. The faculty reserves the right to adjust the student classroom grade based upon classroom behavior/civility/performance (Reference: ADN Curriculum Committee minutes 5/1/98; 5/15/03; 5/04; 11/05).

ERI Total Testing Program

Educational Resources, Inc. (ERI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required ERI testing required for each designated RNSG course by the assigned due date and submit the results (printout with the composite scores) to the Coordinator/Lead Professor/Designee.

The student must successfully complete the required ERI testing for each semester at or above the North American Average Score by the last day of final exam week every semester. In courses with a clinical component (i.e. Foundations, Transition, Clinical III), the student must successfully complete the designated ERI Exam(s) at or above the North American Average Score by the last day of the clinical rotation.

If the composite score(s) are less than the North American Average Score, a required counseling session will be held and documented denoting the student was not able to successfully perform on a nationally standardized exam (similar to the NCLEX-RN®) and failure to attain at or above the ERI North American Average Score indicates that the probability of successfully completing the testing in Semester 4 and the NCLEX-RN® is greatly reduced. A copy of the ERI Exam(s) results will be attached to the counseling statement and placed in the student’s file.

For Semester 4 students:

Four ERI exams will be given during Semester 4. The Pharmacology and PreRN tests will be taken and passed over a two (2) week period of time. The proctored/monitored RN Assess Test will be taken at the end of the semester with three (3) attempts allowed for passage. The RN Assess Test must be passed in order to exit the program.

In the event that the student does not meet or exceed the North American Average Score on the ERI RN Assess Test following the three (3) attempts an “IP” will be assigned to the student (by CTC Policy) in RNSG 2341 – Advanced Concepts of Clinical Decision Making. Remediation, self-directed activities, and conferences with the designated nursing professor will occur. Appropriate documentation will be completed. (The student may participate in ADN Pinning/graduations as a courtesy.)

If the student is not able to meet or exceed the ERI North American Average Score during the “IP” time frame, a grade of “F” will be assigned in RNSG 2341 (CTC Policy).

Then the student will be required to request readmission into RNSG 2341 and submit a written plan for success with the ADN Admissions and Standards Committee.

For all students:

There is no rounding off of the final theory average.

The student must earn a 75% or better on the cumulative exam average to pass each RNSG course.

The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

Computer Accessibility

Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is also required.

Clinical Policy

A Nursing Student is strongly advised to register for his/her clinical rotations on a nursing care area/unit other than where employed and/or where a significant other is employed. Clinical placements for Student Nurses are ultimately at the discretion of the faculty members for each clinical course. Students are highly advised to refrain from employment/working immediately prior to the beginning of the clinical day. The student will be required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training.

Standards of Nursing Practice

Reference: §217.11. Standards of Nursing Practice, and § 217.12. Unprofessional Conduct, at <http://www.bon.state.tx.us>

A student in the Central Texas College Associate Degree Nursing Program will act in compliance with the Nursing Practice Act and the Rules and Regulations §217.11 & 217.12 of the Texas Board of Nursing. The rules will apply in classroom, laboratory, and clinical. Failure to act in accordance with TBON Rule 217.11 & 217.12 may result in disciplinary action against the student; for example, Rule #217.11 (15) regarding professional boundaries.

I see it at #217.11 (1) (J)

Policy for Laboratory, Simulation room, and Audiovisual Equipment and Supplies

I. **Mission of CTC Department of Nursing Lab:** The mission of the learning laboratory is to support the overall mission, vision, strategic goals and objectives of CTC and the nursing programs offered at CTC (NA, LVN and ADN program).

The specific mission of the CTC nursing lab is to promote the development of psychomotor skill acquisition in students attending CTC using a variety of strategies and resources. Psychomotor skills are viewed as an important aspect of nursing practice and the lab environment. The student will be challenged and supported to develop their psychomotor skills so that they will deliver competent care to their clients. The faculty provides a caring and friendly environment as they facilitate the development of psychomotor skills. As a student becomes grounded in principles they are encouraged to be creative, flexible and adaptable in their approach to psychomotor performance skills. Learning Laboratory hours of operation are posted each semester.

II. **Purpose:** To provide guidelines for use of nursing laboratory, simulation room, and audiovisual equipment and supplies.

III. **Scope:** This policy applies to all faculty, staff, students and official visitors.

IV. **Policy:** Faculty members, staff and student must comply with Central Texas College Safety Policies and Procedures Document #314.22 and the lab guidelines.

