

CENTRAL TEXAS COLLEGE  
Department of Nursing  
Vocational Nursing Program

**Student Handbook**

Spring 2011

## Introduction

The Vocational Nursing Program (VN) at CTC began in 1976 and has graduated more than 500 students. The VN Program in Brady came under the supervision of CTC in 1981. The length of the Vocational Nursing Program is one year. Graduates are eligible to take the licensing exam (NCLEX-PN) to become Licensed Vocational Nurses. The pass rate for Central Texas College vocational nursing graduates is usually about 93%. Thirty students are admitted into the program in Fall and Spring semester in Killeen; Brady admits 10 students each Fall semester.

We welcome you as you begin the journey to join the ranks of the graduates and wish you well during your year of study. We encourage you to study and apply yourself so that you can get the maximum benefit from this program of study.

This Student Handbook has been prepared to provide guidance as you enter and progress through the Vocational Nursing Program and is to serve as an adjunct to the Central Texas College Catalog and the CTC Student Handbook.\* The Central Texas College Catalog and the CTC Student Handbook are available at <http://www.ctcd.edu>, and in Building 119 Student Services and in Building 106 Roy J. Smith Student Center respectively.\*

Best Wishes,

Sandra Thomason, MSN, RN  
Chair, Department of Nursing  
and the Vocational Nursing Faculty

\*Should a conflict occur between the Vocational Nursing Student Handbook and the CTC College Catalog or CTC Student Handbook, the Vocational Nursing Student Handbook will take precedence.

\*\*\* Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.

HANDBOOK FOR VOCATIONAL NURSING STUDENTS  
CENTRAL TEXAS COLLEGE  
VOCATIONAL NURSING PROGRAM

**Table of Contents**

1.	Philosophy of Vocational Nursing.....	4
2.	Program Core Concepts .....	5
3.	Secretary’s Commission on Achieving Necessary Skills (SCANS).....	5
4.	Differentiated Entry Level Competencies of Texas Graduates of Vocational Nursing Programs .....	8
5.	Overview of VN Program .....	14
6.	Curriculum Organization Framework .....	15
7.	Degree Plans.....	16
8.	ANA Code of Ethics .....	19
9.	Texas Nursing Practice Act: Unprofessional Conduct.....	21
10.	Policies .....	23
	A. Admission .....	23
	B. Readmission .....	25
	C. ATI Testing.....	25
	D. Progression Requirements.....	25
	E. Transfer Students .....	26
	F. Grading Policy .....	27
	G. Attendance .....	27
	H. Student Testing Procedure .....	29
	I. Grievance Policy: Academic.....	29
	J. Grievance Policy: Clinical Failure for Unsafe Practice .....	30
	K. Student Conduct.....	30
	L. Student Withdrawal and Dismissal .....	31
	M. Dress Code .....	32
	N. Policy and Standard for Drug Screening and Background Checks.....	34
	O. Administration of Medications .....	36
	P. Laboratory, Resource Room, and Audiovisual Equipment and Supplies.....	37
	Q. Microcomputer Laboratory Access Policies .....	38
12.	Teaching-Learning Activities.....	39
13.	Miscellaneous Information.....	40
14.	Exposure Control Plan .....	40
15.	National Patient Safety Goals .....	41
16.	HIPAA .....	41
17.	Bioterrorism .....	41
18.	HIV .....	42
19.	Report of Occurrence.....	45
20.	Alcohol, Drug and Mental Illness Program for Student .....	46
21.	Release of Information Concerning Student Records.....	47
22.	Release of Information.....	48
23.	Receipt of Vocational Nursing Program Handbook .....	49
24.	Internet Acceptable Use Policies.....	50

## Vocational Nursing Program

### **Philosophy**

The philosophy of the Vocational Nursing Program of Central Texas College is compatible with the philosophy of the Department of Nursing and the college. We believe that:

- Man is a bio-psycho-social being with inherent dignity and worth. A hierarchy of needs is common to man, although each need may be perceived and met uniquely. Within a therapeutic environment, man has the opportunity to move in a positive direction.
- The curriculum acknowledges the spiritual, cultural, racial, and ethnic diversity of students and the client community.
- Courses offered are student centered, reflect increase in the body of knowledge in health care as well as changes in technology and economy and are revised and improved continuously.
- Learning experiences are designed to facilitate growth within the students' cognitive, affective, and psychomotor domains utilizing critical thinking.
- Creation of a motivating atmosphere is the responsibility of the teacher; learning is the responsibility of the student. Aspects of learning include: input, operation and feedback.
- Ensuring a high standard of practice within the ethical and legal framework of health care and participating in activities to promote professional growth and self-development are important responsibilities of the vocational nursing graduate.
- Vocational nurses are accountable for efficient use of time and resources, seeking assistance appropriately and serving as client advocates.
- As a provider of care, the practice of the vocational nursing graduate is characterized by critical thinking, clinical competence, accountability and a commitment to the value of caring.
- The vocational nurse participates in nursing assessment, planning, implementation and evaluation and acts to meet health needs under professional supervision.
- The vocational nurse has a responsibility through involvement in civic affairs and professional organizations to bring about better health care for all people.

## **PROGRAM CORE CONCEPTS, SCANS COMPETENCIES AND FOUNDATION OF SKILLS/PERSONAL QUALITIES**

### **A. Program Core Concepts**

The curriculum content is organized around four core concepts, five SCANS competencies and a three-part foundation of skills and personal qualities needed for a solid job performance. These concepts, competencies, skills and personal qualities are reflected in each nursing course. These concepts are:

1. Caring
2. Critical Thinking
3. Communication
4. Community

The Nursing Process is the core of the curriculum organizing framework and is reinforced by Maslow's Hierarchy of Needs and Erikson's Developmental Stages. Threads woven throughout the curriculum are identified as points of a star.

These core concepts dictate content that provide opportunities by which the student can meet the course outcomes. Such content is reflected in the units of study, hence in the theory objectives. By definition, meeting the theory objectives means that the student has met the course outcomes.

### **B. 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 denotes 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. **(C18-20)**

**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.
- The vocational nursing role represents the beginning level of the nursing practice continuum as Provider of Care, Coordinator of Care, and Member of a Profession. The entry level competencies of the Vocational Nursing (VN) graduate are listed below:

C. **Differentiated Entry Level Competencies of Texas Graduates of Vocational Nursing Programs**

**Provider of Care**

1. Assist in determining the health status and health needs of clients based on interpretation of health-related data & preventative health practices, in collaboration with clients, their families, and other members of the health care team.

**KNOWLEDGE**

- A. Four steps in systematic processes (i.e., nursing process) which include assessment, planning, implementation and evaluation.
- B. Basic components of nursing diagnoses. (e.g. North American Nursing Diagnosis Association)
- C. Structured data collection tools and techniques of assessment of clients inclusive of interviewing.
- D. Characteristics, concepts, and processes related to clients, including gross anatomy, basic physiology, psychosocial growth and development, gross psychopathology, ethical reasoning; and major cultural and spiritual beliefs and practices related to health, illness, birth, death, and dying.
- E. Basic characteristics, concepts, and processes related to transmission of common communicable diseases including individual risk factors and preventative health practices.
- F. Common medical diagnosis, drug and other therapies and treatments.

**CLINICAL BEHAVIOR/JUDGEMENTS**

- A. Take client history using structured assessment tool.
  - B. Perform basic assessment to assist identifying health status and monitor change.
  - C. Report and document assessment data.
  - D. Identify common actual and potential health care needs of clients.
  - E. Make observations that assist the RN in formulating nursing diagnosis.
  - F. Assist with health screening.
2. Assist in the formation of goals/outcomes and a plan of care in collaboration with the client, their families, and interdisciplinary health care team members.

**KNOWLEDGE**

- A. Dynamics of the nurse-client relationship.
- B. Written verbal and non-verbal modes of communication including information technologies.
- C. Fundamental principles of disease prevention, health promotion/restoration for clients.
- D. Basic interventions to support the client and family during life stages, including end-of-life care.
- E. Relationships between the nursing plan of care, the therapeutic regimen, the plan of interdisciplinary health care team members, and cost factors.
- F. Criteria for setting priorities in planning and evaluating care.
- G. Steps and procedures in discharge planning process

### **CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Identify short term goals/outcomes, select basic interventions, and establish priorities for care in collaboration with the client.
  - B. Contribute to the development of nursing plan of care.
  - C. Identify obvious conflicts between the nursing plan of care and the plan of interdisciplinary health care team members.
  - D. Participate in discussion of plan of care with interdisciplinary health care team members.
  - E. Assist in the discharge planning of selected clients.
  - F. Recognize cost of care for nursing interventions
3. Implement plan of care within legal and ethical parameters including scope of education, in collaboration with the client and interdisciplinary health care team to assist client in meeting health care needs.

