

Department of Health Sciences

STUDENT HANDBOOK



**CENTRAL
TEXAS
COLLEGE®**

**Associate Degree Nursing
Vocational Nursing
Academic Year: 2023 – 2024**

Revised June 2023

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This Student Handbook has been prepared to provide guidance as you enter and progress through the Nursing Program and is to serve as an adjunct to the current CTC course catalog, class schedule, CTC DSS Student Procedures Manual, and the current CTC Student Handbook. Keep all resources digitally and refer to them often (visit the CTC student homepage at <http://www.ctcd.edu/students/current-ctc-students/>). Students should have a working knowledge of the CTC Student Handbook and retain as a reference while in the program.

** Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity and/or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations. <http://www.ctcd.edu/academics/catalog/catalog-texas/general-information/>

**WELCOME TO
CTC DEPARTMENT OF HEALTH SCIENCES**

Welcome to the Nursing Program within the Department of Health Sciences at Central Texas College. You have chosen a very rewarding health care profession that provides you with many future opportunities for employment and success.

Nurses represent the largest group of healthcare workers in America. To be a nurse today is an immense honor and privilege. Central Texas College has been preparing individuals to enter the field of nursing since Fall of 1968.

During your training you will experience an array of new challenges, wonderful ideas, and varied cultures all within an exceptional learning environment whether at your career campus or at the main campus at Central Texas College.

We have graduates who are working around the world and are making a valuable contribution to the quality of healthcare. This is your first step into the profession and we wholeheartedly welcome you as you begin your journey to join their ranks and wish you well during your next courses of study within our Nursing Programs.

Onward and upward we go, wishing you all of the success the Department of Health Sciences has to offer,

*Dr. Tammy Frew (Samarripa)
Chair, Department of Health Sciences
Central Texas College*



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INTRODUCTION

About Our Programs

The Associate Degree Nursing (ADN) Program at Central Texas College has been preparing individuals to enter the field of nursing since the Fall semester of 1968. We have over 2,000 graduates who are working in many places around the world and are making a valuable contribution to quality health care. The ADN program is approved by the Texas Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). After successful completion of the ADN program, a student is eligible to take the licensing exam (NCLEX- RN®) to become a Registered Nurse.



The Vocational Nursing Program (VN) at CTC began in 1976 and has graduated 1,735 students. The length of the Vocational Nursing Program is one year. 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, informatics, trends, legal aspects, human anatomy and physiology, growth and development, microbiology, and self-evaluation. Area hospitals and health care facilities provide opportunities for clinical experience and/or observation. The CTC VN program is approved by the Texas Board of Nursing. Graduates are eligible to take the licensing exam (NCLEX-PN®) to become Licensed Vocational Nurses.

Student Achievement Data

Year	NCLEX-RN® Pass Rates	RN Texas Average Pass Rate	RN National Average Pass Rate	NCLEX-PN® Pass Rates	PN Texas Average Pass Rate	PN National Average Pass Rate
2020	93.15%	91.9%	88.0%	83.33%	89.05%	85.63%
2021	89.55%	91.6%	88.5%	83.73%	89.3%	85.9%
2022	73.97%	84.28%	79.91%	74.42%	86.8%	83.8%

Certification Notice

By participating in a Central Texas College, Department of Health Sciences (DHS) program, the student understands and agrees that admission into a DHS program is not a guarantee of successful completion of the program. Likewise, the student understands and agrees that Central Texas College does not guarantee, upon completion of a DHS program an award of a degree or certificate, that students will become certified or licensed by any local, state or federal regulatory agency. Such certification or licensure is governed by the rules and laws of the locality, state, or federal regulatory agency.

Professional Licensure Statement

Upon completion of the Nursing programs at CTC, you are eligible to sit for the NCLEX exam. Once you successfully pass the NCLEX exam, and all requirements are met through the Texas Board of Nursing, you are licensed by this entity as a nurse. The professional licensing board in Texas to become a nurse is the Texas Board of Nursing. Here is the link to their website <https://www.bon.texas.gov/>.

Institutional Mission Statement

Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment based on race, color, religion, gender, national origin, age, disability, veteran

status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact faculty and the Director of Student Life.

Americans with Disabilities Act

The Americans with Disabilities Act as Amended (ADAAA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services.

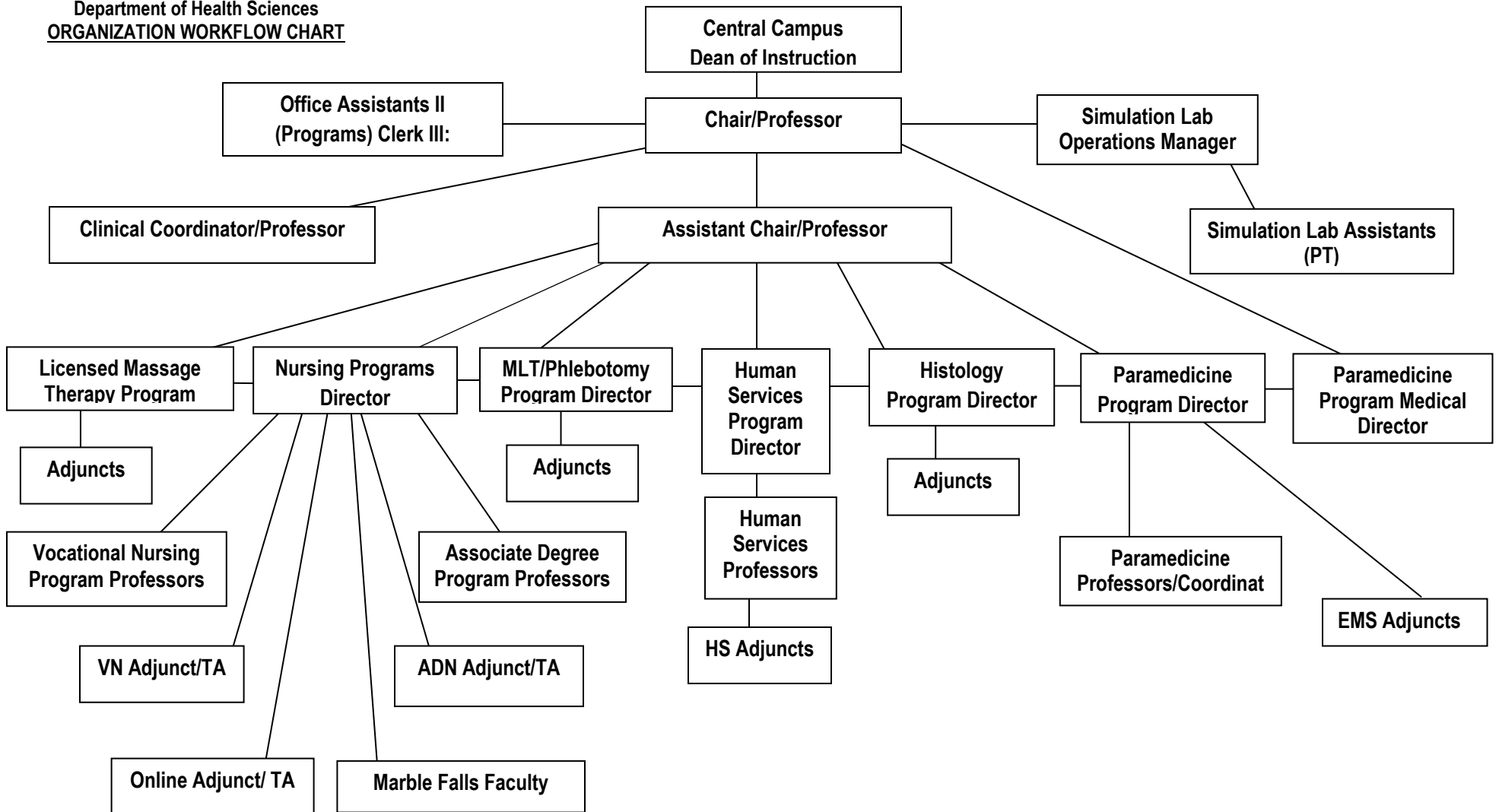
Support Services available to students are discussed in the CTC Student Handbook and in the Schedule Bulletin printed each semester. Please see <https://www.ctcd.edu/locations/central-campus/student-support/>

Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

Academic Studio – Student Success Center

The Central Texas College Academic Studio – Student Success Center (AS-SSC) provides comprehensive services that support student success and goal completion. Tutoring services; academic advising; information and resource referrals; scholarly success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical students make the AS-SSC the premier one-stop location for all of your student needs. Please see the CTC Student Handbook for additional Student Resources.

Central Texas College
 Department of Health Sciences
ORGANIZATION WORKFLOW CHART



For support or concerns, faculty is to follow their Chain of Command. All other concerns should follow the normal track of Course Faculty; Team Leader/Semester Coordinator; Programs Director; Assistant Chair; and then Chair, DHS.

Philosophy & Mission of the ADN and VN Programs

Department of Health Sciences (DHS) Mission Statement

In the DHS, we promote excellence in healthcare education to a diverse student population through credential health care programs, which are enriched with support for student success and employability.

Associate Degree Nursing Program Philosophy

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

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

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

Nursing education, which takes place in institutions of higher education, is a sequence of learning experiences which fosters the application of scientific and evidenced-based nursing practice outcomes through a systematic problem-solving process while also addressing the art of nursing.

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

The practice of the Associate Degree Nursing graduate is defined by four roles: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. (Differentiated Essential Competencies of Graduates of Texas Nursing Programs – DEC)

- As a member of a profession, the graduate is responsible to function within the ethical and legal scope of practice, assume responsibility and accountability for quality nursing care, participating in professional activities to promote development and practice of professional nursing, and demonstrate lifelong responsibility for continued competence in nursing practice.
- As a provider of patient-centered care, the graduate nurse must use clinical reasoning and nursing science as a basis for decision-making, follow a systematic process in providing comprehensive health assessment for a culturally, ethnically, and socially diverse patient population, be accountable for the plan of care, and be committed to the value of caring.
- As a patient safety advocate, the graduate demonstrates knowledge of rules and regulations governing safety requirements and standards to provide a safe environment for self and patients and uses evidence-based data/measures to prevent harm.
- As a member of the health care team, the graduate coordinates, collaborates, and communicates with patients, families, and the interdisciplinary health care team to facilitate comprehensive care, advocates for the optimal health status of patients and their families, manages patient information via technology and maintains confidentiality, and delegates care appropriately with supervision.

ADN Curriculum Organizing Conceptual Framework



Program Core Concepts

- The Central Texas College Associate Degree Nursing Program faculty has chosen four concepts: Caring, Clinical Reasoning, Communication and Community; and Five Conceptual Threads - Functional Health Patterns, Legal/Ethical Issues, Systematic Process, Interdisciplinary Collaboration, and Professional Socialization - to form the basis of the curriculum.
- The Functional Health Patterns developed by Gordon in 1994 provide a framework for holistic patient assessment. The 11 functional health patterns are health perception-health management pattern, nutritional- metabolic pattern, elimination pattern, activity-exercise pattern, sleep-rest pattern, cognitive- perceptual pattern, self-perception-self-concept pattern, role-relationship pattern, sexually-reproductive pattern, coping-stress tolerance pattern, and value-belief pattern.

The Four C's Defined:

- **CARING** is an altruistic principle involving respect and dignity that form the basis of actions on behalf of another.
 - Placing self and others in high regard
 - Involves both positive and negative feedback
 - Implies the attributes of empathy, respect, trust, honesty, and responsibility
 - Enhances learning in the educational environment through grounding of professional values.
 - The attitudinal basis of nursing and of the educational process.
- **COMMUNICATION** is a process whereby individuals or groups exchange ideas, feelings and opinions.
 - Requires a sender, a receiver and a message (either verbal or nonverbal)
 - Can be either effective or ineffective
 - Faculty and students want to communicate effectively
 - Effective communication enhances learning
 - To meet differing learning needs, a variety of teaching methods must be employed
 - Transcends the time/space continuum
 - Is present in all interactions
 - Via computers or other AV methods have the potential to be effective
 - For one to be successful, one must be able to communicate effectively
- **COMMUNITY** is an environment in which ADN students can deliver care to individuals and families in a community setting.
 - Is an environment with differing boundaries
 - Members are affected by multiple variables, for example age, culture, race, ethnicity, political group, diagnosis, etc.
 - Defines the scope of nursing practice
 - Influence decision making in education and healthcare
 - Formal education takes place within a community
 - May include non-human components
 - Members exist on a health continuum
 - Members may require assistance with health maintenance
- **CLINICAL REASONING** in nursing is a complex cognitive process that uses formal and informal thinking strategies to gather and analyze patient information, evaluate the significance of the information and weigh alternative actions, which result in prudent nursing decisions leading towards safe patient care.
 - An individual can and must be taught clinical reasoning in this curriculum
 - Clinical reasoning is fundamental to the systematic process, which includes assessment, analysis, planning, implementation, and evaluation
 - Clinical reasoning in the novice develops into intuitive thinking in the expert
 - All students that meet the entrance criteria for the AD nursing program are capable of developing clinical reasoning skills
 - Faculty will teach clinical reasoning through a variety of methods

Bevis, E. O. & Watson, J (2000). *Toward a caring curriculum: A new pedagogy for nursing*. Burlington, MA. Jones & Bartlett.

M. Gordon, (2010), *Manual of Nursing Diagnosis* (12th Ed.). Sadbury, MA: Jones & Bartlett Learning
Simmons, B. (2010). Clinical reasoning: concept analysis. *Journal of Advanced Nursing*, 66(5), 1151-1158.

Vocational Nursing Program Philosophy

The philosophy of the Vocational Nursing Program of Central Texas College is compatible with the philosophy of the DHS 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, reflects an 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.

VN Curriculum Organizing Conceptual Framework



Program Core Concepts

- The Systematic Problem-Solving Process is the core of the curriculum-organizing framework and is based on Maslow's Hierarchy of Needs and Erikson's Developmental Stages and Medical Model.
- The students are also guided in achieving the concepts of Caring, Clinical Reasoning, Community and Communication. Threads are woven throughout the curriculum and are identified as four DEC competencies: 1) Member of a Profession, 2) Provider of Patient Centered Care, 3) Patient Safety Advocate, and 4) Member of the Health Care Team, and six QSEN competencies: 1) Quality Improvement, 2) Evidence-based Practice, 3) Informatics, 4) Teamwork & Collaboration, 5) Safety, and 6) Patient-Centered Care, and legal aspects, ethics and values inherent to the nursing profession.
- These concepts, competencies, skills and personal qualities are woven throughout the curriculum and foster opportunities by which the student can meet the course outcomes.

ASSOCIATE DEGREE NURSING PROGRAM GOALS AND OUTCOMES



Program Goals

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

- a. Initially successful on the NCLEX-RN®.
- b. Able to provide competent, caring nursing care in a variety of community settings.
- c. Able to utilize communication and critical thinking.
- d. Committed to personal and professional development.

Program Outcomes

1. Program Completion
At least 70% of students will complete the ADN program on time. At least 85% will complete the program within 3 years.
2. NCLEX-RN® Performance
The ADN program annual licensure pass rates for first time test takers will be at or above the required 80% per the TBON Rule 215.4 (C)(2)(A) and ACEN criteria.
3. Job placement rates
85% of graduates who respond to the 6-month-follow-up employment survey will indicate employment as a registered nurse.

ADN End of Program Student Learning Outcomes

Based on the “Differentiated Essential competencies (DECs) of Graduates of Texas Nursing Programs” January 2021.
https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Upon completion of the Associate Degree in Nursing Program, the student will achieve the following learning outcomes and competencies:

Student Learning Outcomes	Student Competencies
<p>Member of the Profession</p> <ol style="list-style-type: none"> 1. Practice within a legal-ethical framework. 	<ol style="list-style-type: none"> A. Provide nursing care within the legal scope of practice, consistent with regulation, organizational policies, ethical principles, professional values, and nursing practice standards. B. Assume accountability for individual nursing practice. C. Use self-evaluation, reflection, and feedback to modify and improve practice.
<p>Provider of Patient-Centered Care</p> <ol style="list-style-type: none"> 2. Utilize clinical reasoning, clinical judgement, and evidenced based practice to provide caring, holistic, patient-centered care to diverse patients and families. 3. Collaborate and coordinate with patients, families, and the interdisciplinary health care team to plan, deliver and evaluate individualized care. 	<ol style="list-style-type: none"> A. Use clinical reasoning, clinical judgement, and nursing science as a basis for decision making in nursing practice. B. Perform comprehensive assessments to determine risk factors, physical and mental health status, needs, and preferences in identity, culture and spirituality, ethnicity, and social diversity of patients and their families. C. Analyze comprehensive assessment data to identify problems, and collaborate with patients, families, and the interdisciplinary health care team to develop and implement individualized plans of care. D. Identify priorities and evaluate outcomes and responses to interventions in comparison to benchmarks from evidenced-based practice, and modify plan of care to meet the changing needs of patients. E. Coordinate human, information, and physical resources in providing care for patients and their families.
<p>Patient Safety Advocate</p> <ol style="list-style-type: none"> 4. Implement measures to reduce patient risks and promote quality and a safe environment for patients, self and community. 	<ol style="list-style-type: none"> A. Recognize and report unsafe practices, environmental and systems incidents and issues that affect quality and safety. B. Formulate goals and outcomes and implement measures, using evidenced- based data, to reduce patient risks and promote a culture of safety. C. Accept assignments and tasks that take into consideration patient safety and organizational policy. D. Obtain instruction, supervision, or training if practice requires behaviors or judgements outside of individual knowledge and expertise.

