PANOLA COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT HANDBOOK

Fall 2012
The policies and procedures contained in the ADN Student Handbook are approved by the following officials of Panola College:

Barbara Cordell, Ph.D., RN, AHN-BC
Dean of Nursing and Health Sciences

Dr. Joe Shannon
Vice President of Instruction

Dr. Gregory Powell
President

Panola College ADN Program reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time in any manner deemed to be in the best interest of Panola College. Currently enrolled ADN students will be notified of any relevant changes.

This handbook will be reviewed annually. Revisions will be submitted for approval and then included in the online copy of the handbook.
TABLE OF CONTENTS

SECTION I. INTRODUCTION AND CURRICULUM .................................................. 1
  MESSAGE TO STUDENTS ................................................................................... 2
  PROGRAM ACCREDITATION ............................................................................ 4
  CONCEPTUAL FRAMEWORK ......................................................................... 5
  CORE CURRICULUM REQUIREMENTS .......................................................... 8
  RISKS FOR HEALTH CARE PROVIDERS .................................................... 13
  COURSE OF STUDY FOR ADN PROGRAM ................................................... 13

SECTION II. RESOURCES ................................................................................. 15
  COUNSELING SERVICES .................................................................................. 16
  LIBRARY FACILITIES ..................................................................................... 16
  STUDENT FINANCIAL AID SERVICES .......................................................... 16
  HEALTH SCIENCE COMPUTER LAB ............................................................ 16
  HEALTH SCIENCE CENTER SKILLS/SIMULATION LAB .............................. 16
  AFFILIATIONS ................................................................................................. 17
  NURSING STUDENT ORGANIZATIONS ......................................................... 17
  TEXTBOOKS .................................................................................................... 17
  MESSAGES ....................................................................................................... 17

SECTION III. POLICIES AND PROCEDURES ............................................... 18
  1. ACCESS TO ADN STUDENT HANDBOOK .............................................. 19
  2. REQUIREMENTS OF THE PROGRAM ................................................... 20
    2.1 ADMISSION ......................................................................................... 20
    2.2 IMMUNIZATIONS ............................................................................... 22
    2.3 PHYSICAL EXAM .............................................................................. 23
    2.4 CERTIFIED BACKGROUND CHECK and DRUG SCREEN ................. 23
    2.5 LIABILITY INSURANCE ....................................................................... 24
    2.6 CPR CERTIFICATION .......................................................................... 25
    2.7 LICENSURE ELIGIBILITY NOTIFICATION ........................................ 25
    2.8 OTHER EXPENSES ............................................................................ 25
    2.9 GRADUATING STUDENTS ................................................................. 26
  3. STUDENT HEALTH AND SAFETY ............................................................. 26
    3.1 ACCIDENT OR INJURY TO STUDENT ............................................... 26
    3.2 INFECTION CONTROL GUIDELINES .................................................. 27
    3.3 PREGNANCY ....................................................................................... 27
  4. EXPECTATIONS FOR STUDENT BEHAVIOR .......................................... 28
    4.1 ATTENDANCE/ABSENCES ................................................................. 28
    4.2 ELECTRONIC EQUIPMENT ................................................................. 29
    4.3 ACADEMIC AND PROFESSIONAL INTEGRITY ................................. 29
    4.4 PERSONAL APPEARANCE AND DRESS CODE ............................... 30
    4.5 TOBACCO-FREE POLICY .................................................................. 32
Section I. INTRODUCTION AND CURRICULUM
Message to Students

The faculty of the Associate Degree Nursing (ADN) Program at Panola College welcomes you to the challenge of completing a degree in professional nursing. You will become an active participant in the teaching-learning process toward becoming a safe, competent, novice professional nurse.

The ADN Student Handbook has been prepared in order to orient you, the student, to the policies and guidelines specific to the Associate Degree Nursing Program at Panola College. This handbook does not replace, but supplements the *Panola College General Catalog* and the on-line college student handbook, *The Pathfinder*. The nursing program encourages you to become a responsible, accountable person by understanding and demonstrating the policies and guidelines from all three resources.

The profession of nursing adheres to a stated code of ethics from the American Nurses Association and defined standards of practice as outlined in the Nurse Practice Act for the State of Texas. Thus, there are high expectations of you as a student. Some ADN policies differ from those of Panola College because of these higher expectations. You are encouraged to use the student-faculty relationship to enhance your learning process. We, the faculty, welcome the opportunity to help you achieve your goal; we want you to be successful.

You have many responsibilities as outlined in the Student Policies and Procedures section. In turn, each faculty member will:

1. act as a role model
2. design and lead learning experiences
3. provide guidance while encouraging STUDENT RESPONSIBILITY for learning and
4. evaluate observed acquisition of knowledge/performance/behavior and counsel students in a constructive manner.

Nursing school is challenging; it involves commitment, dedication, and it helps to have the support of family, friends, and faculty. Remember, you are not alone.

WE WELCOME THE OPPORTUNITY TO HELP YOU LEARN!
VISION: The Vision of the Associate Degree Nursing Department of Panola College is to promote excellence in nursing.

The mission is to facilitate an educational environment to foster the development of caring, ethical, competent, novice professional nurses. As such, we contribute to the progression of the nursing profession.

PHILOSOPHY:

Values:
- **Adult (learner-centered)** learning environments are important to our mission. Options are provided to adult learners for education using a variety of instructional methods such as simulation, role-play, group projects, and computer-assisted instruction. Both theory and application are used in collaboration with the learners to enhance the mutual goal of self-directed, clinically reasoning, life-long learners. Current evidence-based research is used in the classroom, simulation and clinical setting.
- Professional behavior and accountability are hallmarks of nursing. Standards such as the American Nurses Association code of ethics and the Board of Nursing for the State of Texas Advisory Committee on Education (ACE) Differentiated Essential Competencies (DECs) are woven throughout the curriculum. Nurses function within a legal/ethical scope of practice.
- Nursing care is provided in a culturally, ethnically, and socially diverse environment. Nurses are providers of patient-centered care and serve as patient safety advocates.
- Faculty and students contribute as members of the profession by participating in the political process and professional organizations.
- Nursing fosters the concepts of collaboration and coordination. As students become members of the health care team, an inter-disciplinary approach is emphasized.
- Individuals adapt to internal and external stressors in culturally diverse settings. Nurses take active roles in creating healthy environments including work environments, societal environments, and global environments.
The mission/philosophy and purpose of the Associate Degree Nursing Program are consistent with the vision, mission and purpose of Panola College as outlined in the tables below:

### Table 1. Correlation of College and Associate Degree Nursing Vision/Missions

<table>
<thead>
<tr>
<th>College Vision</th>
<th>ADN Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panola College is committed to excellence in instructional programs, student services, service to the community, and leadership in economic development and cultural enrichment of the region (p. 8 Panola College Catalog; online at <a href="http://www.panola.edu">www.panola.edu</a>)</td>
<td>The Vision of the Associate Degree Nursing Department of Panola College is to promote excellence in nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Mission</th>
<th>ADN Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Panola College is dedicated to providing excellence in education for its constituents… to enrich lives and improve skills.&quot; (p. 8 Panola College Catalog; online at <a href="http://www.panola.edu">www.panola.edu</a>)</td>
<td>The mission is to facilitate an educational environment to foster the development of caring, ethical, competent, novice professional nurses.</td>
</tr>
</tbody>
</table>

| "Our aim is to help each student achieve his or her full potential and contribute to the further development of society" (p. 8 Panola College Catalog; online at www.panola.edu) | As such, we contribute to the progression of the profession of nursing. |

### Table 2. Correlation of College and Associate Degree Nursing Purposes

<table>
<thead>
<tr>
<th>College Purpose and goals</th>
<th>ADN Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>The range of educational offerings, both electronic and face-to-face, includes university transfer programs, technical and workforce programs, developmental courses designed to remedy academic deficiencies, and continuing education… (p. 8 Panola College Catalog; online at <a href="http://www.panola.edu">www.panola.edu</a>)</td>
<td>To provide quality education to the individual in the community seeking a career as registered nurse who will provide safe, competent, basic nursing care in a variety of roles and settings.</td>
</tr>
</tbody>
</table>

To promote the transition of the Licensed Vocational Nurse into the role of the Registered Nurse. |

### Program Accreditation

The ADN Program at Panola College is approved by the Board of Nursing for the State of Texas (BON) and accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC). Panola College and all of its programs are accredited by the Southern Association of Colleges and Schools (SACS), and the Texas Higher Education Coordinating Board (THECB)
The conceptual framework of the curriculum is composed of five major concepts: 1) Person, 2) Health, 3) Environment, 4) Nursing, and 5) Education.

The circle, composed of overlapping arrows, denotes the integration of the five concepts, which continuously intersect and connect, in varying degrees, with faculty values forming the foundation upon which the curriculum is built and progresses to mission accomplishment.
CONCEPTS:

The following concepts are fundamental to the Panola College ADN Conceptual framework and are included in each level of the curriculum.

**Nursing:** "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations" (ANA, 2003).

**Person:** An individual with unique capabilities, values, beliefs, and goals that are influenced by culture, intellect, and spiritual experiences. Persons become patients when they have a health need requiring nursing.

**Health:** A state of being that people define objectively and subjectively in relation to their own values, personality, and lifestyle. Health fluctuates as a person adapts to changes in the internal and external environments to maintain a state of physical, psychological, social/cultural, and spiritual well-being.

**Environment:** Physiologic and psychosocial (internal and external) factors that interact with individuals and their families. Healthy environments promote quality of life and minimize stressors.

**Education:** A dynamic process that directs and facilitates learning. Learning is an active, continuous process of acquiring knowledge that fosters change in behavior. (Billings, 1998)

**Nursing Education** is the process by which learners are prepared to perform as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. The basic knowledge, skills, and competencies needed in the profession are provided to the student.