### **KNOWLEDGE**

- A. Common health practices and behaviors of clients related to developmental level, gender, cultures, belief systems, and the environment.
- B. Methods of therapeutic communication.
- C. Basic rights and responsibilities of clients related to health care.
- D. Basic physiological and psychosocial (spiritual, cultural, gender, developmental level, financial) aspects of nursing interventions.
- E. Fundamental principles and factors that contribute to the maintenance or restoration of health.
- F. Properties, effects, and basic principles underlying the use and administration of pharmacotherapeutic agents.
- G. Basic principles of safety.
- H. Coping mechanisms for managing stress and identifying resources for crisis management.
- I. Code of vocational nurse ethics.
- J. Legal parameters of vocational nursing practice and health care.
- K. Available resources within the employment setting.
- L. Key federal and state statutes and institutional policies regarding client confidentiality.
- M. Basic nursing procedures and skills to implement plan of care.

### **CLINICAL BEHAVIOR/JUDGEMENT**

- A. Assist in promoting a safe, effective care environment conducive to the optimal health and dignity of the client.
- B. Implement plan of care to assist client to meet basic physiologic needs including: circulation, nutrition, oxygenation, activity, elimination, comfort, pain management, rest and sleep.
- C. Implement nursing interventions to promote health and rehabilitation.
- D. Initiate basic interventions in emergency situations
- E. Initiate basic nursing interventions to foster client's psychosocial well-being.
- F. Foster client coping mechanisms during alterations in health status.

- G. Administer medications and treatments and perform procedures safely.
  - H. Monitor, document, and report responses to medications, treatments, and procedures and communicate the same to other health care professionals clearly and accurately.
  - I. Assist interdisciplinary health care team members with examinations and routinely performed procedures.
  - J. Observe and communicate Patient's Bill of Rights to clients.
  - K. Recognize and communicate ethical and legal concerns through established channels of communication.
  - L. Utilize basic therapeutic communication skills when interacting with clients.
  - M. Report unsafe practice.
  - N. Use current technology to enhance direct client care.
  - O. Maintain client confidentiality.
4. Implement teaching plan for client with common health problems and well defined learning needs.

**KNOWLEDGE**

- A. Developmental stages and common situational variables affecting learning, such as stress, pain and fear.
- B. Basic principles of the teaching/learning process.
- C. Links between healthy lifestyles, prevention, and cost of health care.

**CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Identify basic health-related learning needs of clients.
  - B. Contribute to the development of a teaching plan.
  - C. Implement aspects of an established teaching plan.
  - D. Assist in evaluation of learning outcomes using structured evaluation tools
  - E. Teach basic health promotion/maintenance & selfcare to individuals from designated teaching plan.
  - F. Provide the client with the information needed to make choices regarding health.
5. Assist in the evaluation of the client's responses and outcomes to therapeutic interventions.

**KNOWLEDGE**

- A. Common methods for measuring client responses and health goal attainment.
- B. Basic tools to evaluate specific nursing interventions.

**CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Using standard references, compare expected and achieved outcomes of nursing care.
- B. Identify and communicate reasons for deviations from plan of care.
- C. Assist in modifying plan of care and/or expected outcomes
- D. Report and document client's responses to nursing interventions.

6. Provide direct basic care to assigned multiple clients in structured settings.

**KNOWLEDGE**

- A. Institutional policies and procedures for delivery of nursing care.
- B. Basic characteristics, trends, and issues of health care delivery.
- C. Basis for determining nursing care priorities in client care.
- D. Scope of responsibilities and accountability for supervision and collaboration.
- E. Channels of communication for decision making processes within the work setting.

**CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Identify priorities and make judgments concerning basic needs of multiple clients in order to organize care
- B. Implement plans of basic care for multiple clients.

7. Use the problem-solving approach as the basis for decision making in practice.

**KNOWLEDGE**

- A. A systematic problem-solving process.
- B. Establishing priorities.
- C. Work setting resources available to assist in decision making.
- D. Examples of how nursing research improves client care.

**CLINICAL BEHAVIOR/JUDGEMENTS**

- A. Use problem-solving approach to make decisions regarding care of assigned clients.
- B. Organize care based upon problem solving and identified priorities.
- C. Identify and communicate client care problems encountered in practice.
- D. Using resources within the work setting to assist in decision making.

**Coordinator of Care**

1. Assist in the coordination of human and material resources for the provision of care of assigned clients.

**KNOWLEDGE**

- A. Basic principles of organizing resources to accomplish client care.
- B. Principles of problem solving, data collection and basic time management skills.
- C. Functions of team members.
- D. Cultural differences of clients.

**CLINICAL BEHAVIOR/JUDGEMENTS**

- A. Participate in discussion relating to the evaluation of client care with members of the interdisciplinary health care team.
- B. Identify providers and others who can assist in client care.

2. Collaborate with clients and the interdisciplinary health care team to provide direct care to assigned individual clients.

**KNOWLEDGE**

- A. Basic structure and function of the health care delivery system.
- B. Methods of effective communication.
- C. Roles of all levels of nursing and other health care professionals.
- D. Client advocacy and consumer rights and responsibilities.

**CLINICAL BEHAVIOR /JUDGEMENTS**

- A. Work with interdisciplinary health care team members to provide client care across the life span.
  - B. Participate in client care planning with clients, their families and interdisciplinary health care team members
3. Participate in the identification of client needs for referral to resources that facilitate continuity of care.

**KNOWLEDGE**

- A. Work setting and major community resources.
- B. Roles of family and significant others in providing support to the individual.

**CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Identify support systems of the client.
  - B. Identify major community resources that can assist in meeting client needs.
  - C. Communicate client needs to family or significant others and appropriate members of the health care team.
4. Participate in activities which support the organizational framework of structured health care settings.

**KNOWLEDGE**

- A. Organizational mission, vision, and values as a framework for care.
- B. Lines of authority and accountability within structured health care settings.
- C. Methods for promoting safety in the work environment.
- D. VN's role in risk management.
- E. Nurse's role in implementing established cost containment measures.

**CLINICAL BEHAVIOR/JUDGEMENTS**

- A. Participate in implementing changes that lead to improvement in the work setting.
- B. Report unsafe client environment and equipment.
- C. Implement established cost containment measures in direct client care.

## **Member of a Profession**

1. Demonstrate accountability for own nursing practice.

### **KNOWLEDGE**

- A. Code of ethics for the licensed vocational nurse.
- B. Standards of vocational nursing education.
- C. Legalities of vocational nursing practice.
- D. Issue affecting the vocational nurse role and the delivery of client care.
- E. Sources of continuing education and professional development.
- F. Self-evaluation process.
- G. Work setting policies and procedures.
- H. Professional boundaries.

### **CLINICAL BEHAVIORS/JUDGEMENTS**

- A. Provide nursing care within limits of vocational nursing knowledge, education, experience and ethical/legal standards of care.
  - B. Provide nursing care in a caring, nonjudgmental, nondiscriminatory manner.
  - C. Use self evaluation process to improve own nursing practice.
  - D. Assume accountability for own nursing practice.
  - E. Follow established policies and procedures.
  - F. Maintain professional boundaries in the nurse/patient relationship.
2. Participate as an advocate in activities that focus on improving the health care of clients.

### **KNOWLEDGE**

- A. Rights and responsibilities of clients regarding health care, including self-determination.
- B. Individual responsibility for quality of nursing care.
- C. Role of nurse in quality improvement/quality assurance process.
- D. Responsibility for reporting to licensing and public protective agencies.

### **CLINICAL BEHAVIORS/JUDGEMENTS**

- A. "Respect the privacy and dignity of the client."
  - B. Identify the client's unmet health needs.
  - C. "Act as an advocate for client's basic needs," including following established procedures for reporting/solving institutional client care problems.
3. Demonstrate behaviors that promote the development and practice of vocational nursing.