<p><i>Member of a Health Care Team</i></p> <p>5. As an advocate, coordinate, with patients, their families and the interdisciplinary health care team to promote and facilitate quality patient-centered care.</p> <p>6. Coordinate and evaluate the nursing care of other team members through effective assignment, delegation and supervision.</p>	<p>A. Use strategies of cooperation, collaboration, and communication to plan, deliver, and evaluate interdisciplinary health care.</p> <p>B. Act as an advocate by supporting patient right of self-determination and promoting quality and access to health care for patients and their families.</p> <p>C. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to develop, implement and evaluate teaching plans to address, self-care, health promotion, maintenance and restoration</p> <p>D. Use current technology and informatics to enhance communication, support decision-making, and promote improvement of patient care.</p> <p>E. Assign, delegate, and supervise nursing care based on analysis of patient or unit need, and the knowledge, skills, and abilities of team members.</p> <p>F. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.</p>
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Strategies for Enhancement

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

VOCATIONAL NURSING PROGRAM GOALS, OBJECTIVES, AND OUTCOMES



Program Goals

The goal of the Vocational Nursing Program is to prepare graduates who are able to become Licensed Vocational Nurses by passing the NCLEX-PN®, to practice nursing according to stated competencies in structured settings, and to participate in professional development.

Program Objectives

Upon completion of the Program, the student:

1. Communicates effectively with providers and consumers of healthcare.
2. Provides information that enables patients/clients to meet their health needs under the direction of qualified health team members.
3. Provides nursing care to patients of varying developmental stages and need levels using the systematic problem-solving process to contribute to the information and maintenance of individualized nursing care plans.
4. Manages nursing care, for not more than five patients that occurs in non-complex areas where dependent nursing actions predominate and leadership and guidance for nursing actions are provided by qualified health team members.
5. Practices within the legal and ethical framework of the vocational nurse.
6. Assumes responsibility for development as a vocational nurse qualified to function in structured settings as accountable members of a health team.

Program Outcomes

1. Program Completion
At least 70% of students will complete the VN program within 150% of program time.
2. NCLEX-PN® Performance
The VN program annual licensure pass rates for first time test takers will be at or above the required 80% per the TBON Rule 214.4 (C)(2)(A).
3. Job placement rates
80% of graduates will be employed in nursing within three months of program completion.

Strategies for Enhancement

Data will be collected in an on-going process and will be analyzed each term by the VN Curriculum Committee, under the leadership of the Nursing Programs Director. Discussion of the data will be recorded in the VN curriculum committee minutes along with any changes made that were indicated by the data.

VN End of Program Student Learning Outcomes

Based on the "Differentiated Essential competencies (DECs) of Graduates of Texas Nursing Programs" January 2021.

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

Upon completion of the Vocational in Nursing Program, the student will achieve the following learning outcomes and competencies:

Student Learning Outcomes	Student Competencies
<p>Member of the Profession</p> <ol style="list-style-type: none"> 1. Practice within a legal-ethical framework. 	<ol style="list-style-type: none"> A. Provide nursing care within the legal scope of practice, consistent with regulation, organizational policies, ethical principles, professional values, and nursing practice standards. B. Assume accountability for individual nursing practice. C. Use self-evaluation, reflection, and feedback to modify and improve practice.
<p>Provider of Patient-Centered Care</p> <ol style="list-style-type: none"> 2. Utilize clinical reasoning, clinical judgement, and evidence-based practice to provide caring, holistic, patient-centered care to diverse patients and families. 	<ol style="list-style-type: none"> A. Use clinical reasoning, clinical judgement, and nursing science as a basis for decision making in nursing practice. B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families.

<p>3. Collaborate and coordinate with patients, families, and the interdisciplinary health care team to plan, deliver, and evaluate individualized care.</p>	<p>C. Report data to assist in the identification of problems, and collaborate with patients, families, and the interdisciplinary health care team to assist in development and implementation of individualized plans of care.</p> <p>D. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.</p> <p>E. Assist in the coordination of human, information, and physical resources in providing care for patients and their families.</p>
<p><i>Patient Safety Advocate</i></p> <p>4. Implement measures to reduce patient risks and promote quality and a safe environment for patients, self and others.</p>	<p>A. Recognize and report unsafe practices, environmental and systems incidents and issues that affect quality and safety.</p> <p>B. Assist in the formulation of goals and outcomes and implement measures, using evidenced-based data, to reduce patient risks and promote a culture of safety.</p> <p>C. Accept assignments and tasks that take into consideration patient safety and organizational policy.</p> <p>D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.</p>
<p><i>Member of a Health Care Team</i></p> <p>5. As an advocate, coordinate with patients, families, and the interdisciplinary health care team to promote and facilitate quality patient-centered care.</p> <p>6. Coordinate and evaluate the nursing care of LVNs or unlicensed personnel through effective assignment and supervision.</p>	<p>A. Communicate and collaborate in a timely manner with patients, their families and the interdisciplinary health care team to assist in planning, delivery, and coordination of patient-centered care.</p> <p>B. Participate as an advocate by supporting patient right of self-determination and promoting quality and access to health care for patients and their families.</p> <p>C. Assist in the development, implementation, and evaluation of teaching plans that address, self-care and health promotion, maintenance and restoration.</p> <p>D. Communicate patient data using technology to support decision making to improve patient care.</p> <p>E. Assign nursing activities to LVNs or unlicensed personnel based on analysis of patient or unit need, and the knowledge, skills, and abilities of team members.</p> <p>F. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.</p>

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 foundations of skills that are necessary in the workplace. 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 can be found at <https://wdr.doleta.gov/scans/whatwork/whatwork.pdf>

Differentiated Essential Competencies of Graduates of Texas Nursing Programs

Background

The Differentiated Essential Competencies (DECs) is the fourth generation of Texas Board of Nursing (BON or Board) education competencies with differentiation based upon the education outcomes of the three levels of pre- licensure nursing education programs, Vocational, Associate Degree, and Baccalaureate. The current revision was developed through a comprehensive review of current literature and research, nursing standards, state and national regulations, changes in the health care environment, and advances in nursing practice. Board Staff and Board-appointed DECs Work Group provided guidance and expertise to the process.

Purpose

The DECs were designed to provide guidance to prelicensure nursing education programs to prepare graduates to enter nursing practice as safe, competent nurses, as well as to provide a baseline for the health care setting of the nursing knowledge, skills, abilities, and judgment among graduates from Texas nursing programs. It is acknowledged that not all competencies can be evaluated upon graduation from a nursing program, but the graduate will have received the educational preparation to demonstrate each competency. As the novice nurse gains practice experience, the entry-level competencies from education will continue to grow as the nurse demonstrates an expanding expertise.

Definition of Competency

The American Nurses Association (2008) defined a competency as an expected level or performance that integrates knowledge, skills, abilities, and judgment (p. 3).

Outline of the DECs

Twenty-five core competencies are categorized under four main nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

Each core competency is further developed into specific knowledge areas and clinical judgments and behaviors based upon the knowledge areas. Redundancy is intentional so that section under each role can stand alone. Competencies for each level of educational preparation are presented in a table format. The competencies are differentiated and progressive by educational preparation. The scope of practice and competency level may be compared across the table.

Implications of the DECs:

Nursing Education:

- Guideline for curriculum development and revision.
- Benchmark for measuring program outcomes.
- Statewide standard to ensure graduates are prepared to enter practice as safe, competent nurses.

Employers:

- Guide for development of employee orientation and internship programs.
- Baseline for job descriptions and career ladders.
- Description of entry-level competencies for new nurses.
- Information helpful for reviewing and revising policies and procedures for nursing care.

The DECs for each type of program along with their corresponding Knowledge, Clinical Judgements and Behaviors can be viewed at

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

American Nurses Association (ANA) Code of Ethics for Nurses:

Preface

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

The Code of Ethics for Nurses serves the following purposes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Last updated by the American Nurses Association in 2015 (see <https://www.nursingworld.org/practice-policy>)

CENTRAL TEXAS COLLEGE
Department of Health Sciences
Associate Degree in Nursing Degree Plan

First Semester Prerequisite semester

	Credit Hours	Contact Hours
BIOL 2401 Anatomy and Physiology I	4	96
BIOL 2420 Microbiology for Non-science Majors**	4	96
ENGL 1301 Composition I	3	48
HPRS 2300 Pharmacology for Health Professions	3	48
	14 hrs.	288

Admission into the Associate Degree Nursing Program

Second Semester

RNSG 1115 Health Assessment	1	48
RNSG 1413 Foundations for Nursing Practice	4	144
RNSG 1262 Clinical -Nursing I	2	144
BIOL 2402 Anatomy and Physiology II	4	96
	11 hrs.	432

Third Semester

RNSG 1331 Principles of Clinical Decision Making	3	80
RNSG 2213 Mental Health Nursing	2	64
RNSG 1363 Clinical-Nursing II	3	288
PSYC 2301 General Psychology	3	48
	11 hrs.	496

Fourth Semester

RNSG 1347 Concepts of Clinical Decision Making	3	80
RNSG 1412 Nursing Care of Childbearing Family & Childrearing Family	4	96
RNSG 2362 Clinical-Nursing III	3	288
PSYC 2314 Life Span Growth and Development	3	48
	13 hrs.	512

Fifth Semester

RNSG 2331 Advanced Concepts of Adult Health	3	80
RNSG 2221 Professional Nursing Leadership & Management	2	64
RNSG 2363 Clinical-Nursing IV	3	288
ELCT Humanities/Fine Arts Selection	3	48
	11 hrs.	480

Total Credit/Contact Hours:

60 hrs.	2192 hrs.
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*Students utilizing financial aid or VA benefits, who must attend “part-time” or “full-time” to be eligible to receive aid/benefits, must be aware that credit hours for nursing (RNSG) courses alone may not meet credit hour requirements.

**Biology 2421 may be accepted in lieu of BIOL 2420.

- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.
- Transfer students must take all of their last semester courses at CTC.

CENTRAL TEXAS COLLEGE
 Department of Health Sciences
 Associate Degree in Nursing Degree Plan
 Nursing Option for Articulating (LVN/Paramedic to RN) Student

<u>First Semester (Prerequisites)</u>	Credit Hours	Contact Hours
BIOL 2401 Anatomy and Physiology I	4	96
ENGL 1301 Composition I	3	48
PSYC 2301 General Psychology	3	48
	10 hrs.	192
<u>Second Semester (Prerequisites)</u>		
BIOL 2402 Anatomy and Physiology II	4	96
BIOL 2420 Microbiology for Non-science Majors**	4	96
RNSG 1229 Integrated Nursing Skills	2	48
HPRS 2300 Pharmacology for Health Professions	3	48
	13 hrs.	288
<i>Admission into the Associate Degree Nursing Program</i>		
<u>Third Semester</u>		
RNSG 1331 Principles of Clinical Decision Making	3	80
RNSG 2213 Mental Health Nursing	2	64
RNSG 1363 Clinical-Nursing II	3	288
PSYC 2314 Life Span Growth and Development	3	48
	11 hrs.	480
<u>Fourth Semester</u>		
RNSG 1347 Concepts of Clinical Decision Making	3	80
RNSG 1412 Nursing Care of Childbearing Family & Childrearing Family	4	96
RNSG 2362 Clinical-Nursing III	3	288
	10 hrs.	464
<u>Fifth Semester</u>		
RNSG 2331 Advanced Concepts of Adult Health	3	80
RNSG 2221 Professional Nursing Leadership & Management	2	64
RNSG 2363 Clinical-Nursing IV	3	288
ELCT Humanities/Fine Arts Selection	3	48
	11 hrs.	480
Total Credit/Contact Hours:	55 hrs.	1904 hrs.

*Students utilizing financial aid or VA benefits, who must attend “part-time” or “full-time” to be eligible to receive aid/benefits, must be aware that credit hours for nursing (RNSG) courses alone may not meet credit hour requirements.

**Biology 2421 may be accepted in lieu of BIOL 2420.

- Upon successful completion of the last semester, articulation students will receive credit for RNSG 1413 and 1115.
- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.

CENTRAL TEXAS COLLEGE
DEPARTMENT OF HEALTH SCIENCES
VOCATIONAL NURSING CERTIFICATE FALL
ADMISSION ONLY

Prerequisites				
Course	Course Name	Credits	Contact Hours	Online (OL) Course Face to Face (TM) Course
BIOL 2401	♦ Anatomy & Physiology I + ^*	4	96	TM
HPRS 2300	♦ Pharmacology + ^*	3	48	TM
Total		7	144	
Fall First Semester				
1st 8 Weeks				
VNSG 1323	Basic Nursing Skills	3	128	TM
VNSG 1126	Gerontology	1	32	OL
16 Weeks				
VNSG 1429	Medical-Surgical Nursing I	4	80	TM
VNSG 1560	Clinical – Practical Nurse I	5	300	TM
2ND 8 Weeks				
VNSG 2331	Advanced Nursing Skills	3	112	TM
VNSG 1222	Vocational Nursing Concepts	2	32	OL
Total		18	684	
Spring Second Semester				
1ST 8 Weeks				
VNSG 1301	Mental Health and Mental Illness	3	48	OL
VNSG 1230	Maternity/Neonatal Nursing @	2	32	TM
16 Week Courses				
VNSG 1432	Medical-Surgical Nursing II	4	80	TM
VNSG 2560	Clinical-Practical Nursing II	5	300	TM
2nd 8 Weeks				
VNSG 1234	Pediatrics @	2	48	TM
VNSG 1219	Leadership and Professional Development @	2	32	OL
Total		18	540	
Program Total		43	1368	

*Alternate tracks are offered under this degree/certificate. See CTC website for additional information

♦ Prerequisites Courses must be taken before acceptance into the program

@ 5-week course

+ ^ Courses are stackable towards AAS Nursing Associate Degree {NUA15} and AAS Nursing Option for Articulating Student (NOA15)

- Must complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed with the past five (5) years.

POLICIES AND PROCEDURES

Policies of the DHS Program Student Handbook are congruent with the guidelines of the college and the CTC Student Handbook. The programs prepare the student for professional licensure; therefore, disciplinary action based on a nursing professional code of conduct is permitted by the college.

Final Decisions Notice

Decisions regarding student circumstances not covered by current DHS policies will be referred to an Adhoc Policy Committee, for final decision.

Verification of Compliance and Recordkeeping

The student's name, social security number, and verification negative findings of the Drug Screen and Criminal Background check will be kept in a confidential file during the student's tenure in the program. This information will be filed in a secured area to ensure confidentiality. Three years after graduation or withdrawal from the program, documentation will be destroyed. 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. Student information cannot be released without written consent from the student with identification of permitted information.

It is important that you provide your legal name on your Application for Admission as this is the name that will appear on your official student record and will be submitted to TBON. **It is the student's responsibility to have current name and contact information on file with CTC and DHS.**

Clinical Placements

Clinical experiences are completed only at sites with which Central Texas College, Department of Health Sciences has contracted for clinical rotations. Clinical placements are provisional and dependent upon each affiliated clinical facility's approval/acceptance of each student. Citizenship status, presence of blood-borne pathogens, vaccination status, and/or prior work history within a facility or its affiliates may result in the facility denying a student access to a facility for clinical experiences. **Note that the decisions are made by the facility based on the facility rules and regulations and are not controlled by Central Texas College.** Each incident will be addressed on an individual basis and withdrawal from the course or the DHS program may be necessary if clinical experiences cannot be met. Admission into any DHS program does not guarantee acceptance by any clinical facility, or completion of the clinical course or the program.

Students must successfully complete all clinical rotation assignments to fulfill degree and/or certificate requirements. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites.

General Admission Requirements

Applicants for the ADN and VN programs must be admitted to Central Texas College **first**. Once admitted to CTC, the following is required of all applicants in order to be considered for admission:

- Disclosure of the Social Security number is required for admission into the DHS Programs: Associate Degree Nursing and Vocational Nursing. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The DHS policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
- Meet with an Academic Advisor for assistance.
- All International or Community Foreign students must meet with an Academic Advisor for English as a Second Language (ESL) assistance.
- Be Texas State Initiative (TSI) complete and be cleared by the Academic Advisor by the ranking eligibility deadline date.

- Submit ADN and/or VN program application and provide copies of high school/college transcripts from all prior colleges attended to the DHS by the ranking eligibility deadline date.
- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test, which may be taken at the CTC Testing Center, or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC DHS. A HESI (A2) Prep book is available in the CTC Bookstore. The HESI (A2) is the only exam accepted. The exam must be completed with passing scores of 80% for ADN & VN Program, in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge. Anatomy and Physiology will also be required with passing scores of 60% for ADN & VN Program. HESI A2 exams greater than 2 years old will not be accepted. We recommend that prospective students take the HESI A2 when they are close to the semester in which they intend to enroll. Exam results are available immediately upon completion. If unsuccessful after two attempts, a 5-month remediation period is recommended before the HESI is retaken.
- Only transfer courses with a grade of a “C” or better will be considered for the CTC ADN Degree and/or VN Nursing Certificate Plan.
- **ADN & VN Program:** Complete and attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for all CTC ADN Degree Plan prerequisite/co-requisite courses whether taken at CTC or transferred from another college or university. This must be done by the eligibility deadline date.
- **ADN & VN Program:** Attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for CTC ADN Degree Plan lab science prerequisite/co-requisite courses. Lab science courses over five (5) years old must be repeated. Grades for the most current required lab science courses attempted within the last five years will be considered when calculating the overall lab science GPA. This includes any science courses that were repeated. This must be done by the ranking eligibility deadline date.
- A student has required lab science course within the last five years and earned grades of less than a “C” will be ineligible for admission into the Associate Degree Nursing Program.
- A student who has repeated HPRS 2300 more than once and earned grades of less than a “C” (75%) will be ineligible for admission into the Associate Degree Nursing/Vocational Nursing Certificate Programs. HPRS 2300 courses greater than five years old will not be accepted.
- Attendance is required at a **mandatory Preadmission Information/Orientation Session** with the Nursing Programs Director or designee during the semester all prerequisite courses are completed. **The following must be on record in the DHS prior to being scheduled for the session: CTC DHS program application, transcripts, TSI verification, HESI exam scores, and grades for all prerequisite coursework.** This meeting is normally held close to the ranking eligibility deadline date of the semester for which you are applying.
- There is no part-time option in the ADN or VN programs.