V. **Learning Laboratory Resources:** In addition to the skills labs, Room 1093 and 1087, a computer and media lab is located in room 1079 and 1077 in the Nursing Science Building. The mission for these resource rooms is to augment a learning environment for nursing students and faculty to support the goals of the curriculum. Additional computers, audiovisual resources and library resources are available in Building 102, the Oveta Culp Hobby Library.

VI. **Safety Practices:**

1. Do not re-use or re-cap contaminated needles.
2. Place all sharps and syringes less than 30cc in designated sharp containers and dispose of containers per department policy.
3. Perform invasive procedures on manikins only. Under no circumstances are students allowed to perform invasive procedures on a person other than a client during assigned clinical hours.
4. Clean blood pressure cuffs and stethoscopes with 10% Chlorine bleach (one part bleach to 9 parts water) or with soap and water monthly or as needed.
5. Clean stethoscopes (ear plugs and diaphragm) with alcohol after individual use.
6. Fold used linen and place on the designated soiled linen cart. Stack pillowcases separately. Place soiled/wet linen in plastic bag and notify Lab Manager.
7. Report all injuries (lacerations, bruises, needle sticks, falls, etc.) immediately and follow First Aid and Standard Precautions. Complete an Incident Report Form and Central Texas College Accident Report Form to be forwarded to the Risk Management Office.
8. Report any broken equipment and supplies, frayed electrical cords or other hazards to the Laboratory Manager immediately.
9. Report all spills to instructor and notify custodian for proper clean-up. Mercury thermometers are not to be used in the lab. Blood, a hazardous substance, must be handled per institution policy.
10. Do not place heavy equipment (e.g., suction pump) on over bed table.
11. Do not stand on bed or on chairs or sit on tables.

12. Do not lie in beds or on the tables.
13. Faculty/Staff must discard opened medication vials at the end of every semester.

VII. **Check-out Policies and procedures**

Students may check out material from the lab manager's office in Room 1092. Students will be required to sign for all videotapes, CDs, DVD's lab equipment and supplies. These items cannot be taken from the lab area. Books may be signed out and taken home. Items not checked back into the lab manager's office will result in a hold on grades in nursing for that semester. Items lost or damaged will be replaced at the student's expense.

1. Request for equipment for personal/community use must be approved by the Department Chair or Lab Manager.
2. Return all equipment to designated location.
3. The laboratory storage area is restricted to faculty and staff and must be locked.
4. Students, faculty, staff, and official visitors are allowed in the laboratory.
5. Consumption of food, or drink is only permitted on special occasions with approval of the Department Chair or the Lab Manager.

Nursing and Science Departments Microcomputer Laboratory Access Policies

This document is designed to specify the rules and requirements that govern the use of software and hardware in the microcomputer laboratories. Students who violate the agreement will be expelled from the lab and have their laboratory privileges revoked. All software and documentation provided in the computer laboratories are copyright protected. This policy is designed to safeguard those copyrights and protect the laboratory from viral infections.

- Users must be enrolled in at least one (1) CTC course, or obtain permission from the Nursing or Science Department chair. If not enrolled in a science or nursing course, a student must show one of the following: Current Student ID or Registration Receipt.
- Students must sign in before beginning work in the lab.
- If students leave the room for any reason, they must sign out of the computer lab.
- Food, drinks, beverage containers or tobacco products will not be brought into lab. Students who bring food or drinks into the lab area will be requested to leave; if this occurs during a closed lab an absence may be recorded.
- No game playing is permitted on computers in the Nursing and Science Department computer laboratory. Any student found playing games will be disciplined by the chair of the department.
- No children are permitted in the lab or study areas at any time. Students who bring children to the lab will be asked to leave.
- Cellular phones, pagers, etc. must be turned off in computer laboratory.
- Non-authorized persons may not accompany authorized user.
- Students are allowed to use software that accompanies text books as long as installation is not required.
- Nursing students working with tutorials that require print-out of scores, must print scores only.
- Loud talking is prohibited. Please help us maintain a library-like atmosphere.
- Any behavior which is detrimental to the teaching or learning environment will result in the lab staff asking the student to leave.
- If the student fails to quietly and promptly leave the computer lab, Campus Police will be called to escort the student from the lab, and all computer lab privileges will be revoked.

Internet Acceptable Use Policies

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students read, accept, and sign the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet. General institutional rules for behavior and communication apply.
2. College personnel/administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. Internet access in the Nursing and Science Departments are for classroom assignments only.
4. The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking other users
 - Damaging computer, computer systems, or computer network
 - Violating copyright laws
 - Intentionally wasting limited resources, including the use of “chain letters” and messages broadcast to mailing lists or individuals
 - Using the personal address or phone number of yourself or any other person without permission
 - No e-mail
 - There will be no playing of games on the Internet
 - Chat rooms are off limits
 - No bookmarks will be made on Nursing and Science Computers
 - No downloading of files on Nursing and Science computers
5. I have read the rules for acceptable online behavior in the Nursing/Science Micro Computer Laboratory, and understand the rules, and agree to comply with them. Should I violate the rules, I understand that I may lose network privileges at Central Texas College.