### **KNOWLEDGE**

- A. Historical evolution of nursing practice.
- B. Issues affecting the development and practice of vocational nursing, including multistate licensure.
- C. The role of major vocational nursing organizations, regulatory agencies and health care organizations.
- D. Factors affecting the public image of nursing.
- E. Distinction between LVN and RN roles.

### **CLINICAL BEHAVIOR/JUDGEMENTS**

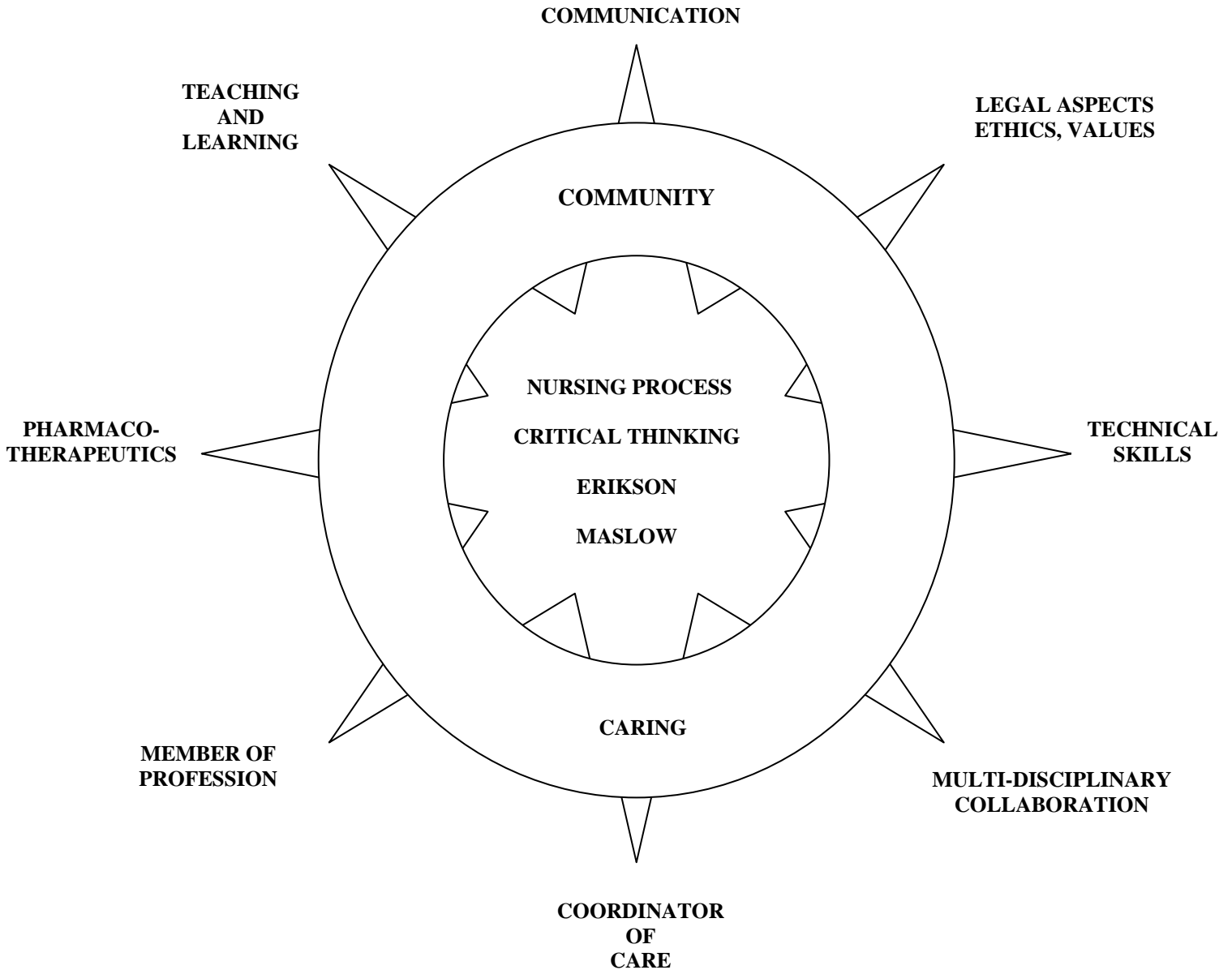
- A. Work collegially with members of the interdisciplinary health care team.
- B. Demonstrate behaviors which promote a positive image of vocational nursing.
- C. Participate in activities individually or in groups through organizations that promote vocational nursing.
- D. Recognize roles of vocational nursing organizations, regulatory agencies and organizational committees.
- E. Participate within the LVN role and Scope of Education.
- F. Serve as positive role model for students and peers.

VN-Client = Individual

### **OVERVIEW OF VOCATIONAL NURSING PROGRAM**

This program provides an overview of the health care field and the role of the vocational nurse as a member of the health care team. Instruction is designed to assist the student in developing knowledge in the areas of communication, interpersonal relations, psychological aspects of patient care, health teaching, safety, asepsis, technical history, trends, legal aspects, human anatomy and physiology, growth and development, microbiology, and self- evaluation. Area hospitals and health care agencies provide opportunity for clinical experience and/or observation.

**VOCATIONAL NURSING PROGRAM  
Curriculum Organization Framework**



**CURRICULUM ORGANIZING FRAMEWORK**

**THE NURSING PROCESS IS THE CORE OF THE CURRICULUM ORGANIZING FRAMEWORK AND IS REINFORCED BY MASLOW'S HIERARCHY OF NEEDS AND ERIKSON'S DEVELOPMENTAL STAGES. THREADS WOVEN THROUGHOUT THE CURRICULUM ARE IDENTIFIED AT THE POINTS OF THE STAR.**

CENTRAL TEXAS COLLEGE  
 Department of Nursing  
 Vocational Nursing Program

Fall Class Admission

**First Semester (Fall) Credit**

**16 week courses:**

VNSG 1304	Foundations of Nursing	3
VNSG 1405	Health Sciences	4

**First 8 week courses:**

VNSG 1323	Basic Nursing Skill	3
VNSG 1227	Essentials of Medication Administration	2
VNSG 1222	Vocational Nursing Concepts	2
VNSG 1126	Gerontology	1

**Second 8 week courses:**

VNSG 2331	Advanced Nursing Skills	3
VNSG 1116	Nutrition	1
VNSG 1136	Mental Health	1
VNSG 1160	Clinical-Practical Nurse I	1

	<b>Total Credits</b>	<b>21</b>
--	----------------------	-----------

**Second Semester (Spring)**

VNSG 1400	Nursing in Health & Illness I	4
VNSG 1238	Mental Illness	2
VNSG 1219	Professional Development	2
VNSG 1409	Nursing in Health & Illness II	4
VNSG 1231	Pharmacology	2
VNSG 1560	Clinical-Practical Nurse II	5

	<b>Total Credits</b>	<b>19</b>
--	----------------------	-----------

**Third Semester (Summer)**

VNSG 1330	Maternal Neonatal Nursing	3
VNSG 1307	Pediatric Nursing	3
VNSG 1410	Nursing in Health & Illness III	4
VNSG 1360	Clinical-Practical Nurse III	3

	<b>Total Credits</b>	<b>13</b>
--	----------------------	-----------

	<b>Grand Total</b>	<b>53</b>
--	--------------------	-----------

CENTRAL TEXAS COLLEGE  
 Department of Nursing  
 Vocational Nursing Program

Spring Class Admission

**First Semester (Spring) Credit**

**16 week courses:**

VNSG 1304	Foundations of Nursing	3
VNSG 1405	Health Sciences	4

**First 8 week courses:**

VNSG 1323	Basic Nursing Skill	3
VNSG 1227	Essentials of Medication Administration	2
VNSG 1222	Vocational Nursing Concepts	2
VNSG 1126	Gerontology	1

**Second 8 week courses:**

		3
VNSG 2331	Advanced Nursing Skills	1
VNSG 1116	Nutrition	1
VNSG 1136	Mental Health	1
VNSG 1160	Clinical-Practical Nurse I	1

---

21

**Total Credits**

---

**Second Semester (Summer)**

VNSG 1400	Nursing in Health & Illness I	4
VNSG 1330	Maternal Neonatal Nursing	3
VNSG 1307	Pediatric Nursing	3
VNSG 1360	Clinical-Practical Nurse III	3