ADN Articulating (LVN/Paramedic to RN) Student Nursing Option Admission Policy

The Articulating student must meet general admission requirements of CTC and the DHS:

- Maintain a current LVN/LPN license or Paramedic certification/licensure through Texas Department of State Health Services and or National Registry of EMT.
- Submit two work references or appraisal forms (see program info packet), as an LVN/LPN, or Paramedic both from a supervisor within the last two years. All applicants for this program must have been employed one year full-time or two years part-time as a GVN/LVN or Paramedic in the two calendar years prior to admission to the Nursing Option for Articulating Student Program.
- The work experience requirement for the Nursing Option for Articulating Student Program may be waived before entry into the Program provided the following requirements are satisfied:
 - Graduation from the CTC Vocational Nursing Program, or CTC Emergency Medical Technology Paramedic Program within the last two years.
 - Current and valid LVN/LPN license, or current Paramedic certification/licensure
 - Attainment of at least a “B” (or 80%) or greater overall average in the CTC Vocational Nursing Program or Emergency Medical Technology Paramedic Program.

- A letter from the Emergency Medical Technology Program Director or VN Admissions and Standards committee chairperson recommending such a waiver.
- Appraisal forms (see program info packet) completed by two previous clinical faculty.
- Completion of all prerequisite courses listed on the Nursing Option for Articulating Student degree plan.
- Before registration in RNSG 1229 can occur, all first semester prerequisites must have been completed, and license and work experience must be verified.

ADN Transfer Student Admission Policy

The Transfer student must meet general admission requirements of CTC and the DHS:

- Paperwork must be on file **6 months** prior to the start date of the semester you are requesting entry.
- Apply in writing to the CTC ADN Admissions and Standards Committee requesting admission to the Program.
- Submit official or unofficial transcripts showing completed nursing courses along with grades. Nursing coursework cannot be over two years old.
- Provide CTC DHS with an official letter from the dean/director of previous nursing school **and** last clinical professor validating safe nursing practice.
- Provide a syllabus or learning guide for each course requested for transfer credit to the DHS. These documents must detail course content, credit hours, lab hours, clinical hours, and skills.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendations from the ADN Admissions and Standards Committee.
- A student dismissed from a previous nursing program for unsafe clinical practice will not be considered for admission.
- Once all requirements have been met, your record will be reviewed, and the final decision to accept or deny admission as well as your course placement and start date will be determined by the Admissions and Standards Committee.
- A letter granting transfer credit does not serve as acceptance into the CTC ADN program. All other DHS General Admission requirements must be met as well to be considered for **full admission**.
- Must complete 25% of the degree plan at CTC to meet residency requirements.
- Transfer students will only be accepted at the ADN I or ADN II semester in the program.
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “ADN and VN Readmission Policy.”

VN Transfer Student Admission Policy

The Transfer student must meet general admission requirements of CTC and the DHS:

- Transfer students will only be accepted at the VN I semester in the program.
- Paperwork must be on file **90 days** prior to the start date of the semester you are requesting entry. Your record will be on hold until all requirements listed above have been completed.
- Evidence of maintaining an overall average of 2.8 GPA at the previous vocational nursing program attended.
- Grades for all courses that are transferred in must be a “C” or better.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year.
- Students must complete at least 25 percent of the certificate semester credit hours at CTC to fulfill residency requirements.
- Submit a packet containing:
 - Letter of request for transfer: must be submitted **90 days** prior to the student’s requested start date. Applicants will be evaluated on an individual basis.
 - Two official letters from the previous nursing program validating safe nursing practice. One from the Director/Dean and the other from the last clinical professor is required.

- A complete course description, learning guide, and syllabi of the nursing courses for which you are requesting transfer.
- Applicants will be evaluated on an individual basis by the VN Admissions and Standards Committee.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendations from the VN Admissions and Standards Committee.
- Once all requirements have been met your record will be reviewed, and the final decision to accept or deny admission as well as your course placement and start date will be determined by the VN Admissions and Standards Committee.
- A letter granting transfer credit does not serve as acceptance into the CTC VN program. All other DHS General Admission requirements must be met as well in order to be considered for **full admission**.
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “Readmission Policy.”

Texas Board of Nursing (TBON) Time Frames

Please note the eligibility determination takes a minimum of 3-6 months. Disclosure of a positive criminal background will prohibit DHS registration. The student will be advised to petition TBON for an eligibility determination PRIOR to enrollment in a nursing program.

The prospective student for the CTC DHS will not be considered for admission until the Declaratory Order outcomes (in the case of a positive criminal history background check) are received by the Nursing Program Director, DHS from the prospective student/TBON.

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

Please refer to the “FREQUENTLY ASKED QUESTIONS REGARDING PETITION FOR DECLARATORY ORDER” on the TBON website for additional information.

Required Admission Meetings

Students will be required to attend two mandatory meetings to fulfill DHS admission requirements and complete the **mandatory Success Camp Modules by the due date listed on the letter of acceptance. Failure to complete any of the following will result in course withdrawal.**

- Preadmission Information Session
- Nursing Program Orientation
- Online Success Camp – **must be completed by due date.**

DHS Immunization and Health Requirements

****AFTER you are notified of selection to the ADN or VN Program and prior to registration for the first semester of nursing courses, you must provide documentation of each of the following mandatory immunizations:**

- **Tetanus/Diphtheria** Tdap must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- **Polio** Students enrolled in health-related courses are **encouraged** to ascertain that they are immune to poliomyelitis. (Not required)
- **Measles** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).
- **Mumps** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).
- **Rubella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).

- **Hepatitis B** Students must complete the Hepatitis B series which consists of a documented series of three vaccinations or two vaccinations of Heplisav-B (HepB-CpG). The three-shot series of injections are administered over a 6-month period of time; two doses of Heplisav-B are given 1 month apart, please plan accordingly! Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility**: 2- Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT- GIT or Q-Gold) or T-SPOT®TB test (T- Spot). Thereafter a 2- Step Tuberculin Skin Test, QuantiFERON®- TB Gold In-Tube test (QFT-GIT or Q- Gold), or T-SPOT®TB test is required annually. If a history of positive PPD, then a negative chest x-ray must be current and updated each year.
- **Varicella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).
- **Influenza** Must show current flu season vaccination no later than October 1st; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1st
- **Bacterial Meningitis** the Texas legislature passed a law requiring ALL entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster. (Refer to CTC Catalog)
- **Physical Examination** using the CTC DHS form and **must be completed no more than 90 days prior to the program start date**. The student completes the front page and the medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), or nurse practitioner (NP) completes the back page. Please make certain that the activity level (limited or unlimited) is noted on the physical exam form signed by the health care provider.
- **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted**.
- **Negative Criminal Background Check or Declaratory Order** from the Texas Board of Nursing (TBON) **completed no more than 90 days prior to the program start date**. All criminal history background checks must be conducted, and verification of negative results received prior to enrollment in the ADN/VN Programs. Negative results for the criminal history background check will be honored for the duration of the enrollment period in the Program.
- **Negative 11-Panel Drug Screen must be completed no more than 45 days prior to the program start date**. Results must be mailed, emailed, or faxed directly to the CTC DHS.

*Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently many or all clinical sites are requiring proof of COVID-19 vaccination to include documentation of COVID-19 vaccinations from Moderna, Pfizer, or Johnson & Johnson before entry into the facility as a clinical student. Students should expect this facility requirement to continue."

DHS Program Drug Screen Results Policy

1. A **Negative Drug Screen** is required for a student to be eligible for clinical placement in the program.
2. A **“Dilute” or “Unacceptable” Drug Screen** requires another urine sample to be submitted within 24 hours. This may include the circumstances of an unacceptable temperature sample. In this case, the student is responsible for paying for the second test.

Here are some tips to avoid a possible negative dilute result:

- If possible, provide your sample first thing in the morning.
- Limit the consumption of large amounts of water prior to the test.

3. A **Positive Drug Screen** is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel. The Program Director will follow up with the testing facility procedures and the student for further assistance in this case.

Failure to undergo the drug screen in the required designated time frame will result in ineligibility for clinical placement and grounds for course failure and delayed program progression.

The programs will honor drug screen and physical for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment from the DHS. A break in enrollment is defined as nonattendance of one full 16-week semester or more. FBI background checks completed through Morpho Trust do not need to be repeated.

Program Disclosures

During progression through the ADN or VN Program, inform the CTC DHS Nursing Program Director and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and wellbeing of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

Medical care, which results in student absence, must include the physician's return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or, as required by faculty. **Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DHS.** See Appendix for Medical Release.

The prospective student will also sign a statement agreeing to:

1. Inform the Nursing Program Director if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen or is aware of such 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 or removal from the program, and/or ineligibility for licensure.
2. A "for cause" drug screen when student's performance, conduct, or other action indicates possible substance use.
3. Provide a birth certificate, U.S. passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Liability Insurance

Current Liability Insurance will be purchased by CTC upon student admission to the nursing program with registration.

Lab Kit

Student will provide receipt showing proof of purchase of lab kit for clearance to register for nursing classes.

Allocation of Cost

Each prospective student must bear the cost of all the above requirements. Neither the College nor the clinical facilities provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

Estimated Cost of the Associate Degree Nursing Program*:

The cost of tuition of the program is based on the number of credits taken. At the end of the program you will receive an Associate Degree in Nursing. The program will consist of 5 semesters with a total of 60 credit hours.

Tuition and programmatic costs are according to your residential/military status. Refer to the current CTC Catalog for list of tuition prices. **Prices are estimates and subject to change.**

- Tuition (60 Semester Hours) & Differential Fees Refer to the current CTC Catalog/Class Schedule
- Textbooks and Supplies \$1500.00
- HESI(A2) \$65.00
- Student Check (*Includes: 11-Panel Drug Screen, immunizations and physical exam review & document uploads*) \$81.00
- FBI Criminal Background Check \$50.00 (MorphoTrust)
- Declaratory Order Enforcement \$150.00 (if applicable)
- Physical Exam/TB Screening/Required Immunizations Dependent upon facility and provider
- CPR (AHA or MTN only) \$120.00
- Lab Kit (Training Supply) \$270.25(subject to change)
- Uniforms \$300.00 (3 sets of scrubs w/1 warm-up jacket)
- CTC Student Nurse Association \$80.00 for 2 years – Optional, participation is encouraged
- Transportation Expenses – Dependent upon clinical rotations/assignments:

The DHS utilizes several clinical facilities. Students are responsible for transportation between home, college, and the clinical sites. All students are expected to travel to and from these areas at their own expense.

Estimated Cost for RN Licensure*:

- NCLEX-RN® Application fee \$100.00 - fee due 120 days prior to graduation.
- Pearson Vue fee \$200.00- fee is due 30 days prior to graduation.
- Jurisprudence Exam fee is included in application fee

Estimated Cost of the Vocational Nursing Program*:

The cost of the tuition of the program is based on the number of credits taken. At the end of the program, you will receive a Certificate of Completion. The program will consist of 4 semesters with a total of 44 credit hours.

Tuition and programmatic costs are according to your residential/military status. Refer to the current CTC Catalog for list of tuition prices.

- Tuition (60 Semester Hours) & Differential Fees Refer to the current CTC Catalog/Class Schedule
- Textbooks and Supplies \$1,000.00
- HESI(A2) \$65.00
- HESI for 3 Semesters \$480.00
- Uniforms \$300.00
- Physical Exam/TB Screening/Required Immunizations Dependent upon facility and provider
- CPR (AHA or MTN only) \$120.00
- Student Check (*Includes: 11-Panel Drug Screen, immunizations and physical exam review & document uploads*) \$75.50
- Lab Kit (Training Supply) \$285.00 (subject to change)
- FBI Criminal Background Check \$50.00 (MorphoTrust)
- Declaratory Order Enforcement \$150.00 (if applicable)
- Transportation Expenses – Dependent upon clinical rotations/assignments:

The DHS utilizes several clinical facilities. Students are responsible for transportation between home, college, and the clinical sites. All students are expected to travel to and from these areas at their own expense.

Estimated Cost for Licensure*:

- NCLEX-RN® Application fee \$100.00 - fee due 120 days prior to graduation.
 - Pearson Vue fee \$200.00- fee is due 30 days prior to graduation.
- Jurisprudence Exam fee is included in application fee

***All fees are approximations and are subject to change.**

Standardized Testing

Students will be required to complete nationally normed and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations. In the fourth semester of the ADN curriculum (the final semester of the Program), students are required to take an exit nationally normed comprehensive examination as part of the final grade. This examination is predictive of success on the NCLEX-RN® or NCLEX-PN®.

Program Completion Timelines

Students entering the ADN program are required to complete the program within 3 years of first RNSG course enrollment.

Students entering the VN program are required to complete the program within 2 years of first enrollment in VNSG 1222 or its equivalent.

ADN and VN Program Progression Requirements

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

- Achievement of a grade of “C” or higher in all courses in the curriculum including general education and nursing courses.
- Achievement of a minimum 75 percent course average or higher in all ADN & VN nursing courses.
- Achieve a minimum of 90% on dosage calculation exams, within three attempts, in the clinical courses prior to the second Friday of the semester to administer medications and to progress in the course.
- Successfully complete prerequisites to each nursing course.
- Complete co-requisites prior to or concurrently with nursing courses. **If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdrawal from the corresponding clinical course (Clinical Nursing I, II, III, or, IV) is required.**
- Course failure due to Academic Misconduct will require the student to withdrawal from all co-requisite DHS courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Approval/acceptance by each clinical facility for clinical rotations.
- Maintain current CPR certification AHA guidelines – BLS for Health Care Providers or Military Training Network.
- Provide documentation of medical release to the DHS to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, pregnancy, or “break in clinical” (nonattendance of one full 16-week semester or more), etc. that would result in a change of the physical limitations status. Failure to inform the program may result in immediate withdrawal from the course or program. **Documentation must be mailed, emailed, or faxed, directly from the healthcare provider to the DHS.**
- Provide annual documentation of negative results for TB (2- Step Tuberculin Skin Test, QuantiFERON®- TB Gold In-Tube test (QFT-GIT or Q-Gold), or T-SPOT®/TB test). If history of positive TB, then a negative chest x-ray must be current and updated each year.
- Provide proof of an annual influenza vaccination by October 1st and includes Spring Semester.
- Maintain negative 11-panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the course syllabus.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the, the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action, which could include dismissal from the program.

ADN and VN Program Readmission Policy

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- ADN students who are unsuccessful in one course, or withdraw from a course or the program (for any reason) while in passing status, must return within 1 year. Those who do not return within that timeframe must reapply to the program as a new student and must meet all admission requirements in place at the time of re-application.
- Students must meet the current general admission/progression requirements for DHS and their specific nursing track.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30-day period immediately prior to the first day of the semester for readmission students.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. **Failure or withdrawal with a failing average, from any two RNSG or VNSG courses will result in ineligibility for readmission.**
- Students who fail either program may reapply to the same program after 3 years. **Students dismissed from a program due to safety violations (unsafe practice), Code of Conduct Violations (Professional Code Violations), or Civility/ Affective Domain violations are ineligible for readmission.**
- Consideration for readmission is based on the following:
 - Faculty/team recommendation.
 - Academic grade average and clinical evaluation.
 - Reason(s) for failure, if applicable, or withdrawal.
 - Resolution of outside extenuating circumstances, if applicable.
 - Completion of remedial work and/or Admissions & Standards Committee requirements.
 - An interview of the student may be recommended by the A&S Committee.

Admissions and Standards, Student Readmission Letter: Any student applying for readmission to the nursing program must request readmission, in writing, to the A&S Committee and submit a written plan for success to be reviewed by the committee. The student’s readmission letter must be received by the deadline set by the A&S Committee at the end of each term.

- Letter to the ADN/VN Admissions and Standards Committee written by applicant must include:
 - Student Name
 - Nursing course name(s) and number(s) to which seeking readmission
 - Reason(s) for lack of success/progress in the course(s)
 - Plan for success if readmitted [Be specific please]
 - Semester and year seeking readmission
 - Student signature and date
 - Emailed to the course instructor and cc’ing the Nursing Programs Director by deadline (end of term)
- The committee determines eligibility for readmission and notifies the student in writing. A student that does not submit an A&S Readmission Letter by deadline is deemed ineligible for readmission. Each DHS program’s Admissions and Standards Committee will determine final course grade, status and decisions on a case-by-case basis.

Graduation Requirements

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Arts in General Studies and certificates of completion. To graduate from Central Texas College Associate Degree Nursing Program and Vocational Nursing Program, the student must:

- Apply for graduation by the deadline date (Application available on CTC website or in the Graduation office located in the Student Services building).
- Successfully complete all RNSG/VNSG courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Achieve a grade of “C” or higher in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent average or higher in all RNSG & VNSG courses.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.
- **Submit Application for Initial Licensure to Texas Board of Nursing 120 days prior to graduation.**
- **Submit NCLEX-RN® or NCLEX-PN® application to Pearson Vue 30 days prior to graduation.**

COMPLIANCE POLICIES



Compliance Policies
Central Texas College District
Student Clinical Program

RELEASE & ACKNOWLEDGEMENT OF ASSUMPTION OF RISK

In consideration for participating in the Central Texas College District Clinical Program

["Program"] for the tenure of the program which began on _____ and has an
(date)
expected end date of _____, I _____,
(date) (print name)

in full recognition and appreciation of the possible dangers and hazards inherent in the Program, including, but specifically not limited to, any motorized vehicle or equipment use or transportation whether provided by Central Texas College District, myself or another, or administration of medication associated with, during, or as a result of the Program, I hereby agree to and do assume all of known and unknown risks and responsibilities arising out of my participation in the Program, and any other activities undertaken as an adjunct thereto.