Student Name (Printed)/Signature

SSN

Representative of CTC

Date

Associate Degree Nursing Student Dress Code

- I. Classroom: Sexually oriented languages/pictures on clothing are prohibited in the classroom.
- II. Clinical: Except for designated areas, full uniform is to be worn for all experiences in clinical facilities.
 - A. Uniforms
 1. 4-Pocket Burgandy Colored Top.
 2. 4-Pocket Burgandy Colored Pant.
 3. 3-Pocket White Lab coat.
 4. CTC Nursing Patch.
 5. White T-shirt (optional).
 6. White leather duty shoes, clean, polished, with clean, white shoelaces and white socks. No clogs or canvas shoes are permitted.
 - B. Name tags
 1. CTC Laminated Student ID Card (You may purchase an ID card holder from CTC Bookstores; price subject to change.)
 2. Two name tags, 3" by 1-1/4", Burgundy with white letters to read:

J. Doe, SN
Central Texas College
ADN Program
 3. Watch capable of measuring seconds.
 4. Black ink ball point pen. NO ERASABLE INK
 5. Pocket sized note pad.
 - C. Nursing Kit - \$232.00 (Price subject to change)
- III. The complete school uniform will be worn only for assigned CTC nursing activities as allowed by the nursing faculty of Central Texas College.
- IV. Lab coats, when worn, must be clean, white and pressed. The student must be identified with a name tag. Lab coats, with a CTC patch on the sleeve, will be worn as directed by the faculty.
- V. Only white cardigan sweaters may be worn with the uniform.
- VI. White, black or navy blue lumbosacral supports may be worn under uniform top or jacket.
- VII. Alternate uniform/street clothes.

Conservative street clothes may be required by some agencies instead of a uniform. They must be clean and pressed. The length of a dress/skirt must be no shorter than mid-knee. The uniform style may be modified as cultural/religious needs dictate.

Unacceptable clothes for alternate uniforms include:

1. Jeans and mini skirts
2. Wrinkled, dirty, tattered clothing and shoes
3. Shoes without hose or socks
4. Thongs and clogs
5. Tank tops, sun dresses, sweatshirts, t-shirts (meant to be worn as an undergarment), muscle shirts, crop tops, shorts and swim suits

VIII. Jewelry, Ornaments

The following jewelry may be worn with the student uniform: wedding and engagement rings, wrist watch, one small stud per ear. Students are encouraged to wear plain wedding bands to the clinical area. No chains, necklaces, dangling earrings, bracelets, nose, eyebrow, lip, tongue, etc. (exposed) rings, or rings other than wedding bands are allowed. This statement applies to whenever the student is fulfilling laboratory assignments, whether in alternate or school uniform.

IX. Personal Appearance

1. The student must be clean and free from odor at all times.
2. Makeup must be used in moderation and with good taste.
3. No gum chewing.
4. The hair must be arranged so that it does not fall below the bottom of the collar for males and females. If hair combs or pins are used to secure the hair, please select plain ones. The hair style should be neat, tailored and well controlled without hair ornaments. When beards and mustaches are allowed in the clinical facility, they must be neatly trimmed; otherwise, males must be clean shaven.
5. The nails must be clean and kept at fingertip length. Only clear nail polish is acceptable, except when prohibited by institutional policy.
6. Artificial Nails are prohibited. Students will not be allowed in the clinical setting with artificial nails. It is an infection control issue.
7. The student will be obligated to follow the policies of the clinical facility regarding body art, jewelry, etc.

Associate Degree Nursing Program Policy on Medication Administration

During the one or two year course of instruction leading to the Associate Degree in Nursing, the student will acquire the requisite knowledge, skills and abilities which will enable the safe administration of medications. To this end, the faculty of Central Texas College Department of Nursing sets forth these policies governing medication administration.