**Additional Concepts:** These additional concepts are integral to the conceptual model and are woven throughout the curriculum.

**Accountability:** The state of being able to answer for one’s actions. The professional nurse answers to self, the patient, the profession, the employer and society for the quality of nursing care provided.

**Adult Learners:** Persons who learn better when they are involved in their learning and when they can attach new ideas to prior learning. Adult learners collaborate with instructors to meet educational goals, and take responsibility for becoming self-directed learners.

**Adult Learning Environment:** Employs adult principles of education.

**Advocate:** a person who speaks or writes in support or defense of a person or cause.
Caring: Concern for the well-being of others

Clinical Reasoning: A process of analytical reasoning and decision-making by measuring patients’ outcome against existing standards.

Collaboration: Communication and consultation with appropriate persons to assist in mutual decision-making.

Competent Nurse: One who is qualified and capable of providing safe basic nursing care.

Dynamic: Ever-changing

Ethical/Legal: The standards for nursing as defined by the State Board of Nursing, the Nurse Practice Act, and professional organizations such as American Nurses Association (ANA).

Evidence-based: The practice of nursing in which the nurse makes clinical decisions based on the best available current research, clinical expertise, and the needs and preferences of the patient.

Healthy environments: Immediate surroundings that promote safety and balance.

Holistic: Includes the physical, psychological, social, cultural, and spiritual aspects of the patient, as well as the nurse, and seeks to provide balance between these elements.

Interdisciplinary Team: A group of professionals involved in planning and providing care to patients.

Member of Profession: One who assumes accountability for quality of nursing care and participates in activities that promote the development and practice of professional nursing

Member of Healthcare Team: One who collaborates with clients and health care team members to facilitate continuity of care within organizational frameworks

Patient Safety Advocate: One who uses established standards of care and resources to continuously work toward access and the highest quality care for patients.

Provider of Patient-Centered Care: One who implements nursing care within a legal/ethical scope of practice in collaboration with patients in meeting health care needs.

Self-Directed: Students demonstrate responsibility for learning activities by coming to class prepared, completing additional readings and learning activities, and collaborating with instructors for remediation.
Core Curriculum Requirements

The Texas College and University System Coordinating Board has established core curriculum requirements for college and universities. Students entering the Associate Degree Nursing program must already possess the following competencies in:

READING: Students must be able to:
- identify and comprehend the main and subordinate ideas of a written work.
- draw reasonable conclusions rationally.
- have met the reading requirements of TSI.

WRITING: Students must be able to:
- use the English language grammatically, clearly, precisely, and economically.
- spell and punctuate correctly.
- have met the writing requirements of TSI.

MATHEMATICS: Students must be able to:
- perform with accuracy the computations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals.
- think logically, reason and analyze problems.
- have met the math requirements of TSI.

CRITICAL THINKING: Students must be able to:
- organize and analyze ideas and data using logical methods.
- communicate ideas and data effectively.
- formulate appropriate responses using problem-solving methodology.
Panola College
Associate Degree Nursing
Program Outcomes

Member of the Profession:
1. Function within the nurse’s ethical/legal scope of practice as defined by the Texas Nursing Practice Act while assuming responsibility for nursing care.
2. Demonstrate responsibility for continued competence in nursing practice.

Provider of Patient-Centered Care:
3. Provide safe, caring, holistic nursing to patients and their families through competent use of the nursing process.
4. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
5. Integrate clinical reasoning and evidence-based decision-making in nursing practice while coordinating human, information, and material resources.

Patient Safety Advocate:
6. Plan and implement measures to promote safe environments for patients and obtain training as needed.
7. Implement nursing care within the Scope of Nursing practice as specified in the Texas Nursing Practice Act.

Member of the Health Care Team:
8. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care while ensuring confidentiality.
9. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
10. Synthesize information using technology to support decision making to improve patient care.
11. Delegate and supervise evidence-based nursing care using Scope of Practice.
**Associate Degree Nursing**  
**Leveling of DIFFERENTIATED ESSENTIAL COMPETENCIES**

**Member of the Profession:**

<table>
<thead>
<tr>
<th>Leveling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Function within the nurse’s ethical/legal scope of practice as defined by the Texas Nursing Practice Act while assuming responsibility for nursing care.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Follow the legal/ethical concepts that influence the practice of nursing.</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Differentiate between activities that are and are not within scope of nursing practice.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Assume responsibility and accountability for the practice of professional nursing within the scope of nursing with supporting cues from instructor.</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Function within the nurse’s ethical/legal scope of practice while assuming responsibility for nursing care.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leveling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Demonstrate responsibility for continued competence in nursing practice.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Explains life-long learning of nursing to promote excellence in nursing practice.</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Use reflection and feedback to improve practice.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Participate in activities that promote the development of professional nursing practice.</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Demonstrate responsibility for continued competence in nursing practice.</td>
</tr>
</tbody>
</table>

**Provider of Patient-Centered Care**

<table>
<thead>
<tr>
<th>Leveling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Provide safe, caring, holistic nursing to patients and their families through competent use of the nursing process.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Gather information regarding patient responses to an altered health status to provide basic nursing care.</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Use systematic holistic approach to meet healthcare needs of patients.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Assimilate knowledge from the humanities and sciences in planning and implementing safe and holistic care within the legal and ethical scope of practice.</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Provide safe, caring, holistic nursing to patients and their families through competent use of the nursing process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leveling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Apply principles of patient education to teaching patients.</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Plan and implement individualized teaching plans for adults to facilitate health promotion, maintenance and restoration.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Prepare and implement teaching plans for patients through the innovative use of technology.</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leveling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Integrate clinical reasoning and evidence-based decision-making in nursing practice while coordinating human, information, and material resources.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Explain rationale for nursing plan of care in an organized manner using current information, and other appropriate resources. (basic critical thinking)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Provide nursing care to patients based on evidence-based practice and available resources.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Use clinical reasoning and evidence-based literature for decision making related to</td>
</tr>
</tbody>
</table>
patient care and selection of resources.

\textbf{4\textsuperscript{th}} Integrate clinical reasoning and evidence-based decision-making in nursing practice while coordinating human, information, and material resources.

\textbf{Patient Safety Advocate}

\textbf{6. Assume accountability and responsibility for the quality of nursing care provided to patients and families.}

\begin{itemize}
  \item \textbf{1\textsuperscript{st}} Recognize and implement mandatory safety measures for patients, staff, and visitors and receive training prior to providing care as needed.
  \item \textbf{2\textsuperscript{nd}} Administer medications and treatments to patients safely, with supervision.
  \item \textbf{3\textsuperscript{rd}} Advocate for patients and families by reporting pertinent information to members of the interdisciplinary care team.
  \item \textbf{4\textsuperscript{th}} Assume accountability and responsibility for the quality of nursing care provided to clients and families.
\end{itemize}

\textbf{7. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state and local safety requirements and standards.}

\begin{itemize}
  \item \textbf{1\textsuperscript{st}} Implement measures to promote quality care and a safe environment for patients, self, and others.
  \item \textbf{2\textsuperscript{nd}} Formulate goals and outcomes using evidence-based data to reduce patient risks.
  \item \textbf{3\textsuperscript{rd}} Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
  \item \textbf{4\textsuperscript{th}} Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.
\end{itemize}

\textbf{Member of the Health Care Team}

\textbf{8. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, implement, and evaluate patient-centered care while ensuring confidentiality.}

\begin{itemize}
  \item \textbf{1\textsuperscript{st}} Use confidential information from the Health Care Team to provide patient-centered care.
  \item \textbf{2\textsuperscript{nd}} Practice confidential interaction with patients and Health Care Team members to meet needs of patients.
  \item \textbf{3\textsuperscript{rd}} Demonstrate collaboration with peers, patients, families, and health care teams in the process of planning, implementing, and evaluating patient-centered care.
  \item \textbf{4\textsuperscript{th}} Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, implement, and evaluate patient-centered care while ensuring confidentiality.
\end{itemize}

\textbf{9. Serve as a health care advocate in monitoring and promoting quality healthcare and access for patients and their families.}

\begin{itemize}
  \item \textbf{1\textsuperscript{st}} Describe activities that promote health care advocacy.
  \item \textbf{2\textsuperscript{nd}} Anticipate resources needed in order to provide access to quality care for patients.
  \item \textbf{3\textsuperscript{rd}} Advocate for patients and families to ensure access to quality health care.
  \item \textbf{4\textsuperscript{th}} Serve as a health care advocate in mentoring and promoting quality healthcare and access for patients and their families.
\end{itemize}
### 10. Synthesize information using technology to support decision making to improve patient care.

1. **Explore the technological advances in nursing that have and will improve patient outcomes.**
2. **Demonstrate ability to use technology systems and skills including EHR.**
3. **Communicate and use electronic data and technology to support decision-making in patient care.**
4. **Synthesize information using technology to support decision making to improve patient care.**

### 11. Delegate and supervise evidence-based nursing care using Scope of Practice.

1. **Identify within the Scope of Practice those nursing activities which can legally, ethically, and morally be delegated to non-professional personnel.**
2. **Differentiate between activities that can and cannot be delegated and how and to whom they can be delegated.**
3. **Employ clinical reasoning and evidence-based findings to make decisions about tasks that may be delegated appropriately.**
4. **Delegate and supervise evidence-based nursing care using Scope of Practice.**
Abilities and Skills Necessary for the Profession

As a student nurse and a health care provider, it is necessary for students to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical and mental proficiency
2. Energy to fulfill responsibilities
3. Adequate visual acuity (with corrective devices as needed)
4. Adequate auditory acuity (with corrective devices as needed)
5. Speech which can be understood by all persons across the life span
6. Adequate tactile ability
7. Manual dexterity of all limbs
8. Strength to push, pull, and lift
9. Strength/ability to carry, stoop, squat and bend in accordance with assignments
10. Ability to:
   a. Reach above shoulder area
   b. Stand/walk for long periods of time
   c. Organize and effectively manage time to meet deadlines
   d. Perform neat and accurate work
   e. Respond to increasing pressure, emergencies and work loads
   f. Set priorities
   g. Communicate effectively with the health care team and consumer, both verbally and non-verbally
   h. Document completely and legibly, using acceptable professional terminology
   i. Use computers

Risks for Health Care Providers

Depending on the assigned area, there are potentials for risks which may include, but are not limited to the following: Communicable and infectious diseases, cuts and punctures, radiation, slippery floors, biological hazards, electrical and chemical hazards, assault and battery

Course of Study for ADN Program

The curriculum of the Associate Degree Nursing Program is designed to meet the criteria of the Board of Nursing for the State of Texas for licensure as a Registered Nurse and the parent institution’s requirements for an Associate of Applied Science Degree. The curriculum is designed to meet the National League for Nursing Accrediting Commission, Inc. standards as well (NLNAC 2010).