I hereby expressly do for myself, my heirs, assigns, and personal representatives waive, release, discharge Central Texas College District and all of its Officers, Directors, Trustees, employees, volunteers, and agents from and against any and all claims, demands, actions, or causes of actions that may arise as a result of any acts causing property damage, personal injury, or death as a result of my participation in the Program or any activities undertaken as an adjunct thereto.

I also hereby expressly agree to hold harmless, and indemnify Central Texas College District and all of its Officers, Directors, employees, volunteers and agents from and against any and all claims, demands, actions, or causes of actions that may arise resulting in property damage, personal injury or death as a result of my participation in the Program or any activities undertaken as an adjunct thereto.

I have had the opportunity to thoroughly review this document, including with a representative of my choice should I so choose. By signing below, I understand that I am giving up important rights and do so of my own free will.

**Form signed and located in student academic file or in Precheck software with pre-program documents.*

CTC ID# _____

Program: AND VN

Signature

Date

ZERO TOLERANCE POLICY

Central Texas College District is a Violence, Weapon, Discrimination and Harassment Free Zone.

A zero-tolerance policy is one which requires an appropriate penalty be imposed based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a “zero tolerance policy”, Central Texas College District will take appropriate disciplinary action for every illegal or unauthorized weapon, threat, incident of hazing, stalking, harassment, or discrimination, sexual misconduct, and/or violent act that is reasonably substantiated through investigation. Central Texas College District may also take disciplinary action for certain violations reported off campus to the extent these violations may have an impact on the campus. This includes but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, sexual assault and/or misconduct, and illegal conduct. (See CTC Student Handbook)

Attendance

The DHS abides by the College Attendance Policy published in the CTC College Catalog. Regular attendance for class, clinical, and lab is expected. Class attendance will be kept by the faculty. Students in all courses whether, face-to-face, blended, online, or synchronous delivery at extension campuses are expected to attend and participate regularly. Counseling, verbal and written, will be implemented if there is poor performance by a student in either the classroom, clinical, or lab area in correlation with excessive absence. If absences occur from the classroom, it is the student's responsibility to obtain missed material from peers. Absences in clinical/lab courses will result in loss of points and possible course failure. The faculty reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility. Absences from classes for any reason must not exceed CTC standards. See CTC Catalog, Student Handbook, and Course Syllabus for excessive absence policy.

Mandatory program sponsored events to include orientations, trainings, assembly, tutoring, and community events may require attendance or be on a voluntary basis as communicated by faculty and administration.

Tardiness

Students are required to be in the classroom, clinical, and lab on time. Arriving late to clinical will result in point deduction per the course syllabus. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Faculty may choose to lower a student's grade because of tardiness. Refer to the CTC Student Handbook or Course Catalog for Tardiness Policy.

Clinical Attendance

- Clinical placements are based on faculty availability and the ability of clinical sites to support student achievement of clinical and program learning outcomes. Students are not guaranteed assignments that are in close proximity to the campus on which they attend, whether central campus or an extension site. Students may be required to commute to distant facilities for clinical. Clinical placements are ultimately at the discretion of the faculty members for each clinical course. (Refer to Clinical Assignment Policy for placement considerations)
- A Nursing Student must inform faculty if they are assigned to a nursing care area/unit on which they are employed.
- Students may not work the night shift immediately prior to the beginning of the clinical dayshift.
- The student will be required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training. Failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the clinical course based on contractual obligations.
- Students in the preceptorship program may be required to work various shifts to include weekends and evenings. Preceptorship students cannot work clinical shifts on CTC holidays to include Thanksgiving Break and Spring Break, or on regularly scheduled class days.

- After acceptance into a program, the following must be on record: Written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy etc.

Clinical Absences

Regular clinical attendance is required, and excessive absences may result in failure of the clinical course.

A student with a legitimate, properly documented excuse (doctor's note, accident report, etc.) for a clinical absence, provided the absence call was made prior to the beginning of the clinical day, will be given an alternate assignment worth 75% of the total individual points for the day based upon the clinical objectives for the designated course or missed assignment. This policy applies to only **one day per semester** regardless of the number of rotations within that specific clinical course.

Skill Competency Requirements

Each student must demonstrate successful skills check-off, including drug dosage calculations, as applicable to each clinical course. If unsuccessful on the first attempt, the student will be scheduled for remediation and be provided up to two more attempts to pass (students will not be allowed to practice skills in the clinical setting until successful check off has been documented). Students are provided time on scheduled days and in open lab to practice skills before and between assessments. Students are recommended to seek instructor observation and critique prior to the second/third scheduled check-off times to ensure that they are demonstrating adequate skills acquisition. If the student is unable to successfully/safely demonstrate the skills after three attempts, he/she is considered unsafe for clinical practice. Therefore, the student will be unable to meet course objectives. This will result in course failure.

After successful skills acquisition has been documented through check-off, and passing the required dosage calculation exam, students are expected to maintain the ability to complete each skill accurately and safely in the clinical setting. Instances of error and/or inability to complete skills as required may result in counseling, required remediation, or discipline for unsafe practice. Each incident will be handled on a case-by-case basis.

At no time are students allowed to practice invasive skills on any human or animal.

DEPARTMENT OF HEALTH SCIENCES NURSING STUDENT DRESS CODE

- I. The **full** uniform is to be worn for all experiences in class, lab or clinical facilities. Any exceptions to the uniform must be approved by the Nursing Programs Director.

Uniforms:

- 4-Pocket Gray# Colored Top, clean and pressed.
- 4-Pocket Gray# Colored Pant, clean and pressed.
- Black# Colored Warm-up jacket, clean and pressed.
- Embroidered CTC Logo and "Nursing", 1 inch below left arm sleeve.
- Optional white or black undershirt (crew neck only – must match shoes). If short sleeve, no white or black can be visible under the sleeve length or the bottom hem of the top. Long sleeve must be no longer than wrist length.
- Clean, solid white or solid black non-permeable duty shoes (does not allow penetration of fluids). Shoes must have closed toes and closed heels.
- White or black (must match shoes), mid-calf crew socks.
- CTC Laminated Student ID card must be hole punched for clip and be visible at all times, located at the level of the chest. No attached objects to ID, except for Affiliated Clinical Facility Policy Requirements.
- Watch with sweep second hand (not digital) and available at all times. The band must be solid and either black, white, gray, or brown.
- Students may opt to purchase a stethoscope in addition to the one provided in the required lab kit. Approved colors are solid black or burgundy only. No sewn covers or attachments to the stethoscope are allowed.
- Black ink ballpoint pen. NO ERASABLE INK.

- Pocket size note pad.
 - Uniform modifications for cultural/religious needs are to be approved by the Nursing Programs Director
- II. The CTC nursing uniform, which includes student ID card, will be worn only for assigned CTC nursing activities. Students may not participate in any activity in which it could be construed that they are representing the DHS or acting as a student nurse when they have not been given DHS or faculty permission.
- III. Acceptable dress for alternate activity: Professional attire may be required by some agencies instead of a uniform.
- Must be clean and pressed.
 - Dress/skirt must be knee length.
 - Slacks only, no leggings, jeans, capris, crop, or mid-calf pants.
 - Shoes must be appropriate with a low heel- no flip-flops or sandals.
 - Jewelry- See V.
 - Name Badge- See II.
 - Modifications for cultural/religious needs are to be approved by the Nursing Programs Director.
- IV. Jewelry, Ornaments: The following jewelry may be worn with the student uniform-
- One solid metal wedding or non-porous silicone band only (no jewels or stones embedded)
 - One small stud per each ear lobe and no larger than 6mm in diameter.
 - Medical Alert Identification tags and religious necklace may be worn after approval by the Nursing Programs Director.
 - **It is prohibited to wear chains, rings, necklaces, dangling earrings, bracelets, nose, eyebrow, nipple, lip or tongue rings, including barbells, dermal implants or any piercing on any visible body part or visible through clothing.**
- V. Personal Appearance:
- The student must be clean and free from odor at all times. (Strong colognes and perfumes should be avoided)
 - Makeup must be used in moderation and with good taste.
 - No chewing gum.
 - Hair must be arranged so that it does not fall below the bottom of the collar.
 - If hair combs, **solid color** headbands, or pins are used to secure the hair, they must be brown, white, or black.
 - The hairstyle should be neat, tailored, well controlled, and without ornaments.
 - Hair should be natural in color (brown, black, blonde, gray, and natural red heads).
 - When beards and mustaches are allowed in the clinical facility, they must be neatly trimmed; otherwise, males must be clean-shaven. (Allowed on campus)
 - Nails must be clean and kept at fingertip length. No nail polish allowed.
 - Artificial Nails are prohibited. Student will not be allowed in the clinical setting with artificial nails due to infection control issues.
 - Visible tattoos must be covered as per clinical facility policy. (Non-offensive tattoos are allowed on campus**)
 - The student will be obligated to follow the policies of the clinical facility, which may include additional uniform/conduct requirements.
 - Outerwear (excluding uniform jacket): For classroom comfort, students may wear outerwear to include jackets and/or sweaters. Outerwear is not permitted in the Simulation/ Open Lab or clinical practice areas and per clinical facility policy.

****Offensive tattoos: The Nursing Programs Director is the final decision in tattoos needing to be covered while in the program.**

VI. Dress Code Infractions:

- Nursing faculty are allowed to provide one calendar day, per term, of guidance to a student for **classroom** infractions only. Students needing consideration beyond one calendar day are to be referred to the Nursing Programs Director.
- Clinical and simulation lab dress code violations are to be corrected immediately or are grounds to dismiss from a clinical day or simulation lab activity.
- Any program exceptions to this policy must be discussed and approved by the Nursing Programs Director.
- Violation of the Dress Code Policy is a violation of the Civility Policy. See Civility Policy in the current DHS Nursing Student Handbook.

DEPARTMENT OF HEALTH SCIENCES CIVILITY/CODE OF CONDUCT

Civility Mission Statement

“Central Texas College, DHS believes nursing is a caring and compassionate profession that is deeply-rooted in personal and professional accountability. Treating others with value, respect, justice, equality and dignity is essential to our mission and purposes in creating and supporting a culture of civility. Faculty, students, staff and clinical associates are considered equal and active members of our community. All who work, live, study and teach in our community are here by choice and as a part of that choice should be dedicated to ideologies of respect which are an integral part of creating and supporting a culture of civility.”

Values and Ethics in Nursing

“Through the educational process, students are provided the necessary experiences to develop the knowledge, behaviors, and skills expected of practicing nurses. In addition, the clinical judgments of the nurse are guided by various values and beliefs about oneself and society. It is recommended that nursing educators strive to foster commitment to the following values and ethical principles believed to be inherent to the nursing profession” (Texas Board of Nursing Differentiated Essential Competencies, 2010):

- 1) **Altruism** – Concern for the welfare of others seen through caring, commitment, and compassion
- 2) **Human Dignity** – Belief in the inherent worth and uniqueness of the individual seen through respect, empathy, humanness, and trust
- 3) **Truth** – Faithfulness to fact seen through honesty, accountability, and authenticity
- 4) **Justice** – Upholding moral and legal principles seen through courage, advocacy, and objectivity
- 5) **Freedom** – Capacity to exercise choice seen through openness, self-direction, and self-discipline
- 6) **Equality** – Having the same rights and privileges seen through acceptance, tolerance, and fairness
- 7) **Esthetics** – Identifying the qualities of objects, events, and persons that provide satisfaction as seen through creativity, sensitivity, and appreciation.”

“Values and beliefs about oneself and society guide the clinical judgments of the nurse. To act as a moral agent and to advocate on behalf of patients, the nurse must be sensitive to ethical issues inherent in health care settings and health care policies. Through the educational process, students clarify personal and professional values and develop the knowledge, judgments, behaviors, and skills expected of nurses practicing ethically.” “Professional values are enduring beliefs or ideals that guide practitioners and serve as a framework for professional decisions and action. These values are the foundation for moral standards of right and wrong, established in accordance with the profession’s norms and traditions. As a practice discipline, nursing’s fundamental value is caring, growing from altruism – a concern for the well-being of others.” Caring, as a human endeavor, places demands on the character, knowledge, judgments, behaviors, and skills of the nurse. A nurse’s first moral obligation is to be a competent practitioner” (Texas Board of Nursing, Differentiated Essential Competencies, 2010, p. 5).

The ANA Code of Conduct for Nurses clearly identifies intimidating behaviors as unethical and describes the individual nurse’s responsibility to not engage in such behaviors (ANA, 2015). See *ANA Code of Ethics for Nurses* section http://www.nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html, 2015.

Teamwork & Collaboration

Definition: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. Attitudes to achieve effective teamwork and collaboration are:

- Acknowledge own potential to contribute to effective team functioning
- Appreciate importance of intra- and inter-professional collaboration
- Value the perspectives and expertise of all health team members
- Respect the centrality of the patient/family as core members of any health care team
- Respect the unique attributes that members bring to a team, including variations in professional orientations and accountabilities
- Value teamwork and the relationships upon which it is based
- Value different styles of communication used by patients, families and health care providers
- Contribute to resolution of conflict and disagreement
- Appreciate the risks associated with handoffs among providers and across transitions in care
- Value the influence of system solutions in achieving effective team functioning (http://qsen.org/competencies/pre-licensure-ksas/#teamwork_collaboration).

The Joint Commission ©2014: Sentinel Event Alert, Issue 40: Behaviors that undermine a culture of safety, #40, (July 9, 2008).

Update (September 2016): Behaviors that undermine a culture of safety continue to be a problem in health care. While the term “unprofessional behavior” is preferred instead of “disruptive behavior,” the suggested actions in this Alert remain relevant.

“Intimidating and disruptive behaviors can foster medical errors, contribute to poor patient satisfaction and to preventable adverse outcomes, increase the cost of care, and cause qualified clinicians, administrators and managers to seek new positions in more professional environments. Safety and quality of patient care is dependent on teamwork, communication, and a collaborative work environment. To assure quality and to promote a culture of safety, health care organizations must address the problem of behaviors that threaten the performance of the health care team.”

Standards of Nursing Practice

In addition, the student will follow the Texas Board of Nursing Rules and Regulations to include §217.11, Standards of Nursing Practice §217.12, Unprofessional Conduct, and §213.27 Good Professional Character. **The rules will apply in classroom, laboratory, and clinical. Failure to act accordingly may result in disciplinary action. The TBON rules and regulations noted above may be found by visiting:** http://www.bon.state.tx.us/laws_and_rules_rules_and_regulations.asp and https://www.bon.texas.gov/rr_current/213-17.asp

Student Code of Conduct

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

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

DHS STUDENT - CODE OF CONDUCT CONTRACT

At Central Texas College Department of Health Sciences, We Commit To:

A zero-tolerance approach to incivility and may dismiss a student on the grounds of incivility. Each student by his/her own admission to the Central Texas College DHS acknowledges and accepts this policy.

Civility: authentic respect for others, requiring time, presence, engagement, and an intention to seek common ground (Clark, 2008).

Incivility: disregard and insolence for others, causing an atmosphere of disrespect, conflict, and stress (Emry & Holmes, 2005).

Horizontal [Lateral] Violence (HV): harmful behavior, attitudes, actions directed to one colleague by another colleague. HV controls, humiliates, degrades or injures the dignity of another (Proactive Nurse, 1996).

Workplace Bullying: repeated, health – harming mistreatment of one or more persons (target) by one or more perpetrators including: verbal abuse, offensive behaviors (including nonverbal), which are threatening, humiliating, or intimidating, and work interference which prevents work from getting done (Namie & Namie, 2011).

The following is a description of the professional performance responsibilities of all students in a Central Texas College DHS Nursing Program:

Attentiveness: the student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. Student is consistently on time for lecture and stays until the end of presentations. The student is alert during the presentation, and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: the student has a positive, open attitude towards peers, faculty, and others during the course of nursing studies. Student maintains a professional bearing in interpersonal relations. Student functions in a supportive and constructive fashion in group situation and makes good use of feedback and evaluations.

Maturity: the student functions as a responsible, ethical, law-abiding adult.

Cooperation: the student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness: the student acquires interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: the student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: a student shows appropriate respect for those placed in authority over him/her both within the college/ institutions and in society.

Personal Appearance: the student's personal hygiene and dress reflect standards expected of a professional nurse.

Communication: the student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Professional role: the student conducts self as a professional role model at all times and in compliance with standards of practice relative to nurses and the ANA Code of Ethics for Nurses.

Judgment: the student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in personal, academic life and the clinical setting.

Ethics: the student conducts self in compliance with the ANA Code of Ethics.

Moral Standards: the student respects the rights and privacy of other individuals and does not violate the laws of our society.