General Policies

1. The instructor will teach and supervise the preparation of medications on a one-to-one basis.
2. The student nurse will administer only those medications which they have prepared.
3. The student must identify the patient and explain any necessary procedures to the patient.
4. Before administering any medication ordered for the patient, the student must check the order on the chart; know the action of the drug, dosage, side effects, nursing implications and the reason for its administration to that particular patient.
5. The instructor will teach and supervise the administration of medication on a one-to-one basis until the student reaches the third semester. At this level the student will be under the continuous supervision of the instructor until such time as the instructor considers the student capable of administering medications safely without continuous supervision.
6. Each instructor will specify to the respective head nurse which student nurses are to give medications and to whom the medication will be given.
7. In addition to the policies herein stated, the faculty and students of this school will adhere to any such additional written policies identified by the affiliating institution.

Policies Specific to Each Course

The administration of medications will be included in the student experience as follows:

1. During the first semester, the student will be taught and will practice the skills of administering medication via the oral, topical, vaginal, rectal, gastric tube, eye, ear, and nasal routes. First semester students will not administer injections to a client in the clinical setting.

2. During the second semester, the nursing student administers medications via the above routes in addition to utilizing the intramuscular, subcutaneous, intradermal route as well heparin/saline flushes intravenously and initiating intravenous infusions and heparin locks. The nursing student will be taught Intravenous Piggy Back (IVPB) content; the student may hang IVPB in Semester II at the discretion of the professor and in accordance with agency policy and procedures.
3. In the third semester, the nursing student administers medications via the above routes as well as including administration of IVPB and syringe pump medications. The student may be taught the procedures for administering antineoplastic drugs, administering drugs via intravenous bolus, and administering blood and blood components. Medication policy specific to RNSG 2362 Care of Children and Families (Pediatrics) is outlined in that syllabus.
4. During the fourth semester, the nursing student will administer medications via all of the above stated routes and Intravenous Push medications (IVP) under direct supervision of faculty, per faculty discretion and per facility policy.
5. At no time will a student be allowed to administer any of the following: blood or blood components, antineoplastic drugs, oxytocin or magnesium sulfate to an antepartum patient, or experimental drugs.

Exposure Control Plan

It is the intent of the Central Texas College Department of Nursing to promote quality patient care and safety for patients, students; staff and faculty (see Philosophy).

Thus, due to the current issues concerning communicable disease (e.g., hepatitis, tuberculosis, sexually transmitted diseases and autoimmune deficiency syndrome (AIDS)), please see the following for policies, recommendations and guidelines for students and faculty: the most current copy of the CTC Student Handbook; the Center for Disease Control web site: <http://www.cdc.gov/>; <http://www.osha.gov/SLTC/bloodborne pathogens/> (Scroll down to bottom of page "What are some examples of possible solutions for workplace hazards), and <http://www.immunize.org/catg.d/p2011b.htm> ; the Texas Department of State Health Services web site: <http://www.dshs.state.tx.us> and Title 25 Health Services Rule 97.64 and Rule 97.65 of the Texas Administrative Code (April 2004).

National Patient Safety Goals

The Department of Nursing adheres to the National Patient Safety Goals identified by the Joint Commission on Accreditation of Healthcare Organizations. The Joint Commission's Board of Commissioners approves the National Patient Safety Goals annually. See <http://www.jcaho.org/> for additional information.

Health Insurance Portability and Accountability Act (HIPAA)

The Department of Nursing adheres to the Health Insurance Portability and Accountability Act (HIPAA). To improve the efficiency and effectiveness of the health care system, the Health Insurance Portability and Accountability Act (HIPAA) of 1996 included a series of "administrative simplification" provisions that required the Department of Health and Human Services (HHS) to adopt national standards for electronic health care transactions. By ensuring consistency throughout the industry, these national standards will make it easier for health plans, health care clearinghouses, doctors, hospitals and other health care providers to process claims and other transactions electronically. The law also requires the adoption of privacy and security standards in order to protect individually identifiable health information. See the following web sites for additional information: <http://aspe.os.dhhs.gov/admsimp/faqtx.htm>; <http://www.hhs.gov/ocr/hipaa/> <http://www.os.dhhs.gov/news/press/2002pres/hipaa.html>

Safe Patient Handling and Ergonomics

Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented.

Bioterrorism

For information on bioterrorism, please see the following web sites:
<http://www.nursingworld.org/MainMenuCategories/HealthcareandPolicyIssues/DPR.aspx>
<http://www.cdc.gov>
<http://emergency.cdc.gov/az/a.asp>

Disciplinary Action/Grievances Policy/Procedures

General Grievance Procedures Related to Academic Discrimination, ADA, Sexual Misconduct, Harassment, and other issues follow the procedure in the Central Texas College Student Handbook.