---

13

**Total Credits**

---

**Third Semester (Fall)**

VNSG 1409	Nursing in Health & Illness II	4
VNSG 1238	Mental Illness	2
VNSG 1219	Professional Development	2
VNSG 1231	Pharmacology	2
VNSG 1410	Nursing in Health & Illness III	4
VNSG 1560	Clinical-Practical Nurse II	5

---

19

**Total Credits**

**Grand Total**

---

53

CENTRAL TEXAS COLLEGE  
 Department of Nursing  
 Vocational Nursing Program  
 Brady Extension

<b>First Semester (Fall)</b>	<b>Credit</b>
<b><u>16 week courses:</u></b>	
VNSG 1304 Foundations of Nursing	3
VNSG 1405 Health Sciences	4
<b><u>First 8 week courses:</u></b>	
VNSG 1323 Basic Nursing Skill	3
VNSG 1227 Essentials of Medication Administration	2
VNSG 1222 Vocational Nursing Concepts	2
VNSG 1126 Gerontology	1
<b><u>Second 8 week courses:</u></b>	
VNSG 2331 Advanced Nursing Skills	3
VNSG 1136 Mental Health	1
VNSG 1116 Nutrition	1
VNSG 1160 VN Clinical I	1
<b>Total Credits</b>	<b>21</b>
<hr/>	
<b>Second Semester (Spring)</b>	
<b><u>16 week courses:</u></b>	
VNSG 1231 Pharmacology	2
VNSG 1560 VN Clinical II	5
<b><u>First 8 week course:</u></b>	
VNSG 1400 Nursing in Health & Illness I	4
<b><u>Second 11 week courses:</u></b>	
VNSG 1238 Mental Illness	2
VNSG 1330 Maternal/Neonatal Nursing	3
VNSG 1307 Pediatric Nursing	3
<b>Total Credits</b>	<b>19</b>
<hr/>	
<b>Third Semester (Summer)</b>	
<b><u>12 week courses</u></b>	
VNSG 1360 VN Clinical III	3
VNSG 1219 Professional Development	2
<b><u>First 6 week course</u></b>	
VNSG 1409 Nursing in Health and Illness II	4
<b><u>Second 6 week course</u></b>	
VNSG 1410 Nursing in Health and Illness III	4
<b>Total Credits</b>	<b>13</b>
<b>Grand Total</b>	<b>53</b>

The Vocational Nursing Program culminates in professional certification leading towards licensure and is responsible to maintain rules and regulations relating to Vocational Nursing education, licensure and practice in the state of Texas issued by the Board of Nurse Examiners (BNE). VN students are responsible to maintain professional conduct throughout all aspects of the program. The BNE regulations define and outline “Unprofessional Conduct” found in pages 21-24 of this handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the VN Program.

### **American Nurses' Association Code of Ethics (1985)**

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

The ANA Code of Ethics is available online at: <http://nursingworld.org/ethics/ecode.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.

#### **PREAMBLE**

The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

Reference: <http://nursingworld.org/ethics/ecode.htm>

The following pages are taken from the Texas Nursing Practice Act, found at:  
<http://www.bne.state.tx.us/nparr.htm>

**Texas Administrative Code**

<b><u>TITLE 22</u></b>	EXAMINING BOARDS
<b><u>PART 11</u></b>	BOARD OF NURSE EXAMINERS
<b><u>CHAPTER 217</u></b>	LICENSURE PEER ASSISTANCE AND PRACTICE
<b><u>RULE §217.12</u></b>	<b>Unprofessional Conduct</b>

---

The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established. These behaviors include but are not limited to:

- (1) Unsafe Practice--actions or conduct including, but not limited to:
  - (A) Carelessly failing, repeatedly failing, or exhibiting an inability to perform vocational, registered, or advanced practice nursing in conformity with the standards of minimum acceptable level of nursing practice set out in Rule 217.11.
  - (B) Carelessly or repeatedly failing to conform to generally accepted nursing standards in applicable practice settings;
  - (C) Improper management of client records;
  - (D) Delegating or assigning nursing functions or a prescribed health function when the delegation or assignment could reasonably be expected to result in unsafe or ineffective client care;
  - (E) Accepting the assignment of nursing functions or a prescribed health function when the acceptance of the assignment could be reasonably expected to result in unsafe or ineffective client care;
  - (F) Failing to supervise the performance of tasks by any individual working pursuant to the nurse's delegation or assignment; or
  - (G) Failure of a clinical nursing instructor to adequately supervise or to assure adequate supervision of student experiences.
- (2) Failure of a chief administrative nurse to follow appropriate and recognized standards and guidelines in providing oversight of the nursing organization and nursing services for which the nurse is administratively responsible.
- (3) Failure to practice within a modified scope of practice or with the required accommodations, as specified by the board in granting a coded license or any stipulated agreement with the board.
- (4) Careless or repetitive conduct that may endanger a client's life, health, or safety. Actual injury to a client need not be established.
- (5) Inability to Practice Safely--demonstration of actual or potential inability to practice nursing with reasonable skill and safety to clients by reason of illness, use of alcohol, drugs, chemicals, or any other mood-altering substances, or as a result of any mental or physical condition.
- (6) Misconduct--actions or conduct that include, but are not limited to:
  - (A) Falsifying reports, client documentation, agency records or other documents;
  - (B) Failing to cooperate with a lawful investigation conducted by the board;
  - (C) Causing or permitting physical, emotional or verbal abuse or injury or neglect to the

- client or the public, or failing to report same to the employer, appropriate legal authority and/or licensing board;
- (D) Violating professional boundaries of the nurse/client relationship including but not limited to physical, sexual, emotional or financial exploitation of the client or the client's significant other(s);
  - (E) Engaging in sexual conduct with a client, touching a client in a sexual manner, requesting or offering sexual favors, or language or behavior suggestive of the same;
  - (F) Threatening or violent behavior in the workplace;
  - (G) Misappropriating, in connection with the practice of nursing, anything of value or benefit, including but not limited to, any property, real or personal of the client, employer, or any other person or entity, or failing to take precautions to prevent such misappropriation;
  - (H) Providing information which was false, deceptive, or misleading in connection with the practice of nursing;
  - (I) Failing to answer specific questions or providing false or misleading answers that would have affected the decision to license, employ, certify or otherwise utilize a nurse; or
  - (J) Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional services.
- (7) Failure to repay a guaranteed student loan, as provided in the Texas Education Code §57.491, or pay child support payments as required by the Texas Family Code §232.001, et seq.
  - (8) Drug Diversion--diversion or attempts to divert drugs or controlled substances.
  - (9) Dismissal from a board-approved peer assistance program for noncompliance and referral by that program to the BNE.
  - (10) Other Drug Related--actions or conduct that include, but are not limited to:
    - (A) Use of any controlled substance or any drug, prescribed or unprescribed, or device or alcoholic beverages while on duty or on call and to the extent that such use may impair the nurse's ability to safely conduct to the public the practice authorized by the nurse's license;
    - (B) Falsification of or making incorrect, inconsistent, or unintelligible entries in any agency, client, or other record pertaining to drugs or controlled substances;
    - (C) Failing to follow the policy and procedure in place for the wastage of medications at the facility where the nurse was employed or working at the time of the incident(s);
    - (D) A positive drug screen for which there is no lawful prescription; or
    - (E) Obtaining or attempting to obtain or deliver medication(s) through means of misrepresentation, fraud, forgery, deception and/or subterfuge.
  - (11) Unlawful Practice--actions or conduct that include, but are not limited to:
    - (A) Knowingly aiding, assisting, advising, or allowing an unlicensed person to engage in the unlawful practice of vocational, registered or advanced practice nursing;
    - (B) Violating an order of the board, or carelessly or repetitively violating a state or federal law relating to the practice of vocational, registered or advanced practice nursing, or violating a state or federal narcotics or controlled substance law;
    - (C) Knowingly aiding, assisting, advising, or allowing a nurse under Board Order to violate the conditions set forth in the Order; or
    - (D) Failing to report violations of the Nursing Practice Act and/or the Board's rules and regulations.
  - (12) Leaving a nursing assignment, including a supervisory assignment, without notifying the

- appropriate personnel.
- (13) Criminal Conduct--including, but not limited to, conviction or probation, with or without an adjudication of guilt, or receipt of a judicial order involving a crime or criminal behavior or conduct that could affect the practice of nursing.