The prescribed curriculum for the ADN program (regular and online-Panola ONE as well as LVN Transition) consists of thirty-two (32) semester credit hours of general education courses and forty (40) semester hours of nursing courses for a total of seventy-two (72)
semester credit hours. Licensed LVNs are eligible to challenge 4 semester credit hours of the first semester coursework.

The curriculum is designed to allow nursing content to be obtained in four semesters. The curriculum design is a blocked system with clinical emphasis on concurrent learning of stated objectives. This approach permits progression from simple to complex, from normal to abnormal, and reflects the application of the nursing process in relationship to the person throughout the life span and in a variety of clinical settings. Students are guided in applying nursing principles and skills while using the problem-solving process in selected learning experiences to meet the course objectives. The behaviorally stated objectives are achieved by using varied teaching-learning methods and by demonstration of theory application in the clinical setting.

The graduate functions within the role and scope of a professional graduate nurse. He/she is eligible to apply to take the National Council Licensure Exam for registered nurses. The graduate is prepared to function at the associate degree nursing level, as a provider of patient-centered care, a patient safety advocate, a member of the health care team, and a member of the profession of nursing based on the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (Texas BON, 2010).
Section II. RESOURCES
Counseling Services

Counseling services are available through Panola College Student Services. The primary function of the counseling program is to help students adjust to the college environment as well as to provide academic and career counseling. Students in the ADN program may also receive career guidance from nursing instructors and the Dean of the nursing program. Students are responsible for identifying counseling needs (academic and personal) and requesting assistance or referrals.

Library Facilities

The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books, journals and audiovisuals supports all programs at Panola College. Many of the library services are available on-line. Students in the ADN program will be given assignments that require use of the LRC. It is the student’s responsibility to know how to access the resources of the library. Orientation tours and reference classes are available on request.

Student Financial Aid Services

There are numerous financial aid opportunities available through the Panola College Financial Aid office (see Panola College Catalog). Occasionally grants become available specifically for nursing students. Students are encouraged to have a financial aid application on file so that these grant opportunities can be automatically processed.

Health Science Computer Lab

The Health Science Building houses two well-equipped computer labs for use by all of the Health Science students enrolled in classes. Many computer-aided-instruction programs are available in this lab. Students may be given assignments in various courses that require use of the labs. An orientation to the labs will be given. Students are asked to respect the equipment in these labs by not drinking or eating in the area. Students are asked to respect other students by not talking in this area.

Print copies may be made for $.10 per page at the student’s expense. A photocopier is available for student use. A card must be purchased in order to use the photocopier. Cards may be purchased in the library (50 copies for $5). Paper copies will not be made for students by the department secretary – please do not ask.

Health Science Center Skills/Simulation Lab

Skills and Simulation laboratories are held in the Health Sciences Building to provide students independent and supervised practice of clinical skills. Faculty may refer students to the skills laboratory for return demonstration of selected competencies/skills. Use of these labs is a privilege and students must abide by all policies.
Simulation Lab

A simulation lab housed in ETMC Carthage’s critical care unit provides the student with self-directed learning and critical-thinking skills. Designated hours for simulation will be posted by faculty. Students must sign a behavioral/confidentiality agreement in order to participate in simulation activity. Faculty may refer students to the simulation lab to enhance clinical time and/or remediation of clinical competencies/skills.

Affiliations

Panola College ADN Program is very fortunate to have various clinical affiliations throughout East Texas and Louisiana to provide our students with clinical experiences. We are grateful to these agencies for opening their doors to our students. Panola College signs a legally binding affiliation agreement with each clinical agency stipulating that our faculty and students will abide by the rules and regulations governing that agency while we are in the clinical agency.

Nursing Student Organizations

There are two national or state student nurse organizations which students may elect to join: 1) National Student Nurse Association (NSNA) and 2) Texas Nursing Student Association (TNSA). Information is available on the Internet or through the ADN department. The ADN department has a student nurse organization called Panola Nursing Student Association (PNSA) and a fee is collected to support that organization.

Textbooks

The faculty chooses textbooks for the nursing program based on currency and appropriateness to the curriculum design. Textbooks are available in the Panola College bookstore. Required textbooks will be noted in the course syllabus along with other recommended readings.

Messages

The department secretary will take only emergency messages for students. Messages will be posted on the first bulletin board near the large classroom. The student must be responsible for checking the board for messages. Please encourage family and work not to call the ADN Department except in emergencies.
Section III. POLICIES AND PROCEDURES
1. ACCESS TO ADN STUDENT HANDBOOK

All ADN students at Panola College are required to abide by the guidelines and policies set forth in the ADN student handbook. Students in the ADN Nursing Program are also required to abide by the guidelines and policies in the Panola College Catalog and the on-line student handbook, The Pathfinder.

Handbooks for the ADN program are available online. Students must be aware of and abide by the policies contained therein. A copy of the handbook is available in the ADN Department in the Health Science Center for student use.

Students will be asked to sign a statement on the first day of class to verify they have access to the ADN handbook, are familiar with the guidelines and policies, have understood such, and agree to abide by the ADN handbook (see Appendix A, form 1.0).

Panola College ADN program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the ADN Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be issued a written copy of any substantive changes.
2. REQUIREMENTS OF THE PROGRAM

2.1 ADMISSION

The conditions for admission to the ADN program and the LVN Transition and Panola ONE (Online Nursing Education) option are outlined online in the current Panola College Catalog. Because the nursing profession requires a high level of performance with a strong academic background and critical thinking, nursing students are held to a higher admission standard than students enrolled in general academic classes.

**ADN and Panola ONE Option Admission Review and Selection Process**

1. Positions will be offered until class limit is met. The class limit is set by the Dean.
2. Acceptance letters will be sent out after all applications have been reviewed and checked for accuracy. This process will take approximately 4 weeks after the deadline.
3. The Associate Degree Nursing Program uses a mathematical formula to compute an applicant’s ranking score. The ranking score is based on four criteria. This ranking score is used to select qualified applicants for admission into the ADN Program. The formula is as follows:

   \[
   \text{Rank} = \text{prerequisite GPA} \times \text{(number of pre-requisite courses successfully completed)} + \text{(number of degree plan courses completed [except for Panola ONE])} + \text{(HESI points)} + \text{(1 bonus point for each lab science course taken only once AND at Panola College)} + \text{(2 points if LVN or 1 point if CNA)}.
   \]

   Note: A degree plan course with a grade of “D” will **not** receive a point the ranking.

- **GPA notes**: a pass/fail lab will receive the same grade as the course; a clepped course will receive an “A”
- **HESI points** are based on 10% of A² cumulative test score:
  - Example:
    - 92 receives 9.2 points
    - 81 receives 8.1 points
- **Multiple course attempts**
  - The most recent grade will be calculated in the GPA. Students will receive a bonus point for each lab science class taken only once AND taken at Panola College.

**Example:**


\[
\begin{align*}
\text{Rank: } & (4.0) \times (4) + (6) + (10) + (10) + (2) = 44 \text{ (maximum points possible)} \\
\text{Rank: } & (2.5) \times (4) + (8.2) + (7) = 25.2
\end{align*}
\]
In the event two or more students tie for the same rank score during the admission process. Ties will be broken by the following criteria, in said order:

1. Reading Comprehension on the HESI A². The higher reading comprehension score on the HESI A² will obtain the higher ranking.
2. Prerequisite GPA. The higher GPA will obtain the higher ranking.
3. Number of prerequisites completed. The greater number of prerequisites completed will obtain the higher ranking.
4. Number of academic courses completed. The greater number of academic courses completed will obtain the higher ranking.
5. HESI score. The higher HESI A² cumulative score will obtain the higher ranking.

Applicants who do NOT respond to letters of acceptance per instruction in the letter, or applicants whose letters are postmarked “Returned to Sender” will be removed from the applicant pool and may result in the loss of admission for a minimum of one (1) review period.

Applications are accepted twice each year by the first business day of October for admission during the spring semester and by the first business day of March for admission during the fall semester.

Applicants are selected for admission based on their placement on the ranking list from highest rank to lowest rank.

Each applicant selected for admission will be notified in writing and given a deadline to accept or decline the invitation to join the upcoming class. Acceptance letters are sent to each applicant in order of rank until all available seats in the class are filled.

It is critical that each applicant maintain current contact information on file with the college Admissions Office and the Nursing Office (name, address, email and telephone number) since these are the official sources of information for contacting applicants.

Applicants must also notify the Nursing Office of additional courses completed since application.