DHS Program Expectations

As future nurses and leaders, the students must manage disruptive and inappropriate behaviors within one's self, peers and others. *Examples of uncivil behavior include, but are not limited to:*

- Demeaning, belittling or harassing others; *overt or covert behaviors via all forms of communication including social media.*
- Slandering, gossiping about or damaging a classmate/faculty's reputation;
- Habitually interrupting as others speak;
- Not paying attention, listening, or responding to others who address you;
- Not responding to email, letters or voicemail that requires a reply;
- Sending emails that are inflammatory in nature;
- Speaking with a condescending attitude;
- Yelling or screaming at faculty, peers, or clinical staff;
- Habitually arriving late to class;
- Knowingly withholding information needed by a peer, faculty, or clinical staff;
- Discounting or ignoring input from faculty regarding classroom and/or clinical performance or professional conduct;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others, this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums;
- Using up supplies or breaking equipment without notifying appropriate staff/faculty;
- Rudeness that ultimately escalates into **threats or actual physical violence**.
- Failure to participate in class and/or complete classroom assignments.
- Dress Code Violations

Conventions of good classroom manners and DHS student responsibilities include, but are not limited to:

1. Asking permission to tape record and respecting the speaker's decision to allow or disallow.
2. Refraining from verbal, physical (any) harassment.
3. Refraining from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
4. Utilization of Internet during classroom time is prohibited unless instructed to do so.
5. Listening respectfully to each other.
6. Responding respectfully and reflectively to ideas aired in the classroom.
7. Refraining from personal insults, profanity and other communication-stoppers.
8. Recognizing and tolerating different levels of understanding of complex social and cultural issues among your classmates and faculty.
9. Arriving on time to class/clinical sessions.
10. Bringing the required supplies and being ready to be actively engaged in the learning process.
11. Focusing on the business at hand, the class, its content, learning, and the faculty.
12. Turning cell phones off or on vibrate before the start of class.
13. Abstaining from texting during class time.
14. Observing all classroom policies.
15. Abstaining from sleeping in class. (*Laying your head on the desk or sleeping in class is rude and is distracting to others*).
16. Turning in assignments on time.
17. Being courteous in class. (*This does not mean that you have to agree with everything that is being said. However, your point(s) will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with faculty, speak with him/her after class*).

18. Raising a hand to indicate a question or, as a courtesy to classmates and faculty. *(Remember, your questions are not an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing, but is too shy to ask it. So, ask questions! You will learn more, it makes the class more interesting, and you are helping others learn as well).*
19. If an emergency should arise that requires an absence from a class session, the student shall make arrangements to get notes and all other information that was covered in class from a colleague/peer.
20. Follow the syllabus in making appointments to see faculty, especially after exams.
21. Understand; exams and calculations of grade earned are *not* a starting point for negotiation. *Faculty is willing to work with students to meet learning needs, but will not negotiate individual terms with students.*

The continuance of any student enrolled in a DHS Program, the receipt of academic credit, and the granting of a degree rests solely within the authority of Central Texas College and the DHS.

DHS CIVILITY POLICY

Central Texas College DHS has a zero-tolerance approach to incivility and may dismiss a student on the grounds of incivility. Each student by his or her own admission/continuation in the Central Texas College Associate Degree Nursing Program or Licensed Vocational Nursing Program acknowledges and accepts this policy.

- I understand my student professional performance responsibilities in the DHS.
- I understand DHS program expectations and CTC Student conduct expectations.
- I understand expectations for professional conduct, affective domain, and student learning behavior objective.
- I understand the consequences of behavior for all offenses.
- I understand the consequences for egregious behavior.
- I understand the zero-tolerance approach to incivility and that I may be dismissed on the grounds of incivility.
- I understand by my admission to the Central Texas College DHS, that I am acknowledging and accepting this policy.
- I understand and have read the Central Texas College Civility Policy. Further, I understand the rules, and agree to comply with them. Should I violate the rules of this policy, it will result in disciplinary action, which may include expulsion from the DHS Program
- I understand that any behavior or action determined to be a breach of this policy or contract may result in corrective action or dismissal from the Associate Degree Nursing Program and/or Licensed Vocational Nursing Program.

Professional Conduct

DHS students are expected to behave with professionalism in all phases of training and in all communications, whether written, verbal or non-verbal. Students are expected to uphold the American Nurses Association (ANA) Code of Ethics and the CTC Student Code of conduct. Students are expected to demonstrate personal integrity, professionalism, and appropriate interpersonal skills throughout the program. Failure to demonstrate civility, professionalism, and abide by the American Nurses Association Code of Ethics may be grounds for suspension and/or dismissal.

Affective Domain

The affective domain evaluation measures the students' attitudes, behaviors, motivation, appearance and professional attributes, as well as classroom conduct. Passing is dependent on appropriate classroom behavior, professional ethics, and adherence to policy and affective course objective. Students must achieve all course objectives to pass a course, which includes the behavioral objective as stated below:

Student Learning Behavior Objective

Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions.

Code of Conduct Disciplinary Procedures (Pink Slips)

Receiving a pink slip is equivalent to a written warning; only five (5) warnings will be provided within a semester timeline, to include all nursing courses that semester, the fifth being the final warning. The pink slips will be issued in the event that an uncivil, disruptive and/or inappropriate behavior has occurred (see examples above). The five pink slip occurrences can encompass different infractions pertaining to the Code of Conduct Contract.

The student will be asked to stay after class, directly following the event, and be provided a pink slip immediately; the written counseling statement will follow within 24 to 48 hours. During counseling, the student will have the option of providing a written statement of the event within 24 hours.

Failure to comply with the requirements of any policies in the CTC DHS ADN/VN Student Handbook or CTC Student Handbook may result in the actions outlined below:

Breaches of the behavioral objective will result in the following consequences:

- On the first three offenses, a pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips in a single semester, within a program will cause the student to fail the affective domain objective and be dismissed from the program.
 - In most cases, a written warning and time period for improvement and remediation should demonstrate a change in behavior.
- On the fourth offense, another pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - The student nurse will be required to meet with the Nursing Programs Director.
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips in a single semester will cause the student to fail the affective domain objective and be dismissed from the program.
- On the fifth offense, the final pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - With the fifth infraction, the student will have failed the affective domain objective and be withdrawn from the program
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips within a single semester have caused the student to fail the affective domain objective and be dismissed from the program.
 - The Nursing Programs Director and Assistant Chair will meet with the DON, Chair and recommend dismissal from the program.
 - Students dismissed due to Code of Conduct/Civility violations are ineligible for readmission.

Appeals: Non-Academic Misconduct

Prohibited behaviors that fall under the heading of Non-Academic Misconduct are listed in the CTC Student Handbook and addressed under Grievance, Disciplinary Procedures and Appeals section in this Handbook.

Egregious Behavior

In cases where the behavior is significantly unacceptable, egregious, or pose a threat to the well-being of others, the failure of the affective domain objective will be immediate. A counseling statement will be implemented by faculty and reviewed by the Nursing Programs Director, Assistant Chair, and Chair, DHS.

Failure to demonstrate civility, professionalism, and abide by the American Nurses Association Code of Ethics may be grounds for suspension and/or dismissal.

Per the CTC Student Handbook, **“Nothing in this Code of Conduct, including disciplinary hearing procedures and a student’s right to appeal, shall preclude a faculty member from requesting a disruptive student to immediately leave a class or activity for that class period. If the student fails to comply with the request, the faculty member may seek assistance from the Campus Police.** Such actions taken on a one-time basis shall not be subject to appeal.”

DHS Faculty have a right to maintain a safe, productive and positive learning/ work environment. Students may be dismissed from any nursing course (class, clinical, or lab) for the day, based on behavior deemed as uncivil, disruptive, unsafe, or unprofessional behavior that disrupts the learning and teaching environment of that course.

DEPARTMENT OF HEALTH SCIENCES COMPUTER LABORATORY/IPAD POLICY

This document is designed to specify the rules and requirements that govern the use of software and hardware in the computer laboratory and issued iPad for class use. Students who violate the agreement will be expelled from the lab and have their laboratory/iPad privileges revoked. All software and documentation provided in the computer laboratory/iPad are copyright protected. This policy is designed to safeguard those copyrights and protect the laboratory/iPad from viral infections. The Computer Laboratory business hours are Monday–Thursday; 8:00am – 5:00pm and on Friday; 8:00am – 11:30am (or as posted). iPad are reserved for classroom use as needed. **Note: Schedule is subject to change. Check for postings of closed/reserved dates and times.**

COMPUTERS/IPADS

- Users must be enrolled in at least one (1) CTC course, or obtain permission from the Department Chair. iPad users are to be enrolled in one (1) DHS course.
- Student will be allowed access to the computer lab after access policies are signed. Student must show: Current CTC photo ID to use the computer lab.
- Student must **sign in** before beginning work in lab or with iPad. If students leave the room for any reason, they must **sign out** of the computer lab/ or leave the iPad with the instructor.
- Food, drinks, beverage containers or tobacco products will not be brought into lab or near iPads.
- Non-educational game playing is not permitted on computers in the computer laboratory/iPads. Any student found playing games will be disciplined by Program Director.
- No children are permitted in the lab. Students with children will be asked to leave.
- Please silence all cell phones while in the Computer Lab. All calls must be taken outside of computer laboratory.
- If any computer equipment or iPad malfunctions, users should not attempt to repair it. Please notify a member of the Computer Lab staff immediately.
- Students may not change, modify, or update computer or iPad configurations.
- Loud talking is prohibited. Please help us maintain a library-like atmosphere. Please refrain from having group meetings and cell phone conversations in the lab, as they are a distraction to your fellow users. If deemed necessary, a member of the Computer Lab staff may ask you to leave.
- **No Printing** in the Computer Lab or off iPad.
- Any behavior, which is detrimental to the teaching or learning environment, will result in the Lab Assistant asking the student to leave. If a 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.

Due to COVID-19 guidelines, computer lab policies and procedures are subject to change and will be relayed to students by faculty or as posted.

INTERNET ACCEPTABLE USE POLICY

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 communications 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 DHS is 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 the computer, computer systems, or computer networks.
 - Violating copyright laws.
 - Intentionally wasting limited resources, including the use of “chain letters” and messages broadcast to mailing list or individuals.
 - Personal e-mailing.
 - Social networks.
 - Chatting. Chat rooms are off limits.
 - Instant messaging.
 - Installing software in the lab. With the exception of clinical VCE for clinical labs.
 - Online game playing.
 - Saving files to the Workstation hard drive—you must use a USB/Thumb drive.
5. Violations will result in the loss of access to the DHS computer laboratory as well as other disciplinary or legal action.

Computer Accessibility

Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree and Vocational Nursing courses (RNSG, VNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG, VNSG or HPRS courses have access to a computer with [minimum technical requirements](#), have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plug-ins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.

Nursing Student Testing Procedures*

1. Exam dates will be posted on the course daily plan and/or Blackboard at the beginning of each semester.
2. All major exams include multiple choice and alternate format questions based on the NCLEX format except for dosage calculations for administration questions in selected courses. All exams are timed. Generally, 1-1.5 minutes per question is allowed, provided the class schedule allows. Select all that apply questions increase in exam percentage as the student progresses each semester, per curriculum guidelines. In addition, the final semester includes a testing setting of forward only exams with no backtracking, to mirror NCLEX testing settings. There is no partial credit for exam items.
3. Students who arrive late for an exam will not be given extra time beyond the allowed time from the start of the exam. Time allotted for the Final Exam is 2 hours and will follow CTC College Catalog policy.
4. Students taking online line exams at the testing center will follow the testing center policies.
5. Attendance at Examinations: Examinations will be given on the dates noted on the daily plan. If a student cannot attend an examination, the course faculty must be notified at their office number or by email before the examination is given. It is your responsibility and a requirement to notify faculty in advance of any absence to retain the privilege of sitting for a make-up examination without grade penalty. ADN and VN students requiring a make-up exam will report to the DHS on the designated date and time following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded.
6. Make-up exams may be in a variety of forms to include an essay and/or alternate format items.
7.
 - A. ADN students must achieve a minimum 75% test average in all nursing theory and clinical nursing courses.
 - B. VN students must achieve a minimum 75% test average in all nursing theory courses and clinical nursing courses.
 - C. Dosage Calculation exams given in ADN and VN clinical courses must be passed at 90 percent within three testing opportunities. Failure to achieve 90 percent will result in a clinical course failure.
8. Assigned seating may be used during exams. All electronic devices are prohibited during testing; such items include, but are not limited to cell phones, Bluetooth headphones, smart watches, portable electronic devices, etc.
9. Paper Exams: ParScore™ Scantron forms and exam booklets are turned in to the faculty monitoring the exam and will be counted at the end of each exam. No exams may be removed from the testing room. Scratch paper, if used, will be turned in with the exam.
10. Paper Exams: Once the student has submitted the ParScore™ Scantron on exam day, they will no longer have access to it and only this document will be accepted for exam answers. It will not be manipulated by the student or faculty in any form. For example: by adding, omitting, or changing of the answers with the exception of adding alternate items and/or math answers by the faculty.
11. Exam question challenges offered after exams are an opportunity for student/faculty discussion and clarification for learning. Challenging an exam question does not constitute the test question will be thrown out or credited to the student(s). Statistical exam analysis performed by course faculty is the overriding determinant of exam validity and reliability in the course and program.
12. Exam items that are thrown out or offered at full credit will be credited back at the original value of the item. There will not be an “extra” point for students that had the question correct originally.
13. A class review of exams may be scheduled per course syllabus/ course calendar.
14. **Individual exam review with the faculty must be scheduled within a week of the exam being administered. Test reviews will be done in the same format as delivery of the course to include face-to-face or virtual. Students may review only the most recent exam (example- exam one can no longer be reviewed after exam two has been given). Review of all exams at one time will not be permitted.**

15. Exam grades will not be given out over the telephone or via email. Any academic grievance to exam grades are to follow the DHS grievance process in the timeline allotted (See Grievance section in this document).
16. Students with documented disabilities may request accommodations on exams with Disability Support Services (DSS). The student must schedule exams with DSS based on exam dates of the course. DSS will contact the faculty with a request for exams and outline of accommodations for the student. It is the **responsibility of the student** to communicate with each course instructor about accommodations and exam schedule arrangements per the CTC DSS Student Procedures Manual.

DHS TESTING SECURITY POLICY*

Disclosure of exam content and cheating on a test is prohibited; as such, practices undermine the integrity of the examination process. The following DHS policy applies to CTC testing areas, which include the Testing Center, individual classrooms, computer labs, and other campus areas where a testing environment is organized for the purpose of a testing assessment.

The following student misconduct is prohibited and infringements will be subject to disciplinary action, which may include suspension or expulsion, and removal from testing area, and/or being administratively dropped from the course with a grade of “F.” (*CTC Student Handbook*)

- Causing a disruption and/or disturbance in testing area.
- Bringing unauthorized electronic devices (whether turned on or off) or other prohibited items to the testing area on their person or within reach of the student.
- Collaborating with another student and/ or copying answers when not authorized by the instructor, or during a test without permission.
- **Obtaining, recording, using, buying, selling, stealing, transporting, soliciting sharing, or making available the contents of a test or coursework (to include taking pictures or screenshots).**
- Continuing to test after a testing supervisor/ faculty, has instructed examinees to stop.
- Leaving the exam platform / exam webpage and accessing any other webpage software or computer application without permission. (This includes minimizing the exam platform window to access any other program).
- Taking any test materials out of the testing area. All test materials must be returned intact to the test supervisor after testing.

The testing center / computer lab may not be used for any other purpose other than testing while an exam is being administered. Using the computer for any other purpose, during testing, will be considered academic misconduct and enforced per CTC policy.

Grace Period

If there is a system malfunction, a student will be granted the amount of time lost to finish the examination as arranged by the course lead faculty.

Disruptions

From time to time, a testing session is disrupted by unforeseen events (power failure, fire drill, etc.). If this occurs, appropriate accommodations will be made by the course lead faculty.

No Reentry

Examinees must leave the testing area after the exam is finished. (Rationale review is encouraged with computer based testing). Students are NOT allowed to re-enter the CTC testing area once they have completed a test session and left the room. The students will be allowed to use the restroom facilities, however, only one at a time, without electronic devices, and only once per testing session. Students may be escorted by faculty.

Late Arrivals

There is no provision to give extra time to students who arrive late to a testing session.

Special Circumstances

Extensions or alternate testing times are possible for special situations such as ADA requests or prior faculty arrangement. Contact the CTC faculty/ staff **prior to the exam** for more information. Students absent for an exam without notification will receive a zero for the exam.

The following misconduct is prohibited **at all times**, including after the examination (to include exam reviews):

- Sharing or keeping the substance or details of any test question, including the question’s fact pattern, option choices, or answer, in whole or in part, with anyone via electronic delivery (including email,

blogs, and online social and professional networking sites), telephonic, written, oral, or other means of delivery.#

- Forwarding, re-posting, hosting, or otherwise advancing, on the Internet or via other means, the distribution of exam content that others have disclosed
- Disclosure of any content of board examination/ licensing exam questions before, during or after the examination is a violation of law, and licensure of the candidate can be denied. This also has application to current program tests, test banks, and test bank questions.

#This excludes student/ course professor communications regarding exam item clarification or exam counseling.

HEALTH EDUCATIONS SYSTEMS INC., (HESI) TESTING POLICY*

Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated RNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date. Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

Students with documented disabilities may request accommodations for these Standardized exams. The student must contact each course faculty at the start of each semester to activate and adopt approved accommodations

See individual syllabi for course specific HESI testing requirements.

***In the event that courses transition unexpectedly to remote learning, due to CTC campus, local, regional, or national government mandates, this DHS Testing Security Policy includes all environments off campus where a DHS program test/quiz is being conducted, to include any remote virtual testing session. Testing modifications adapting to the urgent remote virtual platforms will be decided by the teaching faculty per policy and supported by DHS administration, to include unit test/item timeframes and forward only exams. Students with DSS accommodations that can be reasonably supported virtually will be honored. This applies to the previous three testing policies outlined for the programs.**

DEPARTMENT OF HEALTH SCIENCES SIMULATION CENTER/LABORATORY POLICY

Familiarity with the full-body patient simulators, manikins, task trainers, and equipment prepares the student for his/her learning experience in the lab. Simulation affords the students an environment that provides higher levels of competence in clinical and critical thinking skills and replicates actual patient care procedures. The goal in simulation is to build confidence and competence prior to traditional clinical rotations. The lab provides full-body patient simulators and task trainers that are portable and have realistic anatomy and clinical functionality. The patient simulators provide simulation-based challenges and test students' clinical and decision-making skills during realistic patient care scenarios. To provide a distraction-free environment please be mindful of your neighbors and maintain civility.