Please refer to <http://www.bne.state.tx.us/nparr.htm>, BNE Rules and Regulations, §217.12 Unprofessional Conduct

---

**Source Note:** The provisions of this §217.12 adopted to be effective September 28, 2004, 29 TexReg 9192

### **213.30. Declaratory Order of Eligibility for Licensure**

- (a) A person enrolled or planning to enroll in an educational nursing program that prepares a person for an initial license as a registered or vocational nurse or an applicant who seeks licensure by endorsement pursuant to §217.5 of this title (relating to Temporary License and Endorsement) who has reason to believe that he or she may be ineligible for licensure, may petition the Board for a declaratory order or apply for a license by endorsement as to his or her eligibility.
- (b) The person must submit a petition or application on forms provided by the Board. Please refer to <http://www.bne.state.tx.us/nparr.htm>, BNE Rules and Regulations, §213.30 Declaratory Order of Eligibility for Licensure. **Source Note:** The provisions of this §213.30 adopted to be effective August 15, 2002, 27 TexReg 7107; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective February 19, 2006, 31 TexReg 847

## **POLICIES**

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

Policies specific to the Vocational Nursing Program are found on the following pages.

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

### **Admission Policy**

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

1. Application for the nursing program.
2. Submission of high school transcripts verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
3. Copies of official transcripts from previous colleges attended.
4. Student must be TSI exempt or have passed the THEA (TASP), ASSET, ACT Accuplacer, or COMPASS.

5. All persons entering the VN program must take and pass the HESI Admission Assessment Exam. A HESI (A2) Prep book will be available in the CTC Bookstore. The HESI (A2) will be the only exam accepted starting spring semester 2011. Completion of the HESI (A2) with minimum scores on Math of 70% or higher, Reading Comprehension score of 70% or higher, and Vocabulary and General Knowledge score of 70% or higher on the same exam must be achieved. Based on test scores, remedial work may be required. Exam results are available immediately upon completion. The exam may be repeated once if not successful. If the exam is failed twice, the student must wait 5 months before attempting the HESI (A2) again. This is monitored by the Department of Nursing. The 5 months will allow for a remediation period.
6. Must participate in an small group meeting upon successful completion of the HESI A2 Exam with the Vocational Nursing Coordinator or designee. Your Vocational Nursing application, High School or GED transcript and TSI completion or exemption must be on file in the Nursing Department office to participate in this meeting.
7. After a student has been accepted for admission, the following must be on record in the nursing office prior to registering for class:
  - A. mandatory immunizations: Tetanus and diphtheria toxoids (Td) (Tdap) (every 10 years), Rubella, \*Measles, \*Mumps, \*\*varicella, and \*\*\*Hep B series. (A positive Rubella titer, varicella titer, and Hepatitis titer will be accepted).  
 \*All students born on or after 1-1-57 must also show proof of: Two doses of measles vaccine administered on or after their first birthday and at least 30 days apart. One dose of 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, done within the last 3 months, signed by an MD, DO, PA or NP which includes PPD TB skin test. Be sure that proof of required immunizations is documented on the form.
  - C. Proof of CPR course completion – (American Heart Association – BLS-Health Care Provider or CPR for the Professional Rescuer or Military Training Institute: CPR and AED Element). Online certification not accepted. Turn in a xerox copy.
  - D. Current liability insurance (included in registration fees).
  - E. Proof of purchase of Lab Kit.
  - F. Negative Drug Screen (11 panel).
  - G. Negative State Background check or Declaratory Order from the BNE.

Following admission to the program, and before registration a student must provide documentation of the actual results of a Criminal Background Check through L1 and the actual negative results of an 11-panel drug screen. Students 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 (3) release of information to clinical facilities if required. Students bear the costs of these requirements

### **Readmission Policy**

1. Students who must repeat a course must follow the guidelines below. Failure of 3 nursing courses will result in ineligibility for readmission. The vocational nursing program must be completed within 2 years. Students must complete prerequisites and coreq of all courses in order to advance.
2. The number of students repeating may not exceed the number of open slots in any class.
3. Consideration for course repetition:
  - a. letter written by applicant including:
    1. personal reason for failure or non-completion.
    2. how extenuating circumstances have been resolved.
    3. a written plan for success.
  - b. the recommendation of the VN Admission and Standards Committee, an interview may be required.
4. After an applicant has been accepted for repetition, the student will follow standard Nursing Department policies found in the *Vocational Nursing Student Handbook*.
5. Professional liability insurance must be paid according to Nursing Department policy.

### **ATI Testing Policy**

It is mandatory for VN student's at all three levels of the program to participate in the Assessment Technologies Institute (ATI) comprehensive assessment and review program. Detailed diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Failure to achieve satisfactory results will require student to provide proof of satisfactory remediation. Remediation results must be submitted to the course instructor by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold. Specific course failure and or program dismissal may occur for failure to complete testing at all levels. Courses which incorporate ATI scores into the course grading criteria will have specific information posted in the Course Syllabus.

### **Progression Requirements**

- ⌚ In order to progress in the Vocational Nursing Program, a student must make an average of 70 percent or higher in each course. Pharmacologic conversion exams given in clinical courses must be passed at 90 percent within three testing opportunities. Failure to achieve 90 percent on the conversion test will result in a clinical course failure.
- ⌚ Follow ATI Testing Policy above.
- ⌚ The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain rules and regulations relating to Vocational Nursing Education, licensure, and practice in the State of Texas issued by the Texas Board of Nursing (TBON). VN students are responsible to maintain professional conduct throughout all aspects of this program. The TBON regulations define and outline "Unprofessional Conduct" and can be found in the CTC VN Program Student Handbook. Failure to maintain the Professional Code of Conduct and Nurse Practice Act may subject the student to disciplinary action and/or removal from the program.

### Transfer Students

Definition: A transfer student is a person who attended another nursing program and has transferred course credit/s for advanced placement in the Central Texas College VN Program.

1. These students must meet the current entrance requirements of the Central Texas College Vocational Nursing Program.
2. A grade of B or better is required to transfer courses for a credit.
3. Applicants will be judged on an individual basis by the VN Admissions and Standards committee.
4. Application for transfer must be submitted 90 days prior to starting in the program.
5. Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year. Science and all other courses must have been completed in last 5 years. In lieu of the VNSG 1405 Health Science course, the transfer student must have earned a "C" or better in the following courses: Anatomy & Physiology I (BIOL 2401); Anatomy & Physiology II (BIOL 2402); and Microbiology (BIOL 2421). All other admission policies apply.
6. Regardless of which courses were granted credit, all students transferring into the VN program will be required to take VNSG 1222 Vocational Nursing Concepts.
7. The student must submit:
  - a) a letter of status from the previous school;
  - b) a complete description of the nursing courses taken;
  - c) evidence of maintaining a "B" (3.0 GPA) at previous school;
  - d) a "plan for success", a statement from the student which explains the student's goals and plans for successfully completing course requirements.
  - e) two references from former instructors regarding clinical performance;
  - f) Proof of CPR course completion – (American Heart Association – BLS-Health Care Provider or CPR for the Professional Rescuer or Military Training Institute: CPR and AED Element). Online certification not accepted. Turn in a xerox copy;
  - g) proof of current Student Malpractice Insurance
  - h) completed physical examination form and mandatory immunizations.
  - i) negative criminal background check or Declaratory Order
  - j) negative 11 panel drug screen
8. Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.
9. All transfer students must successfully complete a minimum of 50% of credit hours offered in the CTC VN program to be issued a certificate of completion.
10. Students transferring from another nursing program in passing status (no course failures) will be allowed admission with the understanding that they will be allowed no more than two (2) course failures in the VN program.
11. Transfer students who have failed in another nursing program are eligible to seek entry into the CTC VN program. These students are admitted with the understanding that readmission following any CTC VN course failure will be denied.