NOTE: If an applicant is unable to begin the ADN program at the scheduled time after having accepted the admission, the applicant must notify the ADN Program Coordinator at least ten (10) days prior to the first class day. Failure to do so will result in the loss of admission for a minimum of one review period
2.2 IMMUNIZATIONS

Source of immunization requirements: Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students must upload proof of required immunizations to Immunization Tracker prior to participating in clinical experiences. In addition students must meet the college immunization requirements as well as any individual facility requirements when attending clinicals.

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

This section applies to all students enrolled in health-related courses, which will involve direct patient contact. Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in direct patient contact until vaccination status is current.

1. Serologic confirmations of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates either confirmation of immunity or infection.

2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.

3. One dose of tetanus/diphtheria/acelllular Pertussis (TDAP) is required. Pertussis may be declined if TD has been given within the last ten years.

4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.

5. Students shall receive a complete series of hepatitis B vaccine (3) AND show serologic confirmation of immunity (titer) to hepatitis B virus. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria. Declination must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be
required to complete a declination as required by the clinical facility.

6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.

7. An annual TB test (negative ppd) must be verified. If positive, a negative chest exam must be verified by primary provider.

Acceptable Evidence of Vaccinations:

a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.

b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.

c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.

d) A record received from school officials including a record from another state is acceptable

2.3 PHYSICAL EXAM

Students are required to have a physical exam for entry into the program. The Form 2.3 must be completed (signed by the student and the primary provider) to verify the exam and will be kept in the student’s file. The Dean will review the physical exam forms and meet with any student who has a physical or mental issue that could interfere with their education.

2.4 CERTIFIED BACKGROUND CHECK and DRUG SCREEN

The purpose of a certified background check and drug screen policy is to:
1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.
3. Provide early identification of students who may have difficulty meeting licensing/certifying.registry agencies’ eligibility for licensure/certification/registration requirements.
4. Promote early submission by students of petition for a declaratory order by the licensure/certification/registration agency.

**Procedure:** All applications for a Nursing Program at Panola College will be required to have a successful certified background check and drug screen prior to full admission. Panola College will designate the agency selected to do the screenings. The results of the background check and drug screen will be provided directly to the ADN Dean. All drug screening information will be kept in confidential paper or electronic files and archived as indicated by each program’s accrediting agency requirements.

The student will sign the application indicating knowledge of and consent to this policy. The student will pay the cost of the background check directly to the designated agency. The cost of the drug screen will be charged as a course fee.

Because some clinicals occur in Louisiana, a separate background check will be required during 1st semester as outlined by the Louisiana Board of Nursing. An additional cost will be incurred by the student for this background check.

**Unsatisfactory Results:** A student who cannot provide a blue card or declaratory order from the BON will not be allowed to register for the nursing program. Students will complete the Student Medication Record (form 2.4) prior to the drug screen. A student with an unexplained positive drug screen (see Substance Abuse Policy) will be dropped from the program and may only be readmitted after following the Substance Abuse Policy, Readmission section.

**Student Rights:** Appeals concerning criminal backgrounds are to be submitted to the Texas Board of Nursing.

### 2.5 LIABILITY INSURANCE

Panola College purchases Medical Professional Liability Occurrence Insurance for the nursing students (fee is collected at registration). Under this program students are covered for malpractice related to their normal curriculum, studies and assignments 24 hours a day, working in or out of school. Students are not covered if they are doing part-time work outside their practicum. Coverage ceases upon graduation. A copy of the policy is kept in the Panola College business office.

Liability: coverage is provided by the insurance company for claims arising out of real or alleged medical incidents when the injury being claimed is the result of an act or omission. Payment of all court costs is provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost.
2.6 CPR CERTIFICATION

Students are required to hold a current cardiopulmonary resuscitation card in Basic Life Support for Health Providers at all times while enrolled in nursing courses. Students are required to take CPR in the first semester clinical course and certification is valid for two years. Students who take longer than two years to complete the curriculum must retake the course through Panola College Continuing Education for an additional fee.

2.7 LICENSURE ELIGIBILITY NOTIFICATION

Each student will be required to sign a Licensure Eligibility Notification form upon entering the program stating they understand the issues of eligibility for NCLEX-RN licensure from the Board of Nursing for Texas as well as another state where they might desire to test. If a student is in process of a declaratory order, all correspondence from any Board of Nursing must be provided to the Department of Nursing by the student.

The form is provided by the Board of Nursing for the State of Texas (BON) and will be placed in the student’s file. It is the student’s responsibility to determine his/her eligibility for licensure in the State of Texas. Panola College cannot be held responsible for a student’s ineligibility for licensure determination by the BON.

2.8 OTHER EXPENSES

In addition to fees collected at registration, other expenses will be incurred. The guidelines here are intended to be just that: Guidelines. Expenses will vary depending on the quality of equipment purchased by the student, distance to clinical areas, etc. Prices listed are based on last year’s cost and may change at any time. Additional expenses will include:

1. Admission exam: HESI A2 (non-refundable fee each time for a maximum of two times) HESI A2 study guide
2. Books and fees – see current catalog
3. A dual head stethoscope, blood pressure cuff, bandage scissors, hemostat, and penlight. A watch with a sweep second hand is also required. Goggles are optional.
4. Uniforms: It is recommended that students purchase at least two uniforms (two sets of scrubs) so that a clean one can be worn each clinical day. Scrub coats are optional. White shoes are required (see Personal Appearance/Dress Code). A Panola College ADN Patch must be purchased (one for each uniform). A student ID badge from Panola College is required
5. Criminal background checks will be conducted for students to be admitted.
6. Additional background checks as required
7. Clinical agencies are chosen to provide the best experience available for a particular course. Clinical areas may be as far as 70 miles or greater from Carthage.

**TRANSPORTATION TO AND FROM HOSPITALS AND OTHER CLINICAL AGENCIES IS THE RESPONSIBILITY OF THE STUDENT.**

8. Comprehensive exam fee which includes:
   i. Specialty exams throughout the curriculum
   ii. Comprehensive and or CAT tests
   iii. Three day live NCLEX review

9. Remediation course if needed which includes additional NCLEX prep activities

10. Senior picture, Cap and Gown and Nursing pin and sash

11. Expenses after graduation: NCLEX-RN exam for licensure, approval to test

12. Reminder: Don’t forget to budget for childcare. See Vocational Counselor in Student Services for information on childcare assistance. Please apply for Financial Aid if you are in need of assistance.

### 2.9 GRADUATING STUDENTS

The graduating student will be responsible for the following:

1. Personal pin - students must purchase a Panola College ADN pin and sash in order to participate in commencement.
2. Cap and gown must be rented through the Panola College bookstore to participate in the commencement ceremony
3. Lamp may be purchased through the ADN Department (optional)
4. Invitations may be purchased through the bookstore

### 3. STUDENT HEALTH AND SAFETY

Panola College offers no health facility on campus. If an accident or emergency occurs on campus, aid will be administered in accordance with the *Panola College General Catalog* and *The Pathfinder*.

#### 3.1 ACCIDENT OR INJURY TO STUDENT

In the event of a serious illness or injury that hinders a student’s ability to perform in the clinical setting, the Associate Degree Nursing program may require a physician’s statement authorizing the student to continue to provide patient care to the levels required. Specific release guidelines may be requested for situations involving back injury, surgery, pregnancy, communicable diseases, etc. (Form 3.1)

If a student is injured while in the clinical area, the instructor must be notified immediately. The student may be treated in the hospital emergency room or may
go to a private physician. Agency guidelines will be followed for unusual occurrence reporting. Students are responsible for any medical costs incurred.

3.2 INFECTION CONTROL GUIDELINES

The Panola College ADN Program promotes safety for all students, staff, faculty, and patients. The ADN program complies with accepted policies, standards, and guidelines set forth by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and Standards for Nursing Practice for the State of Texas.

Therefore, Standard Precautions are followed carefully. Students are taught the national Occupational Safety and Health Administration (OSHA) Standard Precautions in the first nursing semester and content is practiced and reinforced throughout the program. Students are responsible for using Standard Precautions and infection control guidelines and are responsible for any personal expenses that may occur in the event of an exposure.

In the event a student becomes exposed to blood or body fluids, the exposure should be reported to the clinical instructor, program Dean, and the authorities in the health care agency. Guidelines from the agency for such exposure should be followed including documentation.

3.3 PREGNANCY

A female student will notify her instructor(s) of pregnancy so that appropriate assignments may be made. It is the responsibility of the student to advise faculty of any activity limitations or changes that occur during pregnancy that may affect successful completion of the course objectives. The pregnant student will have her physician complete the Limitations & Liability Release (Form 3.1) at the beginning of each clinical rotation.

The faculty will consider the limitations or other treatment plan prescribed by the primary care provider and will attempt to accommodate such plans.

Panola College assumes no responsibility for problems that may occur with the fetus, the pregnancy or the delivery.
4. EXPECTATIONS FOR STUDENT BEHAVIOR

Whether in the classroom or the clinical setting, students will:

a. be courteous and respectful at all times
b. abide by rules of college, the nursing department, and affiliate agencies
c. conduct themselves in a manner as to reflect credit upon themselves, the nursing program and the College.