1. Students, Faculty, and Staff are expected to abide by the lab policy.
2. Simulation Center is staffed from **(7:30 AM - 5:30 PM Mon.-Thurs. and 7:30- 11:30 AM on Fri., plus pre-scheduled nights and weekends).**
3. Prior to scheduled lab, Personnel, Faculty, and staff are expected to jointly prepare/set-up the simulation environment, and when completed with the exercise/simulation/skill practice and check-off to return the room/space back to its original condition.
4. Students are expected to leave the bedside in order with bed neatly made and side rails up.
5. Pictures or audio/video- taping by students is not permitted in the simulation labs without simulation faculty or (DHS) permission. HIPAA and FERPA rules apply.
6. Students will keep in mind during assigned simulation training videotaping will be used for debriefing purposes. Students will be provided a confidentiality agreement and release form to sign.
7. Students will be required to be in **proper clinical attire** following CTC DHS Dress code while in the simulation lab. Faculty and staff are required to wear scrubs, lab coat, or program specific attire.
8. All students are required to participate in an orientation to the lab at the beginning of each semester.
9. All patient simulators are operated by trained faculty or staff. Students cannot operate the patient simulators, and are not permitted to move (unless part of scenario) or disconnect patient simulators.
10. The labs are simulating a hospital environment; therefore, always wash hands before and after when working with the manikins.
11. Respect the equipment and manikins at all times. Treat manikins respectfully, as you would a patient. Do not use markers, ink pens, acetone, iodine, or other staining medications or material on the manikins. **Only use pencils in the lab.**
12. Students are expected to:
 - A) Stay off the hospital beds and gurneys except when the instructor is conducting health assessments or other procedures.
 - B) Not stand on hospital beds, gurneys or chairs, sit or lie on tables at any time.
 - C) Not place personal items on the beds, or place heavy items on the bed or bedside table (e.g., suction pump, monitors).
 - D) Identify all textbooks, lab bags, and personal items with your name. Items left in the lab will be turned-in to secretaries' office and will be turned-in to the Campus Lost & Found after 2 weeks.
 - E) **No backpacks or book bags allowed in the lab.**
 - F) Use a reasonable voice level. Disruptive behavior will not be tolerated and disruptive students may be asked to leave at the discretion of the lab personnel, faculty or staff.
13. The lab audio/visual system is active at all times and may be monitored continuously.
14. No food or drink (this includes containers) allowed in the lab. Faculty and staff may place a drink at the Nurses Station.
15. All incidents or accidents (lacerations, bruises, needle sticks, fall, etc.) must be immediately followed up with First Aid and Standard Precautions and notify faculty immediately of the incident. The faculty/ staff must complete an Incident Report Form and submit it to the DHS Chair.
16. Wireless communication devices, personal computers, and cellular phones are not permitted. (Exception: course required or approved equipment).
17. Properly place all sharps and syringes in designated sharps containers. If the sharps container is full, notify the lab staff. Do not throw sharps in the trash.

DEPARTMENT OF HEALTH SCIENCES SIMULATION CENTRAL/LABORATORY
CONFIDENTIALITY AGREEMENT AND RELEASE FORM

In consideration of the educational opportunity to obtain practical experience in a simulated patient environment, I understand the significance of confidentiality with respect to information concerning the simulation scenarios, the simulated patients, and fellow students. I understand that active participation in the simulation scenarios is part of the course requirements. In addition, I understand that the simulation scenarios are videotaped and used for debriefing purposes and shared only with appropriate faculty.

I agree to adhere to the following conditions and guidelines:

- The simulation mannequins are to be treated with respect and handled with care as if they were live patients.
- As the simulation mannequins are to be treated as live patients, I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other Federal or State Laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.
- All patient information, including but not limited to diagnosis, interventions, laboratory values, medications, and vital signs, used in the simulation scenario is privileged and confidential regardless of format: electronic, written, overheard or observed. As such, any viewing, discussion, or disclosure of this patient information to another student is a violation whether intentional or unintentional and may lead to disciplinary action as outlined in the student handbook.
- Patient information may be viewed, used, disclosed, and discussed with other students participating in the simulation scenarios only as it relates to the performance of my educational duties in the simulation scenario, or per the instructor's directions. Any viewing, discussion, or disclosure of this information outside of the simulation environment is a violation of HIPAA and other State and Federal Laws.
- The simulation laboratory is a learning environment. All students are expected to demonstrate behaviors that maintain this respectful and supportive learning environment. The students participating in the scenario should have everyone's respect and attention. All scenarios should be treated in a professional manner.
- No Betadine and no ink pens will be used near the mannequins. In addition, 20g IV catheters or smaller will be used for IV starts.
- The undersigned authorizes and consents to the use of the undersigned's name, voice, photograph, video recording, and likeness by the Central Texas College Department of Health Sciences Programs without reservation or limitation and with the understanding that the undersigned will not receive compensation.
- **I hereby grant Central Texas College the absolute rights and permission, with respect to the photographs, audio and recorded images (to include, but not limited to digital, videotaped or other types of image recording) ("Images") taken of me or in which I may be included with others, to use such Images for educational purposes and training only. This authorization and release shall apply to the person(s) for whom the Images were taken for educational purposes only. _____ (initials)**
- **I have read and understand the Simulation Lab Policy, and have been provided a copy.**

Due to COVID-19 guidelines, computer lab policies and procedures are subject to change and will be relayed to students by faculty or as posted.

Health Insurance Portability and Accountability Act (HIPAA)

Information and Policy

The DHS 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 site for additional information: <http://www.hhs.gov/ocr/hipaa/>

In accordance with federal law, students will protect the privacy of individually identifiable patient information. Disclosure of patient information on all documents utilized by the nursing DHS, e.g. journals, and assessment forms, will be prohibited. If the facility permits, copying of patient documents all patient data must be unidentifiable.

Patient information disclosure via electronic means such as telephone, voicemail, Personal Digital Assistant (PDA), e-mail, camera, social networks, and fax will be prohibited. **Students are not permitted to remove any patient medical record from the clinical premises under any circumstances.**

The regulations require health care providers and other HIPAA-covered entities to "promptly" notify individuals affected by a data breach, in addition to the HHS Secretary and the media in cases where more than 500 individuals are affected, according to HHS. Breaches that affected fewer than 500 people must be reported to the HHS Secretary annually.

What this means for you as a Student Nurse:

The Office of Civil Rights of Health and Human services can impose civil and criminal penalties for privacy and security violations. Students responsible for breaches can be held personally liable for violations of privacy and security.

Any breaches of patient privacy or security should be reported immediately **to your clinical faculty**. Protected Health Information (PHI) includes all patient healthcare information including demographic (address, phone number, etc.) information, billing information, in any form electronic, paper, verbal. Examples of Breaches of PHI that should be reported (not inclusive)

- Inappropriate access to PHI by students
- Email, "Twitter", "Facebook", "Instagram", etc. entries containing PHI
- Paper PHI left unattended in a public area
- Lost or stolen laptops, computers, I-phones, Blackberry or other mobile devices which contain PHI
- Verbal communication about a patient shared inappropriately
- PHI accessed appropriately for business purposes (treatment, payment, healthcare operations), but then disclosed beyond business purposes
- Patient documents provided to wrong patient
- Lost or stolen USB drives, CDs, DVDs, etc. that may contain PHI data
- Photos, filming, or recording of a patient, patient record or any reference to a patient on cell phones, cameras, etc. without proper patient authorization

What you as a Student Nurse must do to secure PHI:

- Do not access, use, or disclose any patient information except for health care facility or approved nursing course purposes
- Patient identifiable information (e.g. age, name, initials and room number, etc...) will not be placed on any documentation including clinical assessment forms and concept maps.
- Do not save patient information to laptops, computers, mobile phones & devices, camera, CDs, DVDs, external drives, USB (flash) drives or any other device

- Do not text/e-mail any patient information between cell phones or other mobile devices
- Never discuss clinical experiences outside of the classroom/clinical/lab setting (such as E-mail, Texting, Blogging, Twitter, Facebook)
- Dispose of paper in the appropriate recycle containers
- Do not carry PHI outside of the health care facility
- Ensure documents are provided to the correct patient

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action for unsafe practice, which may result in suspension and/or expulsion. Each case will be investigated on a case-by-case basis.

SOCIAL MEDIA POLICY

“Social and electronic media have tremendous potential for strengthening personal relationships and providing valuable information to health care consumers, as well as affording students enrolled in Central Texas College, DHS a valuable opportunity to interface with colleagues from around the world. Students need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of affiliated agency policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, students enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality (Adapted from A Nurse’s Guide to the Use of Social Media, National Council of State Boards of Nursing, (NCSBN), Jan.3, 2012).

The DHS follows the Central Texas College Social Media Guidelines, HR Policy 295- Computer Usage, Texas Nursing Practice Act, and the Texas Board of Nursing Rules and Regulation relating to Nurse Education, Licensure and Practice related to social media. As health care professionals, we must also follow HIPPA Guidelines. Student conduct is expected to be ethical, respectful, civil, and professional in all types of media/networking. Failure to comply with this policy may result in disciplinary action, which may include suspension and expulsion.

Definition of Social Media:

As used in this policy, “social networking” or “social media use” means communicating with others over the Internet. Internet posting is any information transmitted electronically, such as text, files, pictures, video, audio, artwork, et cetera. This includes, but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, Myspace or blogs and can also include media sites that are offered by television networks, newspapers, and magazines. Transmission may be between individuals or businesses, or to websites, by browser, cell phone, email or any other electronic device or tool.

General Guidelines:

- A. HIPAA

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient health information (PHI) by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances (See HIPPA policy within this handbook).
- B. Excerpts from Principles for Social Networking and the Nurse, American Nurses Association, (ANA), (2011), NCSBN, and CTC catalog.
 - Students are strictly prohibited from transmitting by way of an electronic media any patient-related image.
 - Students must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse /patient relationship with anyone unless there is a patient-care related need to disclose.
 - Students must not identify patients by name or post or publish any information that may lead to the identification of a patient.

- Students must not make disparaging remarks about patients, fellow students, faculty, or staff at affiliated agencies, even if the identity is concealed.
- Students are not to participate in acts of cyber-bullying. Cyber-bullying is when someone purposely embarrasses, harasses, or torments another using digital media.
- Students must not take photos or videos of patients or their health information record on any electronic or personal devices, including cell phones.
- Students will not use social media to interact with any patient.
- Students must maintain professional boundaries when using electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship
- Students must promptly report any identified breach of confidentiality or privacy to the faculty.
- Students must be aware of and comply with the affiliated agency policies regarding use of agency owned computers, cameras and other electronic devices, and use of personal devices in the clinical setting.
- Students must not post content or otherwise speak on behalf of the Central Texas College, DHS.
- Students will not use the Central Texas College, DHS logo or any other CTC marks or images on any personal online site (CTC Catalog).
- Students will not use the Central Texas College, DHS name to promote or endorse any product, cause or political party or candidate (CTC Catalog).
- Students will not misrepresent Central Texas College, DHS in language, image or behavior.
- Students will not share any invasive procedure(s) images performed on patients, family members, and other students or oneself.

C. Excerpts from NCSBN

- Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity.
- It is a mistaken belief that content deleted from a site is no longer accessible. The moment something is posted; it lives on a server that can always be discoverable in a court of law.

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action, which may include suspension and expulsion from the DHS Program.

NURSING PROGRAMS SMOKING POLICY

Purpose

This policy lessens the health risk of tobacco usage to students, patients and all employees by prohibiting its use in all department related activities.

Guidelines

- A. This policy applies to all students in the ADN and VN programs. At no time will nursing students be allowed to smoke, or use a device producing an illusion of smoking while in CTC scrub uniforms or lab coat. This policy is in effect for Simulation & skills lab, all clinical sites, and alternate clinical settings and when representing the CTC DHS at school and community events.
- B. Smoking and the use of smokeless tobacco products, and any device producing an illusion of smoking is not permitted on campus (refer to CTC Smoking Policy No.230).
- C. All students and employees have a responsibility to comply with this policy.

Procedures

Patients may be upset by the odor of smoke on caregivers' clothing, hair, etc. If faculty, staff, patients or family members/visitors report concerns or problems due to odors on the student, the student will be sent home for the day and a grade of zero will be given on the clinical evaluation form for the day.

*See the current CTC Student Handbook for smoking and tobacco use policy. Failure to comply will result in campus citation. Repeat violators may be subject to fines and discipline pursuant to the Student Code of Conduct.

**DEPARTMENT OF HEALTH SCIENCES
CLINICAL ROTATION POLICIES**

- I agree to abide by the Clinical Rotation Compliance policies listed in this handbook.
- I understand that any disciplinary action taken against me may be based on departmental, institutional and TBON Rules such as 217.11 Standards of Professional Nursing Practice, 217.12 Unprofessional Conduct, and 217.13 Good Character.
- I understand that when I am attired in my CTC nursing uniform (even after class/clinical/lab hours), I will be held accountable for upholding professional behavior and conduct.
- I understand that the designated nursing uniform, which includes nametags and badges, will be worn only for assigned CTC nursing activities as allowed by the nursing faculty of Central Texas College.
- I understand and will abide by the CTC and DHS No-Smoking policy while in school uniform policy when on campus or at clinical.
- I agree that I must inform clinical course faculty if I am assigned to a nursing care unit on which I am employed.
- I understand that clinical placements are based on approval/acceptance by each facility and at faculty discretion. My ability to progress and/or continue in any DHS program will be affected if I am denied access by an affiliated clinical site.
- I understand that I am not to work the night shift immediately prior to the beginning of the clinical day shift.
- I understand that I am required to attend mandatory facility in processing and/or training and/or orientation at times other than regularly scheduled clinical/class/lab hours. I will not be able to attend clinical without required mandatory training. I understand that failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the course.
- Students in the preceptorship program may be required to work various shifts to include weekends, evenings, and nights. Shifts cannot be scheduled on class days, during Spring Break, or the week of Thanksgiving.
- I understand that, in order to begin any clinical course, I must provide documentation that health requirements and certifications are current through the end of the clinical course (annual flu shots are required by October 1st.)
- I understand that written documentation of medical release to return to class/clinical/lab must be in my record after serious illness, injury, surgery, pregnancy, etc.
- I understand that I am not to misrepresent CTC or the DHS or participate in any activity in which it could be construed that I am representing the DHS, or acting as a Student Nurse, whether on or off campus, unless I have been given permission.
- I understand that if I am suspected of being under the influence of a substance such as a drug or alcohol I will be immediately removed from patient care and will be required to obtain a for cause drug screen within **two hours** of the dismissal from clinical and/ or as soon as possible.
- I understand that if I am removed from the clinical/simulation/lab setting for any reason, I will provide the clinical/simulation/lab faculty with documentation of the completed directive before assuming clinical/simulation/lab responsibilities.
- I understand that failure to abide by these rules may result in disciplinary action, including expulsion and reporting to the Texas Board of Nursing.

MEDICATION ADMINISTRATION POLICY

During the course of instruction, the student will acquire the requisite knowledge, skills and abilities, including dosage calculation, which will enable the safe administration of medications. To this end, the faculty of Central Texas College DHS sets forth these policies governing medication administration.

General Procedures for Clinical Practice

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

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action for unsafe practice, which may result in suspension, or lead to program dismissal. Each case will be investigated on a case-by-case basis.

INVASIVE PROCEDURES POLICY

Students will be under the direct supervision of a CTC Faculty in the implementation of **all** invasive procedures. Faculty will have discretion in allowing students to perform these procedures independently in clinical.

Students are expected to always consult with the faculty prior to any invasive procedure regardless if supervised or performed independently in lab or in clinical. **At no time are program students allowed to practice any invasive procedure(s) on any human or animal on or off campus.** Program lab kits issued to students are intended for skill practice only and are not for human or animal use. Consequences will fall under the purview of the DHS per professional standards.

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action for unsafe practice, which may result in suspension or program dismissal. Each case will be investigated on a case-by-case basis.

Exposure Control Plan

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

Thus, due to the current issues concerning communicable disease [e.g., hepatitis, tuberculosis, sexually transmitted diseases and autoimmune deficiency syndrome (AIDS)], please see the following for policies, recommendations and guidelines for students and faculty: the most current copy of the CTC Student Handbook; the Center for Disease Control web site: <http://www.cdc.gov/>; <http://www.osha.gov/SLTC/bloodborne pathogens>, the Texas Department of State Health Services web site: <http://www.dshs.state.tx.us> and the Texas Administrative Code: Title 25 Health Services Chapter 96 Blood borne Pathogen Control-amended in 2006; Chapter 97 Communicable Diseases –amended Apr 2016.

National Patient Safety Goals

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

Safe Patient Handling and Ergonomics

Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented. The ANA standards on Safe Patient Handling and Mobility (SPHM) provide for a safer work environment and improved patient outcomes (June 2015).

Quality and Safety Education for Nurses (QSEN)

Six areas of core competencies, as delineated by the Quality and Safety Education for Nurses (QSEN) project, will be taught and evaluated in relation to course objectives and content for RNSG/VNSG courses. The (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The six core competencies are Patient-Centered Care, Teamwork and Collaboration, Evidence Based Practice, Quality Improvement, Safety, and Informatics.