## **Grading Policy**

1. All assigned written work must be submitted on time. Unless a change in the due date has been negotiated, late papers will receive a grade of "zero." Adjustment of due date **MUST** be negotiated with the instructor **prior** to the assignment due date.
2. Written examinations will be given on dates noted on the schedule. A grade is determined by number of points earned divided by points available.
3. The grading system for CTC's Vocational Nursing Program is::

<u>NUMERICAL</u>	<u>LETTER GRADE</u>
90.0 - 100%	A
80.0 - 89.99%	B
70.0 - 79.99%	C
60.0 - 69.99%	D
below 60.0	F

A score of 69.99 or below indicates failure. The student must achieve a "C" or better to pass each course.

4. The course grade will be the average of all the examination grades, quizzes, and other written assignments. The student must pass the exams with a 70% before other grades are calculated into the total grade.
5. In order to withdraw from a course the student must complete a withdrawal form in the Registration office.
6. Dates of examinations/quizzes and due dates for written assignments are posted in the Course Guidelines or on the daily calendar/plan which is posted on MOODLE or distributed to students when classroom instruction begins. Class attendance is expected. In the event a student is unable to attend class on a scheduled exam/quiz or written assignment due date, prior notification directly to VN faculty member teaching the course is required. If the student fails to provide prior notice, they will receive a grade of "0" for that exam/quiz or assignment.
7. No extra credit work will be allowed.
8. No "make-up" work will be allowed.

## **ATTENDANCE POLICY**

The following is excerpted from the Central Texas College Attendance Policy:

### **Class Attendance**

#### ***Semester Hour Students***

*You are expected to regularly attend all lecture classes and labs and to arrive on time for each class. You are also responsible for materials covered during your absences. Instructors will gladly consult with you on classroom make-up assignments, but it is your responsibility to contact the instructor in advance to retain the privilege to do so. Class attendance is checked daily. Although it is your responsibility to drop a course for non-attendance, the instructor has the authority to drop you with a grade of "F" for excessive absences.*

**Current CTC College Catalog, available at <http://www.ctcd.edu>:**

### **Excessive Absences**

*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 you have not attended class by the 12<sup>th</sup> class day of a sixteen week course or the sixth day of an 8-week term may be administratively dropped by the instructor. The student may be administratively withdrawn from any class when your absences exceed a total of four class meetings for a sixteen week course or three class meetings for less than sixteen-week courses; and in the opinion of the instructor, you cannot satisfactorily complete the course. The final decision rests solely with the instructor.*

### **Tardiness**

*You are required to be in your classroom on time. Instructors may choose to lower your 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 CTC Student Handbook, available in the Office of Student Life Activities, or at <http://www.ctcd.edu>*

---

In order to meet objectives for a comprehensive nursing education, the curriculum consists of clinical and theory courses. Clinical courses are those which are scheduled in a hospital, doctor's office, nursing home, or any other facility involving the care of patients. Theory courses are those involving on-campus classroom learning activities. Attendance is required for all clinical courses.

Students are responsible for written work and meeting course objectives.

**Students must notify the instructor prior to a scheduled clinical experience should they need to be absent.**

Should the student fail to notify the instructor about a clinical absence, the final clinical course grade will be lowered by one letter grade for the first offense; a clinical course failure will be assigned on the second offense.

In the Department of Nursing, all absences are the same; there is no difference between an excused absence and an unexcused absence.

Following an illness or other medical or mental health-related event, during the duration of clinical internship, the student may be required to obtain a release from their health care provider prior to returning to the classroom/clinical agency. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any.

## **Student Testing Procedure For the Vocational Nursing Program**

1. Exam dates will be given to students at the beginning of each course.
2. All major exams are made up primarily of multiple choice questions. Quizzes may be of multiple choice or other style. All exams and quizzes are timed. Generally, 1 to 1.5 minutes per question is allowed. Students who arrive late for an exam or quiz will not be given extra time beyond allowed time from the start of the exam/quiz. Grades will be available next class day.
3. Assigned seating may be used during exams/quizzes.
4. Par Score 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 will be turned in with the exam.
- \*5. **Students are encouraged to review tests individually with the course instructor. Individual test reviews will be done in the faculty offices or designated room. 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.**

### **Grievance Policy: Academic**

The Department of Nursing follows the academic Grievance Policy of Central Texas College. This policy can be found in the current Central Texas College Student Handbook, available at <http://www@ctcd.edu> In summary:

If a student feels that he/she has been treated unfairly by a faculty member with regard to an academic process, he/she should discuss the issue first with the faculty member involved. The request for conference should occur within **15** working days from the time the student knew of the questionable treatment.

If there is no resolution to the problem within **10** working days of the requested conference, the student may submit a written complaint to the Program Coordinator or the Department Chairperson. If the grievance is not resolved at this level within **10** working days, the student should provide a copy of the written complaint and an explanation regarding action taken at each prior level to the Office of the Dean of the Central Campus. This will be the final step in any grievance process regarding grades.

The Deputy Chancellor of Campus Operations is the final determinant in the grievance process for grievance other than those concerning grades.

## **Grievance Policy: 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 his/her 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 a program opposite from principle and one from program of principle) 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, he/she may continue to attend classes, but not clinical, until the matter is resolved. Clinical absences will not accrue during the appeals process.

## **Policies on Student Conduct**

1. In classroom, laboratories, conference rooms, and library - **smoking, eating, drinking are not permitted.** Tape recorders may be used at the discretion of the instructor.
2. Pagers and cellular phones may not be sound activated during lecture, lab & clinical time.
3. Students are requested to leave rooms orderly and tidy - laboratory equipment is to be stored properly.
4. Loud, boisterous laughing & talking are not permitted in the hallways.
5. Visitors are not permitted in the classroom/lab. For this program, visitors are defined as individuals of any age who are not registered for this program.

6. When assigned to health facilities for clinical experience, the student will:
  - a. Conform to the regulations and policies of both institutions.
  - b. Report for clinical at the appointed time.
  - c. Be attired in appropriate uniform as outlined in the dress code.
  - d. Report to the instructor before leaving the nursing unit for **any** reason.
  - e. Conduct him/herself in a professional manner.
  - f. Take breaks/lunch as scheduled by the instructor.
  - g. Any interpersonal conflicts that arise during clinical hours must be immediately addressed to the instructor for resolution.
7. Violation of the Student Code of Conduct (see current CTC Student Handbook, available at <http://www.ctcd.edu>) may result in failure of the course and/or immediate withdrawal from the VN Program.
8. Administrative Disciplinary Action general policy (see current CTC Student Handbook, available at <http://www.ctcd.edu>) states, “Any individual violating the College Code of Conduct will be subject to disciplinary action.” The student is informed of responsibility to familiarize themselves with the Student Code of Conduct in order to prevent violation of this code. If a student violates the Code of Conduct or the VN program professional code of conduct, the student will be counseled by VN Faculty and/or Coordinator. The student may then be referred to the Department of Nursing Chairperson who may initiate disciplinary action or may defer to the Director of Student Life for further disciplinary action.

### **Student Withdrawal and Dismissal**

1. Central Texas College (controlling agency) reserves the right to request at any time, the withdrawal or dismissal of any student whose health, conduct, personal qualities, excessive absences or scholastic records indicate that it would be inadvisable for that student to continue with the program.
2. The faculty will provide counseling, issue written warnings, and follow dismissal procedures for the following reasons:
  - a. unsafe nursing practice.
  - b. unprofessional conduct.
  - c. falsification of information on any form or record.
3. Student grievances should be first addressed to the immediate instructor. If unable to reach a satisfactory resolution, the grievance may be taken to the program coordinator. See Grievance Policy: Academic or Clinical Failure for Unsafe Practice.
4. Students failing to withdraw themselves will receive a grade of “F”.