4.1 ATTENDANCE/ABSENCES

The Associate Degree Nursing Program follows the attendance policy stated in the Panola College General Catalog. Students are expected to attend all classes and are held responsible for all announcements and course content. Individual course syllabi outline the policies concerning graded assignments and make-up of scheduled tests.

a. Students are expected to value the classroom and clinical experience by being present and prepared.

b. ALL STUDENTS ARE EXPECTED TO ARRIVE AT CLASS AND CLINICAL SITES AT THE TIME DESIGNATED BY THE INSTRUCTOR. BEING ON TIME IMPLIES THE STUDENT WILL BE COMPLETELY PREPARED TO PARTICIPATE IN CLINICAL BY THE SPECIFIED START TIME. Cell phone time will be used. Definition of tardiness will be enforced according to the individual syllabus.

c. Inclement Weather: For general guidelines see the Panola College Catalog. Since travel to clinical assignments is often a distance from Carthage, students should be aware of weather conditions at their clinical site. If absence is necessary due to weather, the student should notify the instructor as directed.

d. Employment must not interfere with attendance at campus classes or practicum experiences. Outside responsibilities such as employment are not considered acceptable excuses for a student’s inability to meet any curriculum requirements.

e. A student MUST CALL the instructor as soon as possible if missing a clinical assignment. SENDING A MESSAGE WITH A FELLOW STUDENT IS NOT ACCEPTABLE. For absence from class the student will notify the instructor or the ADN office.

f. Upon returning to class after an absence, the student MUST contact each instructor the first day back for “make-up” assignments. This includes tests.

g. The absence policy for Panola College will be followed for CLASS absences: “Instructors initiate withdrawal of students for non-attendance after they have accumulated the following number of absences:

- Fall or spring semester:
  - 5 absences, [three days per week] classes
• 3 absences, [two days per week] classes
• 2 absences, one-day-a-week classes
Summer sessions:
• 3 absences, four-days-a-week classes
• 2 absences, two [days] a-week classes”
Within any given semester, a student who accumulates the above or 16 hours of absences of clinical hours due to emergency circumstances may withdraw - with documentation of emergency - within two business days or will receive an “F” in the course.

4.2 ELECTRONIC EQUIPMENT

a. Personal beepers and phones must be kept on “silent” to prevent disturbing others.
b. Cellular phone use is **NOT ALLOWED** in the classroom or clinical. Recorders and laptops will be allowed in the classroom at the instructor’s discretion. Students are encouraged to learn appropriate listening skills but may use recording devices in certain situations.

4.3 ACADEMIC AND PROFESSIONAL INTEGRITY

Nursing students are expected to demonstrate integrity in all aspects of their work from the beginning application process to the final application for licensure. Academic integrity means a student presents his or her own work and completes assignments to the best of his/her ability. Cheating and using someone else’s work are grounds for disciplinary action up to, and including, dismissal from the program. Students in the ADN program are held to the Standards of Student Conduct, Rights, and Responsibilities in the on-line copy of *The Pathfinder*.

A violation of academic integrity will be handled as outlined in the section on Discipline and Penalties in *The Pathfinder*. The procedure for Academic Appeals is in the *Panola College Catalog*.

In addition, nursing students are required to exercise confidentiality, following Health Information Portability and Privacy Act (HIPPA) guidelines, with regard to all patient and staff information, just as they will during subsequent nursing practice. The ADN student will be expected to develop professional role characteristics including observances of legal and ethical framework set forth in the Nurse Practice Act for the state of Texas and the American Nurses Association Code (see appendix B). Failure to follow the Nurse Practice Act in a clinical course will result in an “F”

ADN students will act in a professional manner. There will be zero tolerance for student behaviors that are inappropriate, belittling to others, deceitful,
disrespectful, and disruptive. Professional nurses should pride themselves on consistently exhibiting behavior that is upstanding without reproach. This expectation is passed to nursing students as they learn what it means to be a professional. Unprofessional behaviors, as described above, are grounds for disciplinary action up to and including dismissal from the program.

4.4 PERSONAL APPEARANCE AND DRESS CODE

The ADN nursing students shall wear their uniforms ONLY for clinical assignments and skills lab or when officially representing the ADN program. Staff at the clinical site may refuse student’s access to patient information if the student is not properly attired or identified as a student of the College.

The following uniform standards apply to all students:

a. **Uniforms:** The faculty will designate the student uniform. (hunter green scrubs) School uniforms must fit properly with dresses hemmed at knee length or longer and pants hemmed at ankle length, in good repair, clean, and pressed.

b. **Undergarments** shall not be observed through (or above or below) the uniform scrubs with the exception of a white (non-patterned) long or short-sleeved T-shirt worn under scrubs for added warmth – green if it is a Panola College nursing t-shirt. Non-patterned flesh-tone or white underwear is best. White, non-patterned stockings, without runs, are to be worn under dress uniforms. White stockings or socks are to be worn under pants uniforms.

c. **ID Badge:** The Panola College identification badge shall be worn on the left chest area of the uniform. A Panola College nursing patch must be sewn on the right chest area 3” down from shoulder seam.

d. **Shoes:** Clean, polished, WHITE nurse-type shoes with closed toe and heel are to be worn; shoestrings (if applicable) should be white and clean.

e. **Lab coat:** A matching hunter green scrub jacket may be worn over uniform.

f. **Equipment:** Students are required to have a dual head stethoscope, blood pressure cuff, bandage scissors, hemostat, and penlight. Stethoscope covers are not permitted. Goggles are optional. A ballpoint pen with black ink is required. No felt tipped or erasable pens are allowed.

g. **Hair** shall be worn securely held off the uniform collar and away from the face. Ponytails must be secured so they do not hang forward into face area. Hairstyle should be moderate and clean. Hair must be no more than three inches above crown. Large barrettes, bands, ribbons, bows, and ties are not permitted. No initials, symbols, lines, or writing in hair. Hair color must be found in nature in humans.

h. **Facial hair** should be clean and neatly trimmed.

i. **Tattoos** may not be visible while in uniform.

j. **Fingernails** shall be clean and well trimmed, not extending past the fingertips. FAKE NAILS AND NAIL POLISH ARE NOT ALLOWED.
k. **Make-up** shall be modest and of soft, neutral shades.

l. **Scents:** Due to environmental allergies and patient sensitivities, no perfumes, after-shaves, or scented hair gels or sprays shall be worn. Clothing and person should be free from body odor and tobacco odors.

**NO SMOKING WHILE IN UNIFORM.**

m. **Jewelry:** A watch with a second hand is required. One plain band on a finger and one set of stud pierced earrings in the earlobes will be allowed. **No other body piercing jewelry should be visible.**

**EXCEPTION:** Medical alert bracelet or necklace.

l. **Gum:** No chewing gum is allowed while in class or clinical.

VIOLATIONS of the dress code in clinical may result in a student being sent home with an absence.

**PLEASE NOTE:** GUIDELINES FOR CLINICAL DRESS ARE FOLLOWED FOR ANY TIME STUDENTS ARE IN UNIFORM

**4.4.1 CLASSROOM DRESS POLICY**

The purpose of the Panola College Associate Degree Nursing Program’s classroom dress code is to foster a professional, safe and respectful environment at school. Our neat, clean and tasteful grooming fosters a respect for learning, encourages a sense of community, and distinguishes our Program. The dress code is in effect from the time students enter the campus until they exit the campus.

Shirts must be full length. Dresses, skirts and shorts should be an appropriate length (no more than 4” above the knee) and should not be excessively tight. Sleeveless shirts should run to the end of the shoulder and be cut close to the arm.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; spaghetti straps; halter tops; tube tops; tank tops; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups.
If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the Associate Degree Nursing staff will require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in the student being sent home from class for the day.

4.5 TOBACCO-FREE POLICY

Panola College is a tobacco-free campus. Tobacco use is prohibited anywhere on campus or in College owned property. Tobacco use by students is not permitted on the premises of any clinical site at any time. To protect the patients from offensive odors, students are discouraged from smoking prior to arrival at the clinical area. When in uniform, do not smoke.

4.6 CLINICAL GUIDELINES AND RESPONSIBILITIES

Students must abide by all the rules and regulations of the affiliated agencies. TRANSPORTATION TO AND FROM HOSPITALS AND OTHER CLINICAL AGENCIES IS THE RESPONSIBILITY OF THE STUDENT.

a. Hours: in order to meet certain objectives and obtain clinical space, it may be necessary to schedule some evening, night, and/or weekend sessions. Schedules are given to students at the beginning of each semester.

b. ALL STUDENTS ARE EXPECTED TO ARRIVE AT THE CLINICAL SITE AND BE READY FOR PRACTICE ON TIME. THIS IMPLIES THE STUDENT WILL BE COMPLETELY PREPARED TO PARTICIPATE IN CLINICAL BY THE SPECIFIED START TIME.

c. Clinical evaluation tools accompany each course with a clinical component. Students are responsible for meeting clinical objectives each clinical day. Instructors will give ongoing feedback throughout the rotation. At the midterm and completion of each rotation, the instructor will give feedback (see Grading System in clinical syllabus).

d. Repeated unsatisfactory performance or critical unsatisfactory performance will result in student failure (see Grading policy in this handbook).

e. Students must be prepared to perform nursing skills in the clinical area. Additional time in the skills labor simulation lab may be requested by student or required by instructor for student remediation.

4.7 UNUSUAL OCCURRENCE

An unusual occurrence is any event that is not part of routine daily activities. Examples of unusual occurrences include accidents (such as falls or needle
sticks), injuries, suspected illicit or illegal activities (such as bomb threat, drug use, etc).

Documentation of an unusual occurrence is intended, not to place blame, but to provide an accurate record of the incident while facts are fresh in one’s memory. All parties involved in, or witness to an unusual occurrence should document the incident using the ADN Unusual Occurrence form (see appendix A, form 4.7). The form will be submitted to the ADN Dean and kept in a secure location. When in clinicals, the agency’s unusual occurrence form must be completed, as well.

4.8 SUBSTANCE ABUSE POLICY

Any student enrolled in a Health Science program will be tested for drugs on admission (see Policy 2.4). In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:
1. Students will be asked to submit to drug screening by their program Director in the following circumstances:
   a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
   b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
   c. Detailed, factual and persistent reports of misuse by multiple colleagues.
   d. Abnormal or erratic behavior, such as sudden outburst, mood swings, hostility or unusual anxiety which suggests possible drug use or alcohol misuse.
   e. Involvement in suspicious accidents.
   f. Apparent lapses in judgment or memory
   g. Unusual lethargy.