Standards of Professional Nursing

The Department of Nursing follows an adapted policy from the Academic Grievance Policy of Central Texas College, in the event that a student violates TBON Rule 217.11 Standards of Professional Nursing Practice or 217.12 Unprofessional Conduct, the following procedure will be implemented:

- A. Following the violation of the rule, the student will be advised by the instructor of the violation and the possible consequences of the behavior. Whether or not the student is allowed to continue in the classroom/laboratory/clinical is at the discretion of the instructor and is based on the seriousness of the violation.
- B. The instructor will confer with members of the teaching team for that semester, and a decision will be rendered about the consequences of the violation.
- C. The student will be notified within 3 working days of the decision by the team.
- D. Should the student wish to appeal the decision, that appeal must be submitted in writing to the Program Coordinator within 3 working days of notification of the decision.
- E. The Program Coordinator will review the appeal, confer with the instructor and teaching team and will notify the student in writing of his/her decision regarding the appeal.
- F. Should the student further wish to appeal, that appeal should be submitted in writing to the Department Chair.
- G. If the Department Chair supports the decision of faculty/Program Chair, the student may further appeal to the Dean of Central Campus.

Clinical Failure for Unsafe Practice

In the event of clinical failure due to unsafe practice, the following procedure will be followed:

1. After the unsafe act, the student is asked to leave the clinical area.
2. The student, all members of the course or level teaching team, coordinator, and department chair are notified that this event is being evaluated for possible dismissal from the program.
3. The student is given the opportunity to present an outline, in writing, of their response to the allegations the teaching team. The student may request a hearing with the team.
4. The teaching team meets and reviews faculty data and the student's response, then makes a recommendation for dismissal or counseling. This review must take place within 5 working days.
5. If the recommendation is for dismissal, the student is notified of the decision.
6. The student may appeal. Should the student choose to appeal the decision, a committee of three (3) faculty members (two from the VN program and one from the ADN program) will convene and review the recommendation and all relevant data from faculty and student.
7. If the committee concurs with the decision for dismissal, the student and department chair are notified of the decision. In the event that the committee disagrees with the teaching team's recommendation for dismissal, the issue is sent back to the teaching team for reevaluation.
8. If the decision is for dismissal, the student may request an appointment with the department chair to further appeal the dismissal.
9. Should the department chair concur with the dismissal, the student may request an appointment with the Dean of Central Campus.

If a student appeals the decision, they may or may not be allowed to continue to attend classes, but not clinical, until the matter is resolved. Clinical absences will not accrue during the appeals process.

Complaints against an accredited program

National League for Nursing Accrediting Commission (NLNAC) reviews any complaint it receives against an accredited program or the NLNAC itself, which is related to the standards, criteria, or procedures; and resolves the complaint in a timely, fair, and equitable manner, using established time lines for each step of the complaint procedure. Contact information: Sharon J. Tanner, EdD, Email: stanner@nlnac.org, Executive Director, National League for Nursing Accrediting Commission, Inc. 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326

Phone: 404.975.5000

Fax: 404.975.5020

A complaint is an expression of dissatisfaction about something or someone that is the cause or subject of protest. As a formal allegation against a party or institution, it is expressed as a written, signed statement by the complainant. It may be concerned with an individual's or institution's rights, the interpretation or application of rules, regulations, or policies of an accredited program/school. In addition, it may include concerns from recognized state or federal agencies. In addressing a complaint the NLNAC does not serve as arbitrator or mediator of internal disputes within nursing programs or between nursing programs. Its role is to ensure that the policies and procedures of an institution regarding complaints are implemented fairly and as written, or if not present, to make certain that such policies and procedures are developed and implemented.

A complaint may be filed by any of the following representatives of NLNAC communities of interest including:

- Student(s) currently enrolled in an accredited institution or program;
- Applicant(s) to an accredited institution or program;
- Other interested parties.

<u>Procedure</u>	<u>Time Line</u>
1. The complaint is presented to NLNAC as a written, signed, and dated statement with supporting evidence.	When there is a complaint.
2. NLNAC responds to the complainant in writing that a copy of the complaint is being forwarded to the nursing program administrator, and if appropriate, the chief executive officer of the institution.	Within fourteen (14) days of receipt.
3. NLNAC sends a copy of the complaint to the nurse administrator along with a request for verification that the complainant has used all available institutional avenues to address the complaint.	Within fourteen (14) days of receipt.
4. The nurse administrator's response to the complaint is submitted.	Within thirty (30) days to NLNAC.
5. If the analysis by NLNAC finds that the policies and procedures have been implemented fairly and as written, the Executive Director will complete the file by sharing this finding in writing with the complainant and the nurse administrator.	Within fourteen (14) days.
6. If the analysis by NLNAC finds that the policies and procedures have not been implemented fairly and/or completely, the complaint will be submitted to the Commission for action.	At the next scheduled meeting.
7. Complaints are to be referred to a subsequent Commission meeting if the next scheduled meeting does not allow the fourteen (14) to thirty (30) day response time by the NLNAC Executive Director and the thirty (30) day response time by the Institution.	Subsequent Commission meeting.