Emergency Evacuation Procedures (Fire or Bomb Threat)

When an alarm sounds, immediately evacuate through the nearest exit, assisting individuals with mobility issues. DO NOT:

- Delay to pack up and collect belongings.
- Use elevators.

Go to the designated meeting place for your class or department. Stay at least 300 feet from the affected building(s).

Emergency Lockdown Procedures

When an emergency occurs, our Emergency Alert system will send e-mail, text messages and voice messages to students and employees in as little as 90 seconds.

Comply immediately when instructed to lock down or take shelter.

1. Violence on Campus:

Immediately get in a room, close and barricade the door, close windows and blinds, turn off lights, silence cell phones, and remain quiet. Quietly call 911 (if able) to report the emergency. DO NOT open the door to let others in or out until given the "all clear" by police or someone in authority known to you. DO NOT evacuate if fire alarm sounds, unless you know for certain a fire exists.

2. Tornado/Weather:

Immediately move to an interior room with no windows, close door and stay in place until given the all clear by police or administration.

This may also include Emergency Campus Wide alarms

Students who fail to comply with the emergency evacuation and lockdown procedures will be identified; their ID card may be confiscated, and may be subject to disciplinary action.

Bioterrorism

For information on bioterrorism, please see the following web site: <http://www.cdc.gov>

Alcohol, Drug, and Mental Illness

CTC DHS is committed to facilitating a healthy environment for students so that optimal safety of patients can be assured. Faculty is concerned about the welfare of the impaired student, and they accept the responsibility to recognize the impaired behavior and refer the student to the appropriate campus program.

The purpose of this action is to identify behaviors and refer when student performance in the class or clinical or lab area endangers patient health and safety and would, if demonstrated by an ADN or VN, be considered a violation of the Texas statutes regulating the practice of professional or vocational nursing.

Any Department of Health Sciences student who is suspected of being under the influence of a substance such as a drug or alcohol will be immediately removed from patient care. The student will be safely transported off the grounds and will be required to obtain a for cause drug screen within **two hours** of the dismissal from clinical (or as soon as testing is available). Per TBON Rule 214.8/215.8 “Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for a substance use disorder, mental illness, or diminished mental capacity may be grounds for dismissal from the program. The cost for all drug screens will be the responsibility of the student.

Please refer to DHS Drug Screen Results Policy in this handbook.

CTC Student and Employee Assistance Program provides support for the following: Individual Counseling

- Anxiety and stress management
- Personal loss/grieve
- Test anxiety/math anxiety
- Depression
- Relationship issues
- Marital counseling (short term referral)

Group Counseling

- Smoking cessation
- International students
- Life transition support
- Relevant topics for dorm living (spring and fall)

Substance Abuse Resource Center Meetings

- Alcoholics Anonymous (AA)
- Overeaters Anonymous (OA)

Preceptorship

In the last semester of the ADN program, students have an option to precept one to one with a DHS trained Registered Nurse in the community, to complete their clinical hours with an independent schedule.

*

The following criteria will be utilized for Preceptorship selection. (Decisions regarding student circumstances not covered by current DHS policies will be referred to an Ad hoc Policy Committee for final decision).

1. Ranking of students is determined by the end of 3rd Semester Overall RNSG GPA.
2. Students with previous RNSG course failures will not be eligible for preceptorship.
3. Students with a break in attendance of one full 16-week semester or more immediately prior to RNSG 2363 are not eligible for preceptorship.

If two or more student’s end of 3rd semester RNSG GPAs are equal, the following will be used for secondary ranking.

1. Student has no unexcused clinical absences (no call/no show) or tardiness.
2. Student has no counseling statements related to violations of policy or procedures.
3. Student consistently performs at or above expected clinical standards with minimal direction or prompting required.
4. Student is professional and civil with no counseling statements or pink slips for violations in professionalism or civility.

If two or more students with equal end of 3rd semester overall RNSG GPA achieve the above criteria, end of 2nd semester overall RNSG GPA will be used for ranking, followed by end of first semester RNSG GPA if needed.

Selectees must maintain a passing average in all Semester IV courses, RNSG 2221, RNSG 2331 and RNSG 2363, in order to remain in the preceptorship program. If the selected student's average falls below this requirement, the student will be removed from the preceptorship program and placed in another clinical rotation for the remainder of the semester.

** Final clinical placement is at the discretion of the faculty. Student preferences related to location of personal residence will be considered when possible.*

Student Governance

Associate Degree Nursing Curriculum Committee

- a. The purpose of this committee is to provide ongoing development and evaluation of the Associate Degree curriculum in accordance with the philosophy/mission of the DHS.
- b. Membership in this committee shall consist of the entire full-time faculty, lab manager, Nursing Programs Director, DHS Clinical Coordinator, Simulation Lab Operations Manager one full-time Vocational Nursing faculty and one full-time Emergency Medical Technology faculty and an elected student representative from each semester in session. Students will serve at least one semester. The committee shall meet monthly during Fall and Spring semesters.
- c. The Chair shall be elected in the Spring to serve the following academic year. Thence, the Chair Elect will be elected in the spring and will serve as Chair Elect during the following academic year. The Chair Elect assumes the Chair for the next academic year. In the absence of the Chair, the Chair Elect will assume responsibilities.
- d. The functions of this Committee shall be to:
 - i. Develop, implement, maintain, and revise the Systematic Program of Evaluation.
 - ii. Correlate program, level, course and unit objectives to ensure continuity and progression.
 - iii. Receive and act upon recommendations from faculty, students, faculty committees, and Advisory committee.
 - iv. Develop, review, and revise the Associate Degree Nursing Program Curriculum of the DHS.
 - v. Report to the CTC Curriculum Committee appropriate curriculum changes for approval.

Vocational Nursing Curriculum Committee

- a. The purpose of this committee is to provide ongoing development and evaluation of the Vocational Nursing Curriculum in accordance with the philosophy/mission of the DHS.
- b. Membership in this committee shall consist of all full-time faculty, lab manager, Nursing Programs Director, and an elected student representative from each semester in session. The Simulation Lab Operations Manager and DHS Clinical Coordinator are Ex Officio to the committee. The committee shall meet monthly during Fall and Spring semesters with a minimum of three meetings per semester.
- c. The Chair shall be elected beginning the Spring semester to serve the following academic year.
- d. The functions of this committee shall be to:
 - i. Develop, implement, maintain, and revise the Systematic Program Evaluation.
 - ii. Correlate program, level, course and unit objectives to ensure continuity and progression.
 - iii. Receive and act upon recommendations from faculty, students, faculty committees, and Advisory committee.
 - iv. Develop, review, and revise the Vocational Nursing Program Curriculum of the DHS.
 - v. Report to the CTC Curriculum Committee appropriate curriculum changes for approval.

Student Curriculum Volunteers: Student representatives serve as spokespersons for their cohort, on feedback regarding the curriculum and the student experience. Each Curriculum Meeting begins with student input from each semester on how the semester is going. Curriculum suggestions or concerns at the cohort level are to utilize the chain of command to begin with a course lead or clinical instructor. If a suggestion or change from the student(s) is indicated for the Curriculum Committee, the faculty will help them submit an SBAR to the Curriculum Committee, within communicated deadlines. See the Appendix for the Curriculum SBAR template.

Central Texas College DHS Student Nurses Association

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

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

For assistance in posting flyers for events, please check with DHS Administration for the campus policy.

Central Texas College DHS National Association of Licensed Practical Nurses

A national organization that encourages professional development of vocational nursing students and promotes student involvement in the CTC community and the National Association of Licensed Practical Nurses (NALPN). The organization fosters a strong relationship between nursing students and faculty, as well, as a cohesive relationship among each other.

Nursing Honors

Associate Degree Nursing

Nursing Honors are awarded to any student who, at the conclusion of Semester IV, has a GPA of 3.5 or higher in the RNSG courses.

Nursing Highest Honors are awarded to any student who, at the conclusion of Semester IV, has a GPA of 3.8 or higher in the RNSG courses.

Vocational Nursing

Nursing Honors are awarded to any student who, at the conclusion of Semester III, has a GPA of 3.5 or higher in their VNSG courses.

Nursing Highest Honors is awarded to any student who, at the conclusion of Semester III, has a GPA of 3.8 or higher in their VNSG courses.

Nursing Pinning Ceremony

The pinning ceremony has been a long-held graduation tradition that signifies that you are now a full-fledged graduate nurse. The nurse pinning ceremony dates back more than 1,000 years ago.

Nurses enter the ceremony wearing their traditional white uniforms. Even though many nurses today do not wear the cap any longer in the health care environment, during the ceremony they do wear the traditional nurse's cap.

A nursing leader is selected by the graduating class to provide a speech to inspire and congratulate the new nursing graduates. The speaker may be a faculty or community leader.

Faculty, selected by the graduating class, performs the pinning of the graduate nurses at CTC. The pin represents the rite of passage into the nursing profession. The graduates are pinned over their heart.

During the candle lighting ceremony, the Nursing Program Director's candle lights the Semester Coordinators' candles and thus lights the graduate students' candles; representing one of the most well-known nurses, Florence Nightingale. This symbolizes the "passing of the flame" from Nightingale to each nurse. The Candle Lighting is followed by the reciting of the Nightingale Pledge.

After pinning, candle lighting and recitation of the pledge, graduates may wear their school pin, which signifies they are members of the nursing community.

Requirements for the CTC ADN/VN Pinning Ceremony:

1. White Uniforms- follow clinical dress guidelines.
2. Nursing Cap.
3. Nursing Lamp.
4. CTC ADN/VN Program School Pin.

*Participation in the pinning ceremony is optional, not mandatory.

Nursing Program Dismissals

1. **Central Texas College** may dismiss 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 DHS** may dismiss a student for the following general reasons:
 - A. Unsafe nursing practice- as defined by the Texas Board of Nursing Rules, Regulations, and Program Policies.
 - B. Unprofessional conduct – as defined by the Nurse Practice Act; see Unprofessional Code of Conduct in this Student Handbook.
 - C. Failure to maintain the Student Code of Conduct per the DHS Student Handbook and CTC Student Handbook.
 - D. Breach of confidential information related to Protected Health Information (PHI), Family Educational Rights and Privacy Act (FERPA), and social media policy.
3. **Per the Texas Board of Nursing** reasons for dismissal shall include any demonstration of the following, including, but not limited to:
 - A. evidence of actual or potential harm to patients, clients, or the public;
 - B. criminal behavior, whether violent or non-violent, directed against persons, property or public order and decency;
 - C. intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
 - D. the lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to: behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity

Grievance, Disciplinary Procedures, and Appeals

Class Dismissals

Per the CTC Student Handbook, “**Nothing in this Code of Conduct, including disciplinary hearing procedures and a student’s right to appeal, shall preclude a faculty member from requesting a disruptive student to immediately leave a class or activity for that class period. If the student fails to comply with the request, the faculty member may seek assistance from the Campus Police.** Such actions taken on a one-time basis shall not be subject to appeal.”

DHS Faculty have a right to maintain a safe, productive and positive learning/ work environment. Students may be dismissed from any nursing course (class, clinical, or lab) for the day, based on behavior deemed as uncivil, disruptive, unsafe, or unprofessional behavior that disrupts the learning and teaching environment of that course.

Grievance Definition and Procedures

- A perceived wrong or other cause for complaint or protest
- An official statement of a written complaint about something perceived to be wrong or unfair is submitted via SBAR format to the course lead and/or Program Director per the Chain of Command.

A faculty member **will not be required to respond** to a complaint, regarding academic issues, such as grades, that is not in writing or, when appropriate, does not have specific documentation such as dates, times, materials, etc. (As per the CTC Student Handbook)

General Grievance Procedures related to **Academic Discrimination, ADA, Sexual Misconduct, Harassment**, and other issues follow the procedure in the CTC Student Handbook.

Chain of Command

DHS faculty and staff maintain an open door policy for all students attending Central Texas College DHS programs. This means that any student problem should, if possible, be worked out between the student and the course faculty or staff member directly involved with the problem.

If the student feels that he/she cannot address the issue with the faculty or staff member and/or the problem remains unsolved, he/she should follow the organizational chart to reach the next level of support for assistance and/or resolution.

Academic Appeal Process

Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows discrimination, differential treatment, or procedural irregularities. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved. A DHS student wishing to file a grievance with faculty will write up the instance using the **Student Statement of Grievance Form** located in the Appendix.

Academic Appeal *	Time Line
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1. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved by submitting a Student Statement of Grievance to the faculty with a meeting request. This conference should be requested by the student within ten (10) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment. The written grievance must specifically identify the grievance issue and state all relevant facts to support the student's position.	• 10 business days
2. If the student feels that he/she cannot address the issue with the faculty or staff member and/or the problem remains unsolved, he/she should immediately consult the Program Director (PD).	• 2 business days
3. If, within ten (10) business days of the request for a conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may submit the original grievance (Student Statement of Grievance) to the Program Director. The written grievance must specifically identify the grievance issue and state all relevant facts to support the student's position.	• 10 business days from initial meeting request
4. The PD will consult with DHS Assistant Chair (AC)) and determine a final program decision.	• 1 business day
5. The PD decision will be relayed to the student via a Memorandum of Record (MOR) with further instructions for continued appeal.	• 1 business day
6. Following the decision of the PD, the student may continue the appeal to the Department Chair by providing the original grievance and a one-page Student Statement of Grievance to appeal the PD decision , within 2 business days. At the Chair's sole discretion, he/she may meet with the student within two business days of receiving the student grievance documents, or make a decision based on the records.	• 2 business days
7. The Department Chair or designated alternate will submit a written departmental decision (MOR) to the student and PD, within 2 business days from the appeal request to the Chair.	• 2 business days
8. If within ten (10) business days of a request to resolve a grievance the department is unable to resolve the grievance to the student's satisfaction, the student may forward to the Office of the Dean of the Central and Service Area Campus, a copy of the written grievances along with an explanation regarding action taken at each prior level.	• 10 business days from initial meeting request
9. The Dean or his/ her designee will meet, either jointly or independently, with the student, faculty member, and department chairperson and attempt to resolve the issues. This level will be the final step in any academic appeals process regarding grades. The Dean's, or his/her designee's, decision is final.	• Time Limit specified in CTC Student Handbook

***Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on their behalf in keeping with posted timelines.**

Disciplinary Procedures and Appeals

Students accused of misconduct will be subject to disciplinary procedures in the areas defined below. The disciplinary procedures and appeal process for each is defined to ensure fair and equal treatment for all students.

Initial Procedures:

1. The Faculty/ Staff will identify the breach and place the student on notice and may include class/clinical dismissal.

2. The breach will be identified as either:
- **DHS Code of Conduct Violation** (Incivility and Affective Domain Violation)
 - **Professional Code Violation** (e.g. patient abandonment; violation of patient-professional nurse boundaries; patient safety violations)
 - **Non-Academic Misconduct** (e.g. being under the influence, possession of a firearm, obscene...unlawful conduct etc....)
 - **Academic Misconduct** (e.g. cheating, plagiarism etc...)

3. The type of violation will determine the procedure to be followed based on the DHS and CTC Student Code of Conduct found in the CTC Student Handbook, and the DHS Nursing Student Handbook.
4. The faculty member will notify the Program Director and DHS Administrators of the student concern/ grievance initially, and in the continued process.

Depending on the violation, the student may or may not be eligible to attend class, lab, or clinical throughout the appeal process

DHS CODE OF CONDUCT VIOLATIONS

Procedures and Timeline

Please review the DHS Code of Conduct and Civility guidelines, Affective Domain guidelines, Disciplinary Procedures, and the Civility Policy outlined in this handbook under Compliance Policies. Prohibited behaviors that fall under the heading of Non-Academic Misconduct are listed in the CTC Student Handbook and will follow that process.

Conduct/ Affective Domain Procedure*	Time Line
See Civility Policy Disciplinary Procedures (Pink Slip) <ul style="list-style-type: none"> • Counseling Statement will be generated by faculty and reviewed by the Program Director and DHS Administration. • The faculty will instruct the student that they have the option to provide a written statement of the event within 24 business hours. • A follow up meeting request with the student will be scheduled • Program Dismissal will occur after five pink slips with the same guidelines above 	<ul style="list-style-type: none"> • Pink Slips given immediately (or on break) with violation. • Student Written Statement of Event received within 24 business hours • Written Counseling Statement generated within 24- 48 hours with meeting request • Follow up meeting with student within three business days.
Egregious Behavior and Affective Domain <ul style="list-style-type: none"> • Counseling Statement of Program Dismissal will be implemented by faculty and reviewed by the Programs Director and DHS Administration. 	<ul style="list-style-type: none"> • Immediate dismissal • Written Counseling Statement generated within 24- 48 hours • Follow up meeting with student within two business days for Program Dismissal.
Appeal Process	
DHS Code of Conduct and Affective Domain decisions are final.	

***Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on their behalf in keeping with posted timelines.**

PROFESSIONAL CODE VIOLATIONS

Professional Code violations are based on a failure to meet the requirements of the Nurse Practice Act, Texas Board of Nursing Rules and Regulations, and /or generally accepted standards of nursing practice including professional behavior and safe practice. If the violation was due to unsafe patient care that could have led to harm of the patient, the student will not be permitted to return to clinical until there is resolution of the occurrence. Should the student not be allowed to attend clinical, absences will not accrue during this process.