## STUDENT NURSE DRESS CODE

Additionally, refer to the most current CTC Student Handbook, available at <http://www.ctcd.edu>

- 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 lab or 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 above the ankle white socks. No clogs or canvas shoes are permitted.
  - B. Uniforms – BRADY students
    1. 4-Pocket White Colored Top.
    2. 4-Pocket White 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 above the ankle white socks. No clogs or canvas shoes are permitted.
  - C. 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, SVN  
Central Texas College  
VN Program
    3. Watch capable of measuring seconds.
    4. Black ink ball point pen. NO ERASABLE INK
    5. Pocket sized note pad.
  - D. Non-memory calculator (You may purchase from CTC Bookstore; price subject to change)
  - E. Nursing Kit - \$235.00 (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 (without elevated stone), wrist watch, one small stud per ear. Students are encouraged to wear plain wedding bands only to the clinical area. No rings with elevated stone may be worn. No chains, necklaces, dangling earrings, bracelets, nose, eyebrow, nipple, lip, or tongue rings (barbells) or rings other than wedding/engagement bands are allowed. This statement applies to whenever the student is fulfilling laboratory or clinical 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.  
Scott & White Dress Code policy:
  - All visible tattoos must be covered with flesh colored covering.
  - Limited number of piercing will be allowed.
  - No gum chewing.
  - No use of shoes e.g. “crocks” with holes in the top.
  - No use of lab jackets in the patient rooms. Hooks will be available outside of rooms to hang jacket.
  - No long sleeve clothing.
  - No drinking or eating in patient care areas.
  - These changes apply to S&W, but do not supersede the handbook.
  - Failure to comply with either the handbook or S&W dress code can result in failure of a clinical day.
8. Clinical facilities may have additional uniform/conduct requirements which will be presented during clinical orientation.

**Central Texas College  
Policy and Standard for Drug Screening and  
Background Checks**

Prescreening requirements have been introduced into Central Texas College clinical programs. These prescreening requirements are the same as those required of employees of health care institutions. The rationale for extending these requirements to students in clinical programs is the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual’s criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors.

**Timing of and Procedures for Prescreening Requirements**

All drug screen tests and background checks must be conducted and verification of satisfactory results received prior to enrollment in the program to which the student is applying. 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 semester or more.

1. Following admission to the program, before registration, the student must document eligibility by doing the following:
  - a. All initial applicants to the VN program will complete a background check through <http://www.CertifiedBackground.com> no greater than 120 days prior to projected admission date. Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. If the background check is not negative or there are pending criminal charges against you, the Board of Nurse Examiners’ Declaratory Order must be submitted to the

Chair of the Department of Nursing or designee prior to admission. **Students must** inform the Department of Nursing Chair and/or the clinical agency facility if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen **or is aware of (such) (criminal) activity that was not disclosed on the original background check. Failure to disclose discoverable information** (which will be revealed on clinical facility and/or the FBI background check as required by the TBON) **may prohibit progression in the program or eligibility for licensure.** Please see the attached instruction sheet. If you need a TBON Declaratory Order, please visit the Board of Nurse Examiners website at [www.bne.state.tx.us](http://www.bne.state.tx.us) to get details and forms for the Declaratory Order. Look under “forms.” Feel free to call the Department of Nursing if you any further questions about individual cases.

- a. Submit the actual results of a Drug Screen, at the student’s expense, to the Department of Nursing.
  - b. 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 student is assigned for clinical experiences during enrollment in the program.
  - c. 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 is done.
    - (2) a “for cause” Drug Screen.
2. Persons with criminal histories are ineligible for admission; however, if a licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be admitted to the program. However, it is the student’s responsibility to be aware of the disqualifications listed by the licensing authority or used for employment eligibility by most hospitals in Texas.
  3. An individual with a positive drug screen will not be eligible for admission to a program for a minimum of 12 months. Prior to returning to the program, a student must provide proof of a negative drug screen as verified by the college. The college/clinical affiliate reserves the right to remove a student from a clinical facility/classroom for suspicion of substance use or abuse (including alcohol.)
  4. The instructor will immediately notify the department chair of the college program to facilitate immediate removal and drug testing of the student. The student will be asked to consent to a “for cause” drug test at a site identified by the college. Given the issue of safety and impairment, all reasonable attempts shall be made to contact the student’s family, friends, or police to provide transportation. Testing must be completed on the same business day. In all instances of “for cause” testing, written documentation of the student’s behavior(s) by a faculty member, will be provided, and a referral made to the appropriate departmental committee. Failure to comply will result in the student’s immediate expulsion from the program.

### **Allocation of Cost**

Each student must bear the cost of these requirements

### **Verification of Compliance and Recordkeeping**

The student’s name, social security number, and verification of receipt of negative findings of

the Drug Screen and Criminal Background check will be kept in a confidential file during the tenure of the student in the program. After one year of graduation or withdrawal from the program, documentation will be destroyed. This information will be filed in a secured area to ensure confidentiality. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check.

## **Policy on Administration of Medications**

During the one or two year course of instruction leading to the Vocational Nursing Certificate, 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 the student has 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/verbalize 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 competence. 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/charge 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 course, VNSG 1227/1160, the student will be taught and will practice the skills of administering medication via the oral, topical, vaginal, rectal, nasogastric tube, eye, ear, nasal routes, intramuscular, subcutaneous and intradermal injection routes.
2. In addition to prior skills, during the course, VNSG 1400/1360/1560, the student will be taught and will practice the skills of administering medications via the intravenous piggyback route; administering heparin flushes; and initiating IV therapy. The students will administer medications via injection and IV PB routes (to include flushes).
3. In addition to prior skills, during the course, VNSG 1400, the student may be taught the procedures for administering antineoplastic drugs, administering drugs via intravenous bolus, and administering blood and blood components.
4. At no time will a student be allowed to administer any of the following: blood or blood

components, oxytocin or intravenous magnesium sulfate to an antepartum patient, experimental drugs, antineoplastics, IV bolus/push medications.

**CENTRAL TEXAS COLLEGE**

**Department of Nursing**

**POLICY FOR LABORATORY, RESOURCE ROOM, AND  
AUDIOVISUAL EQUIPMENT AND SUPPLIES**

- I. **PURPOSE:** To provide guidelines for use of nursing laboratory, resource room and audiovisual equipment and supplies.
- II. **SCOPE:** This policy applies to all faculty, staff, students and official visitors.
- III. **POLICY:** Faculty members, staff and student must comply with Central Texas College Safety Policies and Procedures Document #314.22 and the following guidelines.
- IV. **GUIDELINES:**
  - A. **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.
    4. Clean blood pressure cuffs and stethoscopes with 10% Clorox 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 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 Aide and Standard Precautions. Complete an Incident Report Form (Attachment #1) 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 (found in glass thermometers), a toxic metal, and blood, a hazardous substance, must be handled per institution policy.
    10. Do not place heavy equipment (e.g., suction pump) on overbed table.
    11. Do not stand on bed or on chairs or sit on beds.
    12. Faculty/Staff must discard opened medication vials at the end of every semester.

**B. MISCELLANEOUS:**

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. Faculty working lunches will be allowed in the Resource Room and in the Laboratory.

**CENTRAL TEXAS COLLEGE  
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 unauthorized 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 departmental chairs.
- No children are permitted in the lab or study areas at any time. Students with children 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 technician 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.

## Teaching-Learning Activities

- 1. Self directed study**

The student is expected to develop an attitude of self-direction in acquiring knowledge and skill. Students enter the program with varied backgrounds, educational preparation and rate of learning; therefore, each student is expected to seek information, vocabulary, understanding and to perfect procedural skills, and do reading to answer self-study questions.
- 2. Lecture-Demonstration**

Lecture material will be presented to the class on assigned units of study. Lecture material is intended to supplement assigned learning aids. It is the student's responsibility to be familiar with assigned material before coming to class.
- 3. Laboratory Skill Practice**

Students are to utilize the learning laboratory at designated times for the purpose of laboratory demonstrations, perfecting skills and viewing films. Instructors will be available for assistance. The Nursing Lab must be kept neat and organized following Lab Practice time.
- 4. Drug Information**

Drugs pertaining to the units of study are listed in writing in the learning guide. The student will be required to identify generic name, trade name, actions, uses, dosages, side effects, contraindications, and nursing implications of these drugs orally and in writing, after the unit has been discussed in class.
- 5. Auto-tutorial**

For some units of study, audio-visual materials are assigned. The majority of these will be viewed during scheduled class time. On occasion, a few will have to be viewed in the learning laboratory. You will be tested over material from films on unit exams.
- 6. Supplemental Readings**

The student is encouraged to use initiative in reading current journals and other periodicals. Required and optional readings are listed on the syllabus.
- 7. Library References**

It is expected that all entering students will have a working knowledge of the Oveta Culp Hobby Library. Orientation to the nursing library will be scheduled during Level I.
- 8. Math**

Arithmetic skill is an entry expectation. Applied math is presented at intervals throughout Level I. Required math assignments may be made. Students in need of remedial math help will be referred to appropriate resources.
- 9. Independent Study/Alternate Learning Experiences**

All independent study/alternate assignments must be deemed adequate in quantity of time and quality of work in order for the student to receive credit for the assignment.