Student Code of Conduct

The Department of Nursing follows the policies of Central Texas College regarding conduct, discipline and disciplinary action. Please refer to the most current copy of the CTC Student Handbook for the following:

- Student Code of Conduct
- Institution Disciplinary Process
- Non-Academic Misconduct
- Academic Dishonesty
- Administrative Disciplinary Action
- Emergency Disciplinary Procedures
- Disciplinary Actions/Committee/Hearing/Appeal Procedures
- Grievance Procedures

Policy on Alcohol, Drug and Mental Illness Program for Student Nurses

The purpose of this policy is to facilitate a health environment for students so that optimal safety of patients can be assured. The faculties are concerned about the welfare of the impaired student, and they accept the responsibility to recognize the impaired behavior and to help the student through early intervention that encourages cooperation and facilitates assessment of impaired practice or treatment.

Impaired student nurse practice is defined as student performance that endangers patient health and safety and would, if demonstrated by an RN or LVN, be considered a violation of the Texas statutes regulating the practice of professional and vocational nursing. Such performance must be related to suspected chemical dependence and/or mental illness. The categories of mental illness that fall under this policy are the same ones identified by Texas Peer Assistance Program for Nurses. These are anxiety disorder (panic disorder), schizophrenia, major depression, bipolar disorder and schizoaffective disorder.

The intent of this policy is to:

1. Maintain confidentiality as impairment is recognized.
2. Document behavior/performance changes. Counsel student.
3. If necessary, intervene by confronting student with observed impairment.
4. Document intervention and make arrangements for any necessary treatment/leave of absence/establishment of continuing support.
5. Intervention data and follow-up information will be kept confidential and separate from the student's official student record and will be destroyed upon successful completion of licensing exam.
6. If necessary, documentation of data discussed in the intervention process will be submitted to the Dean of Central Campus for possible disciplinary action if the student declines the offer to seek assessment/indicated treatment.

Student Representation on Standing Faculty Committees

Student Affairs Committee

1. The purpose of this committee is to facilitate student's communication with each other, between nursing courses and with the faculty.
2. Membership in this committee shall consist of a faculty member and a student representative from each semester of the program. Students will serve at least one semester.
3. The function of this committee shall be to:
 - a. meet as necessary to achieve its purpose.
 - b. make recommendations and/or inform students and faculty about needs, policies and social functions.
 - c. coordinate student functions (e.g. pinning ceremony).

Curriculum Committee

1. The purpose of this committee is to provide ongoing development and evaluation of the curriculum in accordance with the philosophy of the Department of Nursing.
2. Membership in this committee shall consist of the entire full-time ADN faculty. Ex-officio members include student representative from each semester in session, VN Curriculum chair, & Lab Manager. Students will serve at least one semester. The committee shall meet monthly.
3. The chairperson shall be elected in the Spring to serve the following academic year.
4. The functions of this committee shall be to:
 - a. implement the Systematic Program Evaluation.
 - b. correlate program, level, course and unit objectives to ensure continuity and progression.
 - c. receive and act upon recommendations from faculty, students and faculty committees.
 - d. develop the Curriculum of the Department of Nursing.
 - e. recommend to the Faculty Organization appropriate curriculum changes.

Library/Media Committee

1. The purpose of this committee is to facilitate use of current educational materials by the student body and faculty.
2. Membership of this committee shall consist of at least four (4) faculty members and three (3) student representatives (one each from ADN, VN, and EMT/Paramedic programs). Students will serve at least one semester. The Nursing Lab Manager, Librarian, and Building 150 Computer Laboratory Technician shall serve as ex-officio members.
3. The functions of this committee shall be to:
 - a. Maintain and update the laboratory software inventory and make recommendations for purchase.
 - b. Prepare a list of books and periodicals recommended by faculty for purchase by the Oveta Culp Hobby Memorial (OCH) Library each semester.
 - c. Perform annual survey of the OCH library holdings in nursing and related disciplines for the purpose of removing outdated materials and periodicals no longer considered relevant.
 - d.

Recruitment Committee

1. The purpose of this committee is to recruit persons interested in a nursing or EMT/P career.
2. Membership in this Committee shall consist of at least three (3) faculty members and an elected student representative from each program (LVN, ADN, EMT, and Paramedic) and one student at large. Students will serve at least one semester.