Unprofessional Conduct Procedure*	Time Line
1. Following the violation of the rule, the student will be advised by the faculty of the violation and the possible consequences of the behavior. <ul style="list-style-type: none"> • Faculty will notify the Program Director of the student concern who will in turn, notify DHS Administration and the DHS Clinical Coordinator if the incident occurred in clinical practice. • The nursing faculty will instruct the student to provide a written statement of the event within 24 Business hours. 	<ul style="list-style-type: none"> • Student dismissed for the day Immediately • Student Written Statement of Event received within 24 business hours

2. Faculty will confer with members of the teaching team, and decisions will be rendered for continued clinical attendance, remediation, course dismissal and/ or program dismissal. The student should be available to the team to assess the student's version of events.	<ul style="list-style-type: none"> • 2 business days
3. Counseling Statement of violation and Team Decision will be generated by faculty and reviewed by the Program Director and DHS Administration	<ul style="list-style-type: none"> • Written Counseling Statement generated on day of meeting with request to meet student within 2 business days
Appeal Process	
1. The student may appeal by submitting a Student Statement of Grievance to the Programs Director (PD).	<ul style="list-style-type: none"> • 2 business days
2. The PD will designate a committee of three (3) faculty members (two from an alternate DHS program and one from a different level of the principal program). The committee will convene and review the recommendation and all relevant data from faculty and student.	<ul style="list-style-type: none"> • 3 business days.
3. If the committee concurs with the decision for dismissal, the student and Department Chair are notified of the decision within 1 business day. A Memorandum of Record (MOR) will be generated by a committee member of the committee decision.	<ul style="list-style-type: none"> • 1 business day
4. If the committee identifies cause for reconsideration, a MOR will be generated by a committee member with the decision. The PD and the Assistant Chair will meet within 1 business day to review all relevant data. A MOR will be generated with the PD/Assistant Chair decision and proceed as follows: <ul style="list-style-type: none"> • If the PD and the Assistant Chair support dismissal, the student is notified within one business day. • If the PD and Assistant Chair or do not support the decision for dismissal, the student and teaching team are notified. 	<ul style="list-style-type: none"> • 1 business day
5. Following the decision for dismissal from the PD/Assistant Chair, the student may continue the appeal to the Department Chair by providing a Student Statement of Grievance within 3 business days, with a follow up meeting scheduled within 3 business days of PD/Assistant Chair Decision.	<ul style="list-style-type: none"> • 3 business days
6. The Department Chair or designated alternate will submit a written decision (MOR) to the student and teaching team within 3 business days of meeting. At the Chair's sole discretion, he/she may meet with the student or make a decision based on the records. <ul style="list-style-type: none"> • Should the Department Chair concur with the dismissal, the student may request an appointment with the Dean of Central and Service Area Campus by written request within 3business days. 	<ul style="list-style-type: none"> • 3 business days
7. The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Department Chair. The decision of the Dean is final.	<ul style="list-style-type: none"> • Time Limit specified in CTC Student Handbook

ACADEMIC MISCONDUCT VIOLATIONS

Academic Misconduct includes, but is not limited to, cheating on academic work, plagiarism and collusion. Students found to have engaged in academic dishonesty may be subject to discipline, up to and including expulsion. See **DHS Testing Security Policy** for guidelines and grounds for violations.

- A. Cheating on academic work includes, but is not necessarily limited to:
 1. Copying another student’s test paper, research paper or term paper.
 2. Using materials during a test that are not authorized by the test administrator.
 3. Collaborating with another student during a test without permission.
 4. Collaborating with another student on course work when not authorized by the instructor.
 5. Obtaining, using, buying, selling, stealing, transporting, soliciting, sharing, or making available the contents of a test or coursework prohibited by faculty.
 6. Taking a test or preparing academic work for another student, or having a test taken by a second party or having a second party prepare an academic work.
 7. Altering or falsifying test results after they have been evaluated by faculty and returned to the student.
 8. Falsifying transcripts.
 9. Violation of DHS testing policy
- B. Plagiarism is defined as presentation for credit as one’s own idea or product derived from an existing source.
- C. Collusion is defined as the unauthorized collaboration with another person in preparing written work for credit.

Students guilty of academic misconduct will be subject to disciplinary action up to and including removal from testing area, being administratively dropped from the course with a grade of “F,” and program dismissal.

Course failure due to Academic Misconduct will require the student to withdrawal from all co-requisite DHS courses.

Academic Misconduct Procedure*	Time Line
1. Following the violation of the rule, the student will be advised by the faculty of the violation and the possible consequences of the behavior. <ul style="list-style-type: none"> • Faculty will notify the Program Director of the student concern who will in turn notify DHS Administration and the DHS Clinical Coordinator if the incident occurred in clinical practice. • The nursing faculty will instruct the student to provide a written statement of the event within 24 business hours. 	<ul style="list-style-type: none"> • Student dismissed for the class/ day immediately • Student Written Statement of Event received within 24 business hours
2. Faculty will confer with members of the teaching team, and decisions will be rendered for course dismissal and/ or program dismissal. The student should be available to the team to assess the student’s version of events.	<ul style="list-style-type: none"> • 2 business days
3. Counseling Statement of violation and Team Decision will be generated by faculty and reviewed by the Nursing Programs Director and DHS Administration	<ul style="list-style-type: none"> • Written Counseling Statement generated on day of meeting with request to meet student within 2 business days
Appeal Process	
1. The student may appeal by submitting a Student Statement of Grievance to the Nursing Programs Director (PD). The written complaint must specifically identify the grievance at issue and state all relevant facts to support the student’s position.	<ul style="list-style-type: none"> • 2 business days
2. The PD will consult with DHS Administration and determine a final decision.	<ul style="list-style-type: none"> • 1 business day
3. If the PD concurs with the team decision, the student and Department Chair are notified via a MOR , of the decision within 1 business day. The Program Director Decision is Final.	<ul style="list-style-type: none"> • 1 business day

***Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on her behalf in keeping with posted timelines.**

NON-ACADEMIC MISCONDUCT

(Source Note: As per the current CTC Student Handbook)

Each student is expected to act in a manner consistent with the College's functions and goals as an institution of higher education. The following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and/or activities for which students may be subject to disciplinary action, up to and including expulsion.

Such prohibited behavior includes, but is not limited to:

- a. Violating any federal, state, or local law.
- b. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Possessing, using, being under the influence of, or selling any illegal substance to include the illegal use of legal substances, or paraphernalia generally associated with the use of illegal substances on any Central Texas College District property or college sponsored events.
- d. Possessing, using, selling, being under the influence of, or providing to minors, alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically designated by the Board of Trustees of Central Texas College.
- e. Possessing or using on college premises firearms, weapons or explosives unless authorized by the College.
- f. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law or any policy, rule or regulation set forth by the administration of the College, or the Board of Trustees of Central Texas College.
- g. Interference with Central Texas College's ability to conduct normal business, to include teaching, research, administration or other functions.
- h. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- i. Dress, hygiene, and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the College. The Director of Student Life is delegated the authority to determine whether any student is violating the policy on attire and personal grooming.
- j. Illegal hazing and/or harassment in all forms are prohibited. Please see section on "Assault" in Student Life Section of this handbook.
- k. Failing to uphold financial obligations to the College.
- l. Issuing a check to the College without sufficient funds.
- m. Acting in a manner that endangers the health or safety of self or other persons, including members of the College community or campus visitors.
- n. Committing a malfeasance in an elected or appointed Central Texas College office or position.
- o. Any illegal form of abusing or harassing conduct, including sexual harassment, sexual misconduct, or sexual assault; or the threat of such abuse or harassment of College employees, students or any person on College premises or at College activities in a manner consistent with harassment and abuse as defined by federal laws and statutes of the State of Texas.
- p. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so.
- q. Refusing to depart from any property or facilities of Central Texas College upon direction by College official.
- r. Failing to respond to a Central Texas College administrative summons within the designated time.
- s. Providing false information or evidence at a College investigation or disciplinary hearing.
- t. The use of a cell phone or electronic mobile device (i.e. MP3, iPad, iPod, etc.) during class is limited to course related educational purposes only. Cell phones should be set on silent prior to class beginning. Exceptions require prior approval by the individual faculty member or Central Texas College's Disability Support Services Office. Without prior approval, cell phones and all other electronic devices are strictly prohibited in testing locations.

- u. The misuse of a Central Texas College computer to include mainframe computers, minicomputers, microcomputers, electronic mobile devices (iPads, etc.), networks, software, data, facilities and related supplies is prohibited. Internet use is for educational purposes only. The sending or displaying/downloading of offensive material, to include but not limited to sexually oriented sites or materials, is prohibited. This also applies to the unauthorized downloading of music, videos, etc. (See Computer Lab/iPad Policy)
- v. Excessive loud noises or vibrations including but not limited to, interactions, voices, and music, which disrupt the normal campus business operations indoors or out, to include student housing, is a violation of campus regulations.

Non-Academic Disciplinary Procedure (Other Than Professional Code Violations):

Please see the current CTC Student Handbook for further guidance on this disciplinary procedure and appeal.

Complaints Against An Accredited Program

The Accreditation Commission for Education in Nursing, Inc. (ACEN) reviews any complaint it receives against an accredited program or the ACEN itself, which is related to the standards, criteria, or procedures; and resolves the complaint in a timely, fair, and equitable manner, using established time lines for each step of the complaint procedure.

Contact information:

Accreditation Commission for Education in Nursing, Inc, 3390 Peachtree Road NE, Suite 1400

Atlanta GA 30326

Phone: 404.975.5000

Fax: 404.975.5020

Website: <http://acenursing.org>

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

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

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

Procedure	Time Line
1. The complaint is presented to ACEN as a written, signed, and dated statement with supporting evidence.	When there is a complaint.
2. ACEN responds to the complainant in writing that a copy of the complaint is being forwarded to the nursing program administrator, and if appropriate, the chief executive officer of the institution.	Within fourteen (14) days of receipt.
3. ACEN sends a copy of the complaint to the nurse administrator along with a request for verification that the complainant has used all available institutional avenues to address the complaint.	Within fourteen (14) days of receipt.
4. The nurse administrator's response to the complaint is submitted.	Within thirty (30) days to ACEN.

5. If the analysis by ACEN finds that the policies and procedures have been implemented fairly and as written, the Executive Director will complete the file by sharing this finding in writing with the complainant and the nurse administrator.	Within fourteen (14) days.
6. If the analysis by ACEN finds that the policies and procedures have not been implemented fairly and/or completely, the complaint will be submitted to the Commission for action.	At the next scheduled meeting.
7. Complaints are to be referred to a subsequent Commission meeting if the next scheduled meeting does not allow the fourteen (14) to thirty (30) day response time by the ACEN Executive Director and the thirty (30) day response time by the Institution.	Subsequent Commission meeting.

Students submitting a complaint to the ACEN or the Texas Board of Nursing are to notify the Nursing Programs Director, prior to contacting the regulatory agency, in support of resolving student concerns through the program's grievance process.

CENTRAL TEXAS COLLEGE
Associate Degree Nursing and Vocational Nursing Student Agreement to Policy
Compliance (Student Copy)

- A. A CTC Student Handbook is accessible on the CTC website at:
<https://www.ctcd.edu/locations/central-campus/student-life-activities/publications/>
- B. All CTC Nursing Students are issued a Department of Health Sciences Student Handbook in the first semester of the nursing program and will be provided with addendums to the handbook when applicable. DHS Nursing Program Student Handbook is accessible on the program website at:
<http://www.ctcd.edu/academics/instructional-departments/nursing/>

By signing this document, I acknowledge my responsibilities pertaining to the rules and conduct expected of me while I am a student in the Department of Health Sciences at Central Texas College. I further acknowledge that I have received the Department of Health Sciences ADN/VN Student Handbook for 2023-2024 and agree to abide by all polices within. I have been made aware of the potential consequences of not complying with the rules and requirements as detailed in this handbook.

Student Printed Name	Student Signature	Date
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- C. Violation of the following policies may result in disciplinary action. By signing below, I acknowledge understanding of said policies and agree to abide by each.

Student Signature on each line below:

- | | |
|--|---|
| | Civility Policy |
| | Clinical Placement Policy |
| | Clinical Rotations Policy |
| | Computer Laboratory/Internet Acceptable Use |
| | DHS COVID Student Exposure Protocol |
| | Dress Code Policy |
| | Grievance, Disciplinary, and Appeals Procedure |
| | Health Insurance Portability and Accountability (HIPAA) |
| | Immunization and Health Requirements |
| | Release/Acknowledgement of Assumption of Risk 2022/2023 |
| | Simulation Lab Confidentiality Agreement |
| | Social Media Policy |
| | Test Security Policy |

- D. **Medical Release**
 During progression through the program, proof of physical examination, diagnostic tests, and medical releases are required to return to class/clinical following serious illness, injury, surgery, pregnancy, and or a break in semester enrollment.

Student Printed Name	Student Signature	Date
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APPENDIX

Texas Board of Nursing (TBON) Policies

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

Texas Board of Nursing Rules and Regulations

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

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

SECTION D: Eligibility Questions

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

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

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

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

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

If "YES" indicate the condition: schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, borderline personality disorder If you answered "YES" to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

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

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

If you answered “YES” to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance you are reporting to the Board. Mail to the Texas Board of Nursing for the State of Texas, P0 Box 430, Austin, TX 78767-0430; 333 Guadalupe, #3-460 Austin, TX 78701. * *If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer “NO” to questions #4 and #5.*

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

Licensure Eligibility Notification Form

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

- 1) 301.251-301.258 and 301.451-301.469 of the *Nursing Practice Act*.
- 2) §217.1-217.20 and §215.2-215.5, 215-8 & 215.9 of the *Rules and Regulations relating to Professional Nurse Education, Licensure and Practice*.
- 3) Eligibility Questions, TBON Application by NCLEX-RN® and Petition for Declaratory Order (09/2008).

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

Location: _____ City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Graduation: _____

Yes No For any criminal offense, including those pending appeal, have you:

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

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

Non-disclosure of relevant offenses raises questions related to truthfulness and character.

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

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

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

For Office Use Only Date: _____ Amount: Audit #:
FBI HX: YES NO

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

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

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

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

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

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

antisocial personality disorder, borderline personality disorder

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

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

YES **NO (1.)** Are you enrolled, planning to enroll, or have you graduated from a nursing program? Name of Nursing Program: _____
Location of Nursing Program: _____ City State

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

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

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

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

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

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

Indicate the condition: schizophrenia and/or psychotic disorders bipolar disorder paranoid personality disorder antisocial personality disorder borderline personality disorder

*****FOR ALL QUESTIONS THAT YOU ANSWER "YES" TO ABOVE, YOU MUST PROVIDE SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.**

*You may indicate "NO" if you have completed and/ or are in compliance with TPAPN for substance abuse or mental illness. I, _____, being duly sworn, depose, and say that I am the Petitioner, that the statements herein contained are true in every respect, and I consent to the release of confidential information from all relevant sources to the Texas Board of Nursing (TBON) for the duration of time necessary to resolve my petition and further authorize the TBON to use and release said information as needed for the evaluation and disposition of my petition.

MUST BE SIGNED IN PRESENCE OF A NOTARY ° APPLICANT'S SIGNATURE AFFIX NOTARY SEAL BELOW
Sworn to before me this day of, Notary Public Signature/State of My Commission Expires



DEPARTMENT OF HEALTH SCIENCES
Student Statement of Grievance

DATE:

TO: (Lead Instructor):

FROM: (Student Name/Program):

SUBJECT: STUDENT GRIEVANCE (REASON)

Students, please address ALL of the following points in your statement. Be professional, objective, and specific to dates, times, and names of individuals, where relevant.

- Situation – In one or two sentences, explain your reason for grievance.
- Background – Include relevant background information and timeline that led up to your grievance. Only include information relevant to the situation.
- Assessment- What is your current analysis of the situation? What do you believe the problem is?
- Recommendation – Action requested or recommended to find resolution in this situation.

CENTRAL TEXAS COLLEGE
Department of Health Sciences
Curriculum Committee Student Suggestion Form

(S) Situation

This is the situation (problem):

(B) Background

Pertinent history (how did we get here):

(A) Assessment:

This is what is going on:

(R) Recommendation:

I suggest:

Respectfully submitted by: _____

Web Resources

ADN/ VN Programs

- DHS Nursing Student Handbook (current) can be found at: <http://www.ctcd.edu/academics/instructional-departments/nursing/>
- CTC Student Handbook (current) at: <https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- CTC DSS Student Procedures Manual (current) at : <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/student-responsibilities/>
- Texas Board of Nursing: <http://www.bne.state.tx.us>
- Accreditation Commission for Education in Nursing (ACEN): <http://www.acenursing.org/>
- National Council for State Boards of Nursing: www.ncsbn.org
- National League of Nursing: <http://www.nln.org/>
- Differentiated Entry Level Competencies of Graduates of Nursing Programs: https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf
- Quality and Safety Education for Nurses (QSEN): <http://qsen.org/>

Helpful Campus Numbers

Academic Studio	(254) 526-1580	https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/
Admissions and Records	(254) 526-1696	https://www.ctcd.edu/academics/catalog/catalog-texas/admissions-and-registration/
Bookstore	(254) 526-1219	https://www.ctcbookstore.com/
Campus Police*	(254) 526-1427	https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police1/
Distance Learning	(254) 526-1296	https://online.ctcd.edu/aboutus.cfm
Eagles on Call	(254) 526-1296	https://www.ctcfaastaff.ctcd.edu/publications/abcs-of-ctc/student-services-eagles-on-call/
Financial Aid	(254) 526-1559/1508	https://www.ctcd.edu/students/current-ctc-students/financial-aid/
Academic Advisor	(254) 526-1226	https://www.ctcd.edu/locations/central-campus/student-support/academic-advising/
IT/Help Desk	(254) 501-3103	https://www.ctcd.edu/students/student-it-services/
Library	(254) 526-1621	https://www.ctcd.edu/academics/library/
Registration	(254) 526-1131	https://www.ctcd.edu/students/current-ctc-students/registration/
Student Services	(254) 526-1298	https://www.ctcd.edu/academics/catalog/catalog-continental-international/student-services/