## MISCELLANEOUS INFORMATION

### Counseling and Guidance

1. Each student's current clinical instructor will act as academic counselor.
2. Students needing academic counseling in a specific nursing subject need to see that specific instructor giving instruction in that course.
3. The student may also confer with the program director (Chair, Department of Nursing at any time by appointment after having seen the appropriate instructor **and** course coordinator. This will be called the "Chain of Command" and will be strictly followed. A student is not to discuss problems concerning one instructor with another instructor.
4. Any appointments may be made with the VN faculty by the Department Secretary or by directly contacting the instructor.
5. Personal counseling and guidance is available in Student Services Office.

### Office Hours

Students are encouraged to make appointments with instructors to discuss their needs and/or problems related to Vocational Nursing courses.

### Sickness, Accident or Injury to the Students

If a student is injured or becomes ill while on duty for clinical experience in a health care facility, the nursing instructor should be notified immediately. The student will be treated according to the policy of the health care facility in which the injury or illness has occurred at his/her own expense. The instructor will assist the student in arranging treatment and care if necessary. (See Occurrence Form, p. 45)

### Patient Care Incidents

The nursing instructor must be notified immediately if a patient care incident occurs concerning the VN student. The student involved with the incident will manage the situation according to the policy of the health care facility and the needs of the patient concerned in the incident.

### 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), the following policies and recommendations are set forth as 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 approved the **2006 National Patient Safety Goals** (Effective January 1, 2006). 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/admnsimp/faqtx.htm>;

<http://www.hhs.gov/ocr/hipaa/>

<http://www.os.dhhs.gov/news/press/2002pres/hipaa.html>

## **Bioterrorism**

For information on bioterrorism, please see the following web sites:

<http://www.nursingworld.org/news/disaster/>

<http://www.cdc.gov>

<http://www.bt.cdc.gov/agent/>

## I. Precautions to Prevent Transmission of HIV

### A. Standard Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body-fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC, and referred to as "universal blood and body-fluid precautions" or "universal precautions", will be used in the care of all patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. Appropriate barrier precautions will routinely be used to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves will be worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, for administering parenteral medications and for performing venipuncture and other vascular access procedures. Gloves will be changed after contact with each patient. Masks will be changed after contact with each patient. Masks and protective eyewear or face shields will be worn during procedures that are likely to aerosolize any body fluid or generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth and eyes. Gowns or aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. For alternative clothing due to contamination see agency policy.
3. Precautions will be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant container for disposal; the puncture-resistant containers will be located as close as practical to the use area.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices are available for use.
5. Students and faculty who have exudative lesions or weeping dermatitis will refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, because of the high incidence of cytomegalovirus infection and other opportunistic diseases in HIV positive clients, it is recommended that all students and faculty who are or are attempting to become pregnant not care for HIV positive clients.

## **B. Precautions for Invasive Procedures**

In this document, an invasive procedure is defined as surgical entry in to tissues, cavities, or organs or repair of major traumatic injuries: 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below should be the minimum precautions for all such invasive procedures.

1. All students and faculty who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves must be worn for all invasive procedures. Protective eyewear or face shields must be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. Gloves and gowns must be worn when assisting in vaginal or Cesarean deliveries, handling the placenta or the infant until blood and amniotic fluid have been dried from the infant's skin. Gloves must be worn during post- delivery care of infant and mother.
2. If a glove is torn or a needlestick or other injury occurs, the glove must be removed and a new glove donned as promptly as patient safety permits.

## **C. Workplace Practices**

1. Follow general guidelines for sterilization, disinfection, housekeeping and waste disposal. Place potentially infective waste in impervious bags and dispose of them as agency regulations require.
2. Blood spills will be cleaned up in accordance with agency policy.
3. Agency policy will be provided during orientation to the clinical facility.
4. Cleaning for CPR manikins is in accordance with CDC's/American Heart Association guidelines.

## **II. Self-disclosure, Confidentiality, and Non-discrimination.**

An aspiring or current student with AIDS or other positive HIV antibody tests (who self discloses) will be retained in their respective program based on their ability to perform in the classroom and clinical facility adequately and safely and on their willingness to follow prescribed measures to prevent the transmission of HIV and opportunistic infections. Faculty and staff who choose to self-disclose will be retained in their current position and will adhere to the same safety precautions previously identified. (See tracking procedures in exposure plan). Following a report of an exposure incident, all findings or diagnosis shall remain confidential.

- III. The student has the responsibility to notify the clinical instructor immediately of the** presence of communicable disease or close contact with someone infected with a communicable disease. The instructor will refer to the clinical facility infection control policy for assistance in making the determination if the student may attend clinical. Proof of immunity or screening may need to be submitted prior to student clinical experience.
- IV. Follow up to Exposure** - In the event that a student or faculty member becomes exposed to contaminated blood or body fluids, the following procedure is required:  
**Report exposure to authorities in health care agency and educational institution, department chair. Students will report through their clinical instructor. Any medical attention required is at the individual's expense.**

CENTRAL TEXAS COLLEGE  
Department of Nursing

REPORT OF OCCURRENCE

**PART I** Student/Employee/Faculty are to complete this report within 24 hours of the injury/occurrence.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Course No.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Location of Incident:** \_\_\_\_\_

Describe the incident (i.e. sharps injury, exposure to body fluids, communicable disease, medication error, falls, etc.):

Witness:

If patient related - Admission diagnosis:

Institution:

Client-

Hepatitis Status: Neg \_\_\_\_\_ Pos \_\_\_\_\_ Unk \_\_\_\_\_

Hepatitis Risk Assessment: High \_\_\_\_\_ Low \_\_\_\_\_

HIV Status: Neg \_\_\_\_\_ Pos \_\_\_\_\_ Unk \_\_\_\_\_

Comments: \_\_\_\_\_

Student/Employee Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II** Follow-up Procedures by Institution or Private Physician (Briefly note emergency care and discuss policy.)

**PART III** Safety Committee Review & Recommendations. Date: \_\_\_\_\_

This completed form will be maintained by the Safety Committee. A report of occurrences will be submitted to Risk Management. All information in this report is kept confidential and separate from the student's or employee's file.

POLICY ON  
ALCOHOL, DRUG AND MENTAL ILLNESS PROGRAM  
FOR STUDENTS

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.

The purpose of this review mechanism is to identify behaviors and intervene when student performance in the class or clinical area endangers patient health and safety and would, if demonstrated by an ADN, VN, or EMT/Paramedic be considered a violation of the Texas statutes regulating the practice of professional or vocational nursing and EMT/P. 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 (ADMIPS).

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.

CENTRAL TEXAS COLLEGE  
Vocational Nursing Program

**RELEASE OF INFORMATION CONCERNING STUDENT RECORDS**

Due to federal legislation, I understand it is necessary for me to sign a release of information concerning school records for prospective employers. I hereby authorize the release of such information to employers when a letter of reference is requested.

---

Student's signature

Date

---

Printed Name

Central Texas College  
Department of Nursing  
Release of Information

- A. I hereby authorize Central Texas College to release the results of my Criminal Background Check and Drug Screen to the facilities in which I may be assigned for clinical and/or field experiences.
- B. I hereby agree to inform Central Texas College ADN, VN, and/or EMS Program Coordinator and/or the facility if criminal activity or substance abuse occurs after the initial Criminal Background Check and Drug Screen is done.
- C. I hereby agree to a “for cause” Drug screen.
- D. I further agree to abide by all policies and procedures of Central Texas College and the Department of Nursing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CENTRAL TEXAS COLLEGE  
Vocational Nursing Program

Receipt of Vocational Nursing Program Handbook

Statement by student:

I acknowledge receipt of the *Vocational Nursing Program Handbook* which includes application questions for Texas Nursing License and I understand that I am responsible for reading, being aware of, and practicing (when applicable) the contents therein, including the Policy for Students with Alcohol/Other Drug Abuse/Dependency or Mental Illness.

---

Student's signature

Date

---

Printed Name

## 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, 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

\_\_\_\_\_  
SSN

\_\_\_\_\_  
College or University

\_\_\_\_\_  
Student Signature                      Date