2. Faculty and students will adhere to the following testing guidelines:
   a. The student will sign consent to undergo drug screening upon admission (Form 4.8.a).
   b. The instructor(s) will document student’s behavior and confer with program Director (see Form 4.8.b). If a program Director is the faculty member concerned about the student’s behavior or if the program Director is unavailable, the conference will be with the Vice President of Instruction or VP’s designee.
   c. A request for a drug screen will be initiated.
   d. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
e. The program Director will arrange for transportation of the student directly to a designated testing center accompanied by a Panola College representative.

f. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.

3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.

4. Drug screen findings will be interpreted by the designated testing center as soon as possible.

5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.

6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.

7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised additional-testing may cost in excess of $200.

8. During the review process with the Vice President of Instruction and the program Director, the student will have the opportunity to:
   a. Explain the cause of the positive drug screen
   b. Provide the name of the physician authorizing any prescription medications.

9. The Dean or Director will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
   a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Director will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
   b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.

10. If drug screen is positive and unexplained, the student will be:
    a. Dismissed from the program (see readmission below)
    b. Reported to the state licensing agency, if applicable

11. The student may appeal the dismissal using the student Appeal Procedure in the Student Handbook (Pathfinder, online).

12. A student who tests positive will be provided a list of community resources for treatment.

13. If the drug screen is negative, the student will be immediately reinstated by the program Director and will be provided opportunity to make up assignments. The student will be subject to all other policies related to safe behavior and care of clients.
Substance Abuse Recovery – Student Applicant or Readmission

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether or not they have previously been dismissed from a health science program) will be required to do the following before entering:

A. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application.
B. Provide letters of reference from all employers within the last one or two years.
C. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
D. Sign an agreement to participate in random drug screenings consistent with the policy of Panola College Health Sciences Division and the clinical agency where student is assigned for patient care. Testing will be paid for by the student.
E. Obtain information regarding a declaratory order from the Board of Nursing prior to taking the licensure exam.
5. GRADING

5.1 GRADING SYSTEM

The educational curriculum of Nursing is planned and implemented by the faculty and provides concurrent and sequential theoretical knowledge. Nursing is an art and a progressive science dedicated to the betterment of human welfare. The Panola College ADN program stresses excellence in all areas and strives to maintain the high quality of nursing education.

As part of this important process, the following grading system (different from that of the parent institution) is used to support excellence and is applied to all nursing courses including those that may be transferred from other nursing schools:

\[ A = 90-100; \quad B = 80-89; \quad C = 75-79; \quad F = 74.99 \text{ or below} \]

**NO ROUNDING OF GRADES WILL OCCUR.**

The objectives, tests, projects, and/or papers required for grading in each course are explained in the course syllabus. The instructor(s) for a course determine the grading procedure. Work not submitted according to the syllabus guidelines may be scored as an “F”. Work must be completed in a timely manner.

A. Examinations are based on course objectives
B. Course content from the biological and behavioral sciences as well as previous nursing knowledge is included on exams, as appropriate
C. A comprehensive exam is given as a requirement of graduation (see Policy 6.7)

An incomplete (I) will NOT be given for students who fail to complete their work on time. Only in extreme circumstances, such as illness of the student, or death of an immediate family member, will an incomplete be requested. Notify instructor as soon as possible of any extreme life circumstances. Incompletes must be approved by the Vice President of Instruction. Incompletes must be completed before the student may progress in the nursing program (see Progression and Retention section in this handbook).

The instructor may document any student behavior (classroom or clinical) needing attention on the Faculty Anecdotal/Conference Record (see Appendix A, form 6.5). The student and instructor should set mutual goals to correct the behavior and the student signs the form to ensure clear communication.
5.2 TESTS AND TEST REVIEWS

a. The instructor designs tests for an individual course or section of a course. Testing procedures such as seating arrangements, rules for leaving the room, etc. are developed by the faculty.
b. Major exams are proctored. Exams are given at the same time when offered at different locations.
c. Students must follow the directions of the instructor for either computer or paper tests. No personal items such as cell phones, iPads or other electronic equipment will be allowed at the testing station. No hats or caps may be worn during testing. Outerwear (jackets and hoodies) may be subject to search. Approved earplugs may be worn.
d. A grade of zero for the test will be recorded if there is evidence of verbal or non-verbal communication between students, use of a cell phone, or if information related to test material is found on or in the vicinity of the student; the student may be disciplined as outlined in the Academic Integrity policy.
e. Test reviews are the prerogative of course faculty. NOTE: Final exams are not reviewed. Test reviews may be conducted during non-class time. Attendance at review is voluntary and this should be considered a learning experience. Discussion about correct answers is welcome but disruptive behavior will not be tolerated. Disruptive students will be asked to leave the review.
f. Students who wish to dispute an exam item may do so in writing. Disputed items will be reviewed by instructor.
g. Due to the need for test security, students will not be given copies of tests, scantrons, etc.

5.3 CLINICAL GRADING

Each course with a clinical or lab component will have an evaluation of expected clinical competencies included in the syllabus. The essential/critical competencies will be denoted. **Essential/critical competencies are those that must be satisfactory by the end of the course in order to receive a passing grade.** The instructor will use the evaluation to grade the clinical competencies. Students will be asked to sign the evaluation at the end of the course or rotation.

1. **Satisfactory Achievement:** A numeric grade with a definition will be used on the evaluation to denote satisfactory achievement. Satisfactory achievement on an individual skill also includes:
   a. Satisfactory performance of psychomotor skills previously tested in the Nursing Lab at the college or in previous nursing courses.
   b. Satisfactory written/oral nursing processes according to those guidelines identified in the evaluation tool.
   c. Consistent safety in all areas of nursing practice. Safety includes physiological and psychosocial concerns and infection control (see Statement of Unsafe Clinical Practice policy).
2. **Unsatisfactory Performance:** A numeric grade with a definition will be used on the evaluation to denote unsatisfactory achievement. Unsatisfactory performance is when the student is unable to apply knowledge, perform skills or develop a nursing care plan as taught in the nursing curriculum. If the student does not apply a principle that has been taught previously or if a student does not meet the criteria for the skill, the corresponding numeric score will be given.

3. **Clinical Incidents:** Any incident or student behavior deemed unsafe by instructor or clinical staff will be brought to the student’s attention by the instructor as soon as possible and documented by the next business day on the Clinical Incident Report Form (see Appendix A, form 5.3.a).

A serious infraction or repeated evidence of unsafe clinical practice by a student will be grounds for an “F” in the clinical course.

Unsafe clinical practice includes but is not limited to:

a. Failure to provide for the safety and comfort of the patient. Each student is required to practice without violating 1) physiological safety, 2) psychosocial safety, and 3) infection control guidelines.

b. Failure to observe the rights of medication administration according to agency policy and accepted standards of care

c. Failure to solicit direct supervision from an instructor when 1) administering insulin, anticoagulants, narcotics, IV medications (including flushes) 2) wasting narcotics 3) monitoring blood and blood product administration or 4) any skill or procedure not checked off by current instructor.

d. Violation of ethical standards such as: 1) willful dishonesty regarding information given to faculty, students, or hospital staff, 2) Stealing medications, equipment, supplies, books, etc., 3) failure to keep patient information confidential, 4) abuse or neglect of patients, or 5) impairment or likely impairment through use of alcohol or non-prescribed chemicals (see Substance Abuse policy).

e. Absence from clinical assignment without proper notification (Patient Abandonment).

Any student not progressing toward satisfactory completion of essential competencies in a clinical course may also be deemed unsafe.

**Serious Infraction:** A clinical incident of a serious nature (such as willful abuse, neglect, or abandonment, falsification of documentation, stealing, etc.) is grounds for immediate “F” and dismissal. Such an incident will be documented by the instructor and referred to the ADN Dean as soon as possible.

a. **First Clinical Incident:** Student and instructor will meet and complete the Clinical Incident Report Form (form 5.3.a) including remediation plan, evaluation plan and evaluation date by which satisfactory behavior must
be demonstrated. Student and instructor must sign and date the form. A copy of the form will be forwarded to the Dean of the ADN program and placed in the student’s file. On the evaluation date, the instructor will document the evaluation on the same form and the student and instructor will again sign and date the Clinical Incident Report Form in the evaluation section. An unsatisfactory performance on the evaluation may, **AT THE INSTRUCTOR’S DISCRETION**, be given a second remediation or become a second clinical incident.

b. **Second Clinical Incident**: The same procedure will be followed as for the first clinical incident. The Dean of the ADN program will send written notice to the student that the second documented incident places the student in jeopardy of failing the course and possibly being dismissed from the program.

c. **Third Clinical Incident**: A third clinical incident will result in an automatic failure of the course. If the incidents are of a serious nature, the instructor may recommend dismissal of the student from the program.

5.4 **SKILLS/SIMULATION LAB**

Skills labs and simulation labs are available to provide the student supervised practice of clinical skills. Instructors may refer students to the skills simulation laboratory for the remediation of select competencies or skills as necessary.

Instructors will give criteria for each nursing competency/skill. Students must return demonstrate skills using the established criteria, in order to earn a satisfactory rating on that competency/skill. Instructors may assign independent practice for students.

**Simulation Lab**

**Introduction**: The Panola College Nursing Simulation Laboratory (PCNSL) is a state-of-the-art multidisciplinary simulation training center available to all nursing faculty, students, and staff of Panola College to conduct educational activities. The PCNSL provides services for the integration, practice, and evaluation of user’s knowledge, interpersonal communication, and clinical skills through the use of simulation technology. PCNSL currently offers low to mid-fidelity simulator mannequins as well as standardized patients. The PCNSL includes space at East Texas Medical Center Carthage, space in the Health Science Center and any other space used for simulation.