3. The functions of the committee shall be to:
 - a. Meet annually to plan its activities and call additional meetings as needed.
 - b. Develop informational material about the nursing program and implement other necessary recruitment activities.
 - c. Present career information to schools and groups that request this service.
 - d. Meet with social or civic groups concerned with nursing or EMT/P education in this community.

Nursing Honors

Nursing Honors is awarded to any student at the conclusion of Semester IV whose GPA is 3.50 or higher in the RNSG courses.

Nursing Highest Honors is awarded to any student at the conclusion of Semester IV student whose GPA is 3.80 or higher in the RNSG courses.

Central Texas College Department of Nursing Student Nurses Association

The Central Texas College (CTC) Student Nurses Association (SNA) is part of the National Student Nurse Association (NSNA) which is the largest independent student organization in the country and the only national organization for students of nursing.

For a membership fee a student can participate in this organization which is dedicated to giving student nurses the opportunity to contribute to their nursing education now and assisting them to prepare for future leadership roles. The members become familiar with current professional activities, educational changes and needs, and community health care needs, among other things. More important, though, is the emphasis by the association on direct involvement in these activities from the early planning stages through implementation of programs. The student members are also encouraged by the association to participate in interdisciplinary activities and to continue working with other professional nursing organizations.

The CTC SNA posts scheduled monthly meetings.

Texas Board of Nursing Rules and Regulations

Please refer to the Texas Board of Nursing' web site: <http://www.bon.state.tx.us> for the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice

Questions that appear on the application for licensure as an RN in the State of Texas as of 9/1/06 09/2008:

SECTION D: Eligibility Questions

- 1) No Yes For any criminal offense, including those pending appeal, have you:
- A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. pled nolo contendere, no contest, or guilty?
 - D. received deferred adjudication?
 - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - F. been sentenced to serve jail or prison time? court-ordered confinement?
 - G. been granted pre-trial diversion?
 - H. been arrested or have any pending criminal charges?
 - I. been cited or charged with any violation of the law?
 - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

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

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

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

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 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 addicted to and/or treated for the use of alcohol or any other drug?*

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

If **"YES"** indicate the condition: schizophrenia and/or psychotic disorders, bipolar disorder,

paranoid personality disorder, antisocial personality disorder, borderline personality disorder

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

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

1. Have you ever been convicted, placed on community supervision whether or not adjudicated guilty, sentenced to serve jail or prison time or granted pre-trial diversion, or plead guilty, no contest or nolo contendere to any crime in any state, territory or country, or received a court order whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests whether or not on appeal (excluding minor Class C traffic violations)? This includes expunged offenses and deferred adjudications with or without a finding of guilt. **Please note that DUIs, DWIs, and PIs must be reported and are not considered minor traffic violations. One time minor in possession [MIP] or minor in consumption [MIC] does not need to be disclosed; therefore, you may answer "No." If you have two or more MIPs or MICs, you must answer "Yes." You may answer "No" if you have previously disclosed a criminal matter otherwise responsive to this question in a renewal and/or licensure form.**
2. Do you have any criminal charges pending, including unresolved arrests?
3. Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
4. Within the past five (5) years have you been addicted to and/or treated for the use or alcohol or any other drug?
5. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If you answered **"YES"** to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance you are reporting to the Board. Mail to the Texas Board of Nursing for the State of Texas, PO Box 430, Austin, TX 78767-0430; 333 Guadalupe, #3-460 Austin, TX 78701. ** If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer "NO" to questions #4 and #5.*

Eligibility requirements can be found website at: <http://www.bon.state.tx.us>

Licensure Eligibility Notification Form

I hereby verify that I have received and have had the following documents regarding licensure eligibility for registered professional nurses in Texas explained to me:

- 1) 301.251-301.258 and 301.451-301.469 of the *Nursing Practice Act*.
- 2) § 217.1-217.20 and §213.1-213.33 of the *Rules and Regulations relating to Professional Nurse Education, Licensure and Practice*.
- 3) Eligibility Questions, TBON Application by NCLEX-RN® and Petition for Declaratory Order(09/2008).