The faculty has access to equipment/facilities allowing for video recording and playback of lab activities. This capability permits faculty to review and assess individual and/or group performance for debriefing processes.
Purpose of policies and procedures

The policies and procedures are to ensure that the PCNSL continues as an efficient clinical teaching/learning environment. Maintenance and protocols of the PCNSL must be followed by all of its users. Therefore, the following policies are intended to ensure an optimal experience for everyone utilizing the PCNSL.

Initial steps to conduct courses in the PCNSL

A master calendar will be managed by the Simulation Coordinator. Faculty seeking to use the PCNSL must contact the Simulation Coordinator to schedule. When a simulation day has been confirmed by the Coordinator, the faculty will receive notification.

Hours of Operation

The PCNSL Coordinator is available from 8:00 AM – 3:00 PM Monday – Friday 10 months per year. Scheduling of the facility requires advance notice and is subject to the approval of the Simulation Laboratory Coordinator. PCNSL Coordinator will check with the Hospital and the HSC on the availability of the laboratory and the equipment. Up to 3 days may be required for a response. For questions pertaining to hours of operation, contact the coordinator at (903)694-4017.

Prioritization

Scheduling of the PCNSL is prioritized as follows:

1. Use of space for established courses of Panola College Nursing program for running mid-high fidelity simulation scenarios

   No set percentage or timing of usage by any one course is established. Utilization is monitored based on training and educational needs and modifications will be made if needed.

2. Use of space for training hospital staff of East Texas Medical Center Carthage is granted priority after Panola College nursing classes.

   No set percentage or timing of usage by any hospital area is established. Utilization is monitored based on training and educational needs and modifications will be made if needed.

3. Use of space for training secured through grants, contracts, and philanthropic donations
When determining your date and time, it is essential to allocate an additional ½ hour to 1 hour for set-up prior to the course and a ½ hour to an hour afterward for clean-up. This will ensure an efficient transition between sessions and avoid interference with other users.

**Lab Request Form**

To reserve space, review the calendar for available times/dates and email request to mwalters@panola.edu. Rooms are not reserved until the request is processed by Coordinator. Confirmation of request will be sent within 72 hours from the date in which the request is received.

**Cancellations**

Due to set up time and limited space availability, it is mandatory to contact the Simulation Coordinator ASAP to cancel any simulation space booked. Cancellations should be made 24 hours prior to the event if possible.

**Provisions for Unexpected Events**

Unforeseen situations arise which may affect the coordinator’s ability to conduct a class. The simulation coordinator will exhaust every effort to notify course instructors in a timely manner. Efforts will be made to reschedule sessions and/or grant access to the facility the day of the course. If staff resources are available, personnel will be notified of the immediacy of the situation and requested to substitute for the coordinator.

**PCNSL Maintenance**

In order to maintain an efficient lab, all PCNSL users are expected to complete proper cleaning detailed below. Hospital Environmental Services provides general cleaning and garbage removal, but all other cleanup is the responsibility of the user. (If you anticipate that your activities may cause property damage, please contact the PCNSL coordinator prior to use to discuss preventative and restorative measures.)

In the event that equipment has been damaged under your supervision, it is your responsibility to notify the Simulation Coordinator. Failure to notify the Coordinator may result in the suspension of your future Simulation Laboratory privileges.

Please leave the lab, classroom, and skills lab as they were found. Return equipment, unused supplies, and furniture to their original location. Put trash in the receptacles and wipe surfaces. If garbage cans are overflowing at the end of a session, please contact the coordinator.
FOOD & BEVERAGES ARE RESTRICTED IN ALL LAB AREAS.

As a professional courtesy, we ask that all cell phones, blackberries, and pagers either be turned off or placed on vibrate/silent mode before entering the PCNSL. We encourage staff conducting classes to mention this before beginning the course.

Please refrain from leaning or placing your feet on the walls or the furniture.

It is the responsibility of the faculty and students to adhere to the policies and procedures. (Recurrent violations may jeopardize the College’s ability to host future activities in the lab.)

Consent and Privacy Authorization

The PCNSL records many lab activities. Participants are required to sign a video consent agreement. The video data is primarily used for student evaluation and research studies. It may also be used as promotional or advertisement materials for the PCNSL.

Non-disclosure

Information authored by Panola College faculty may be construed as intellectual property. PCNSL may request participants sign a non-disclosure agreement in the event sensitive information is shared.

A signed confidentiality form is required in order for students to participate in simulation laboratory activities. Failure to acknowledge simulation confidentiality may result in the suspension of one’s simulation activity privileges. A student found in breach of confidentiality will be subject to disciplinary action as determined by the Dean of Health Sciences.

Feedback and Evaluation

In an effort to provide exceptional service, participants are asked to complete an evaluation form. PCNSL welcomes all feedback and suggestions.

5.5 DOSAGE CALCULATIONS EXAM

Dosage calculation exams will be given for all clinical courses (with the exception of Mental Health). Exams given in second, third and fourth semesters will be administered prior to the 12th class day. The student must pass the dosage calculation exam before being allowed to administer medications. The pass rate for all levels is 100%. Each student will be given three opportunities for success on the calculation exam. Students not achieving 100% by the third attempt will be dropped from the clinical course with an "F" (failure). Policies concerning progression and readmission will be followed.
6. PROGRESSION AND RETENTION

To remain in good standing, all Panola College students must maintain a cumulative grade point average (GPA) of 2.0 (see System of Grading in the Panola College Catalog). A student with less than a 2.0 will be placed on scholastic probation by the college (see Scholastic Probation in The Panola College Catalog).

Students in the nursing program must successfully complete all courses at one level before progressing to the next level.

6.1 ACADEMIC FAILURE

A student receiving a grade below “C” or 75% in a nursing course (RNSG) will not be permitted to progress in the Nursing core until the course has been successfully completed with a grade of “C” or better. If the “F” was received due to unsafe clinical practice or a violation of academic integrity, the student will not be permitted to repeat the course. Only a student with academic failure or who withdraws (see Withdrawal policy in this handbook) will be allowed to repeat.

A student repeating a class will be admitted to that class on a space available basis only and must enroll for credit in both the co-requisite class or clinical for the repeated course. The student must pass both classes in the repeat semester in order to progress. A regular student meeting the PONE admission requirements may repeat a class in the Panola ONE option in the 4th semester only. A Panola ONE student receiving a grade below “C” or 75% in a nursing course (RNSG) will NOT be permitted to progress in or reapply to the Panola ONE. He/she may petition to enter the regular curriculum.

Students must follow the policy for Readmission to the Program in this handbook.

6.2 PARTTIME STATUS

A student on part-time status due to repeating a course, withdrawing from a course, or by choice must submit a written request to the Dean EACH SEMESTER throughout the remainder of the program detailing the request to continue in the program either as part-time or full-time. Part-time students must recognize that admission to any course is done on a space available basis.

6.3 DISMISSAL

Failure of two nursing courses will result in dismissal from the ADN Program. This includes nursing courses taken at Panola College as well as courses taken at other professional schools of nursing within the last five years. A repeated course failure will count as failure of a “second nursing course”. Students may also be dismissed from the program for violations of academic or professional integrity or
violations of safe clinical practice (see policies for Academic Integrity and Clinical Grading in this handbook).

6.3 WITHDRAWAL

The following policy is for the nursing department only and does not affect the policies or procedures of the records office, the business office, or financial aid.

**The following procedure may be used only once during the time a student is in the ADN Program**

A student enrolled in two didactic nursing courses, may withdraw from one didactic nursing course and its corresponding clinical course (during the program) without penalty within one week after taking the later of the two scheduled first exams. (This excludes a course with a final exam being the only exam.)

Example:          Course A: 1st exam Sept 6        Course B: 1st exam Sept 15
Date to Withdraw from either course and its clinical:  Sept 22

A student may use this option one time only without the penalty throughout their course of study in the Associate Degree Nursing Program. After that date the student will receive the grade they have earned for the amount of work, assignments, etc. completed to date in each course. The rationale for the grade will be documented on the Grade Documentation form (see Appendix A, form 6.4a) and placed in the ADN student’s file. If the student withdraws after the date with a failing grade, it will count as one failure toward readmission. A student with two failures will not be allowed to return to the nursing program.

A student withdrawing must follow the policy for Readmission to the program in this handbook.

6.4 READEMISSION TO THE PROGRAM

Readmission to a course or to the entire program will **ALWAYS OCCUR ON A SPACE AVAILABLE BASIS.**

A student with only one failing grade or with no failing grades in nursing courses (from Panola College or any other nursing program) may be readmitted to the program only one time. This allows students with unforeseen life circumstances (such as illness, death of family member, etc.) to continue their nursing education. For re-admission to a course or to the program the following procedure must be followed:

a. Apply in writing to the Dean of the ADN Program in the term prior to the desired re-admission term. Submit letter with attached transcripts from Panola College. Deadline for fall semester is one week from the
last day of the previous spring semester. Deadline for spring semester is the last day of the previous fall semester classes.

b. Meet all of the requirements for admission to the program as well as the requirements listed in this handbook (see Requirements of the Program). The student may choose to complete under current course requirements or complete the requirements under which he/she first entered the AD Nursing Program provided the courses are currently being offered (Panola College Catalog).

The Admissions Committee will review requests for readmission and make a recommendation to the Dean. The Dean will make the final decision concerning readmission on a space available basis.

6.4.1 LVN completion for ADN students

Panola College students who have completed one or more semesters in the Associate Degree Nursing Program may be allowed to complete through the LVN program on a space available basis. An interested student should write a letter requesting completion to the Dean of Nursing and Health Sciences with a copy of their degree audit or unofficial transcript.

If a space is available, the Dean will complete a degree audit on form 6.4.1 and submit it to the LVN faculty for a decision. Students will be given a plan for completion of the LVN program. Upon successful completion, the student will be eligible to sit for the LVN licensing exam.