Yes No (1.) Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Name of Nursing Program: _____

Location: _____

City State _____

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ **Date of Graduation:** _____

Yes No (2.) For any criminal offense, including those pending appeal, have you:

A. been convicted of a misdemeanor?

B. been convicted of a felony?

C. pled nolo contendere, no contest, or guilty?

D. received deferred adjudication?

E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

F. been sentenced to serve jail or prison time? court-ordered confinement?

G. been granted pre-trial diversion?

H. been arrested or have any pending criminal charges?

I. been cited or charged with any violation of the law?

J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

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

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

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

Applicant's Signature: _____ **Date:** _____ / _____ / _____ **Page 1 of 2**

For Office Use Only

Date: _____

Amount: _____

Audit #: _____

FBI HX: YES NO

Applicant's Name (PRINT): _____ **Social Security**

_____

Yes No (3.) Are you currently the target or subject of a grand jury or governmental agency investigation?

Yes No (4.) Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

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

Yes No (6.) Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

If "YES" indicate the condition: schizophrenia and/or psychotic disorders, bipolar disorder,

paranoid personality disorder, antisocial personality disorder, borderline personality disorder

****IF YOU ANSWER "YES" TO ANY QUESTION #2 - #6, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.**

*You may indicate "NO" if you have completed and/ or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness.

YES NO (1.) Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Name of Nursing Program: Location of Nursing Program: _____

City State

Type of Nursing Program: (circle one) LVN RN Date of Enrollment: _____ Date of Graduation: _____

YES NO (2.) Have you ever been convicted, placed on community supervision whether or not adjudicated guilty, sentenced to serve jail or prison time or granted pre-trial diversion, or plead guilty, no contest or nolo contendere to any crime in any state, territory or country, or received a court order whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests whether or not on appeal (excluding minor Class C traffic violations)? This includes expunged offenses and deferred adjudications with or without a finding of guilt. **Please note that DUIs, DWIs, and PIs must be reported and are not considered minor traffic violations. One time minor in possession [MIP] or minor in consumption [MIC] does not need to be disclosed; therefore, you may answer "No." If you have two or more MIPs or MICs, you must answer "Yes." You may answer "No" if you have previously disclosed a criminal matter otherwise responsive to this question in a renewal and/or licensure form.**

YES NO (3.) Do you have any criminal charges pending, including unresolved arrests?

YES NO (4.) Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

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

YES NO (6.) Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic

disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

Indicate the condition:

schizophrenia and/or psychotic disorders bipolar disorder paranoid personality disorder

antisocial personality disorder borderline personality disorder

*****FOR ALL QUESTIONS THAT YOU ANSWER "YES" TO ABOVE, YOU MUST PROVIDE SIGNED AND DATED LETTER DESCRIBING THE**

INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.

***You may indicate "NO" if you have completed and/ or are in compliance with TPAPN for substance abuse or mental illness.**

I, _____, being duly sworn, depose, and say that I am the Petitioner, that the statements herein contained are true in every respect, and I consent to the release of confidential information from all relevant sources to the Texas Board of Nursing (TBON) for the duration of time necessary to resolve my petition and further authorize the TBON to use and release said information as needed for the evaluation and disposition of my petition.

MUST BE SIGNED IN PRESENCE OF A NOTARY ° APPLICANT'S SIGNATURE AFFIX NOTARY SEAL BELOW

Sworn to before me this day of _____, Notary Public Signature/State of My Commission Expires

Internet Acceptable Use Policies

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students read, accept, and sign the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet. General institutional rules for behavior and communication apply.
2. College personnel/administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. Internet access in the Nursing and Science Departments are for classroom assignments only.
4. The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking other users
 - Damaging computer, computer systems, or computer network
 - Violating copyright laws
 - Intentionally wasting limited resources, including the use of “chain letters” and messages broadcast to mailing lists or individuals
 - Using the personal address or phone number of yourself or any other person without permission
 - No e-mail
 - There will be no playing of games on the Internet
 - Chat rooms are off limits
 - No bookmarks will be made on Nursing and Science Computers
 - No downloading of files on Nursing and Science computers
5. I have read the rules for acceptable online behavior in the Nursing/Science Micro Computer Laboratory, and understand the rules, and agree to comply with them. Should I violate the rules, I understand that I may lose network privileges at Central Texas College.

Student Name (Printed)/Signature

SSN

Representative of CTC

Date

**Central Texas College
Department of Nursing
Students**

I have received a copy of the CENTRAL TEXAS COLLEGE DEPARTMENT OF NURSING ASSOCIATE DEGREE NURSING STUDENT HANDBOOK FALL 2009 EDITION.

I understand that I am responsible for all information contained therein.

I understand if withdrawal occurs for any reason from any of the co-requisite nursing courses, withdraw from the corresponding clinical course (Clinical Nursing I, II, III, or, IV) is required.

It has been explained and I understand that I may NOT progress unless I have successfully completed all prerequisite courses and course requisites.

Signature

Print Name

Date

Fall 2009; Spring 2010