6.4.2 Readmission of Students Failing Out of a Nursing (RNor LVN) Program

A student who received a failing grade in two VN or RN nursing courses (at Panola College or another nursing program), including courses from which he/she withdrew may only be readmitted to the ADN Nursing Program at Panola College after three years and demonstration of college level competency by one of the following:

- LVN license with one year of acute care experience
- Earned AAS degree in related field (i.e. science or health)
- Earned bachelor’s degree in related field (i.e. science or health)

6.5 APPEALPROCEDURE

An appeal is a complaint or protest related to a nursing course or an unresolved dispute over student evaluation (performance) or course or program requirements. 1) A student with an appeal related to any course in the program or policy in this book should first contact the instructor(s) involved. The instructor will document the appeal on the Faculty Anecdotal/Conference Record (see Appendix
A, form 6.5) or in the form of a letter and place in the student’s file. The student may sign the form or submit one of his/her own for the file.

2) If the appeal is not resolved to the student’s satisfaction, the student should submit IN WRITING, on the proper form, his/her complaint, detailing the events, activities, and appeal. This form should be submitted to the Dean of the ADN program along with a request for a meeting to discuss the grievance.

The Dean of the ADN program will meet with the student and instructor(s) involved, within three business days of the request. Documentation will be recorded on a Faculty Anecdotal/Conference Record or a letter and placed in a secure file.

3) If the grievance is not resolved to the student’s satisfaction, the student may request, a meeting with the Vice President of Instruction. From this point on, policies in The Pathfinder will be followed.

***Failure to follow this chain of command may result in disciplinary action.***

6.6 SPECIALTY ACHIEVEMENT EXAMS

Specialty achievement exams are given throughout the program in appropriate courses. The conversion score for each test will count as a percentage of the course grade in which it is given as outlined in the course syllabus. To enhance the student’s success on the comprehensive exam and the NCLEX, it is highly recommended that the student participate in a remedial program through the Evolve web site offered after each specialty exam. Students will have access to the remediation throughout the program, once the specialty exam has been taken.

6.7 COMPREHENSIVE EXIT ACHIEVEMENT EXAM - CAPSTONE

Only students passing all fourth semester courses will be eligible to sit for the capstone achievement exam.

Students must achieve 900 on the comprehensive exam given in the fourth semester. The passing score is recommended by the testing agency and determined by the nursing faculty. This is the capstone experience of the program.

Students not achieving the passing score on the comprehensive exam register and pay for a one (1) semester credit hour NCLEX prep class the following semester. The course is designed for the student’s area of deficiency. The criteria for the NCLEX prep course will be outlined in the course syllabus. The student must successfully complete the NCLEX prep course by fulfilling all requirements in
the syllabus, before being allowed to graduate, though the student may participate in the commencement ceremony.

The fees for the comprehensive exams and each specialty exam (as well as an NCLEX-RN review course) are included with registration over the four semesters of nursing school.
Appendix A FORMS
A.D.N. Student Handbook Agreement (Form 1.0)

Student Acknowledgment

Please sign and bring to orientation.

I have read the Panola College Associated Degree Nursing program syllabi for my first RNSG courses, and I understand the policies as discussed.

I will comply with the syllabus requirements as delineated.

**In addition:** I have had an opportunity to read the Student Handbook, have key policies explained to me, and had my questions answered. I understand it is my responsibility to be familiar with the policies in the ADN Student Handbook, the Panola College Catalog and the online student handbook, *The Pathfinder*. **I will comply with the current ADN Student Handbook as found on the ADN web page as well as the Panola College Catalog and the* Pathfinder.**

It is my understanding that this form will become part of my permanent file.

______________________________ Student Name (Printed)

______________________________ Student Signature

___________________________ Date

Panola College ADN program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be informed of any changes.
Physical Examination (Form 2.3)
Panola College
Health Science Programs - ADN

1. Student Name: _____________________  Date of Physical: __________________

2. Birthday: ____  Age: ____  Height: _____  Weight: ____  BP: ___________

3. Pertinent Past History (Illnesses, Surgeries, and Injuries): ____________________________

4. Chronic Illness: ________________________________________________________________

5. Vision:   R 20/____  L 20/___  □ Color blind  □ Glasses  □ Contacts

6. Hearing  R _____  L ______  Aid? _____________________

7. Check (✓) the following if normal.  (✗) if abnormal, and comment below:
   □ Skin  □ Lymph nodes  □ Abdomen
   □ Orthopedic  □ Spine  □ Neurologic
   □ ENT  □ Head/Neck  □ Genitalia
   □ Lungs  □ Heart  □ Menses

8. Adaptations made or recommended: ________________________________________________

9. Current medications: _____________________________________________________________

________________________________________________________________________

I have examined this student and have found no condition appearing to prevent him/her from
performing the duties of a nursing student with the possible exception of:

________________________________________________________________________

________________________________________________________________________

Provider’s signature: _____________________  Date: _______
Provider’s Name (printed): ____________________________
Provider’s Address: ________________________________
Provider’s Phone: _________________________________

Office Seal or Stamp of Provider
MUST
be provided in this box.
# PANOLACOLLEGE
## ASSOCIATE DEGREE NURSING PROGRAM

Student Medication Record (Form 2.4)

<table>
<thead>
<tr>
<th>Name:</th>
<th>SS#</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Name:</td>
<td>Physician’s Address</td>
<td>Physician’s Phone #:</td>
</tr>
</tbody>
</table>

**LIST ALL MEDICATIONS CURRENTLY TAKING:** *(This includes all prescription medication herbal medications, over the counter medications, vitamins and birth control medications)*

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Dosage</th>
<th>Frequency</th>
<th>Reason Taken</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If more room is required, use another sheet of paper.
Limitations & Liability Release (Form 3.1)
Panola College ADN Program

I, _____________________________________, age __________, am a student at Panola College. I am currently under the care of __________________________________________________________ (name and credentials) for the following condition/injury: ___________________________________________.

My primary provider has recommended the following limitations: __________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Primary Provider Signature: ________________________________________________

I am requesting to be allowed to continue in the ADN curriculum with modifications as outlined by my instructor(s) and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE ADN PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE ASSOCIATE DEGREE NURSING PROGRAM, ITS FACULTY, STAFF, AGENTS AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFlicted UPON ANOTHER.

I PERSONALLY ASSUME ALL RISK OF MY VOLUNTARY PARTICIPATION. ______ (initials). I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this __________ (day) ___________ (month) ___________ (year)

__________________________________
Student Signature

WITNESS:
Name: __________________________
Address: ________________________
Unusual Occurrence Report (Form 4.7)

All blanks MUST be completed (please print)

1. Name of person completing form: ________________________________

2. Date of unusual occurrence: _________________

3. Person (s) involved in occurrence: ________________________________

   Phone #: _________________

   Medical Record # (if patient): _________________

   SSN (if student or employee of Panola College): _________________

4. Type of occurrence:

   □ Treatment
   □ Medication
   □ Equipment
   □ Accident
   □ Complaint
   □ Harassment
   □ Assault
   □ Other: ________________________________

5. Occurrence information:

   Date: _________________

   Time: _________________

   Location: ________________________________

6. Description of Occurrence (attach sheets if necessary):

   __________________________________________________________________

   __________________________________________________________________

   __________________________________________________________________

7. If occurrence relates to patient care issue:

   a.) Has a copy of the page of the medical record that reflects this incident been attached?

      □ yes

   b) Has medical record been flagged for physician’s attention? □ yes

   c) Has facility occurrence report (incident report been completed? □ yes

8. Corrective Action taken:

   __________________________________________________________________

   __________________________________________________________________

9. Required initials:   Instructor: ________   ADN Dean: _________________

   Comments: ________________________________

   ________________________________

10. Corrections made or recommended:

    __________________________________________________________________
Consent for Drug Testing (FORM 4.8A)

Consent for Drug Screening

I, ____________________________, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe clinical working environment for others and myself. When requested, I agree to provide a blood, urine and/or breath sample to the drug-testing laboratory designated by Panola College. I also permit the testing laboratory to release the results of the drug-screening test to designated Panola College authorities. I give permission for prescription medications to be verified with the prescribing primary health care provider by the College authorities.

______________________________ ________________
Student     Date
Substance Abuse Documentation Form (FORM 4.8b)

Observable and Suspicious Behaviors*

Student Name: ______________________________________   Date: _______________

Absenteism
☐ Frequent Monday or Friday absences: ________________________________
☐ Multiple unauthorized absences from class or clinical: ______________________
☐ Excessive tardiness: ________________________________________________
☐ Improbable excuses for absence: ______________________________________
☐ Leaving school or the clinical agency early: ______________________________
☐ Prolonged breaks: ___________________________________________________
☐ Illness trips to the bathroom: _________________________________________
☐ Illness on the job or in the classroom: _________________________________

Unexpected Events – Especially resulting in injury or damages
☐ Falling asleep in class or clinical: ______________________________________
☐ Frequent or unexplained accidents: _____________________________________
☐ Any fall or faint or loss of equilibrium or consciousness, which suggests impairment:
_____________________________________________________________________

Confusion and difficulty concentrating
☐ Difficulty remembering details or directions: _____________________________
☐ Jobs/projects/assignments taking excessive time: __________________________
☐ Increasing difficulty with complex assignments: __________________________
☐ General difficulty with recall: __________________________________________

Lowered efficiency
☐ Mistakes of judgment: _______________________________________________
☐ Wasting materials: ___________________________________________________
☐ Blaming or making excuses for poor performance: _________________________
☐ Deterioration of ability to make sound decisions: _________________________
☐ Spasmodic work patterns or academic performance: _______________________

Poor relationships with peers
☐ Avoidance of others: _________________________________________________
☐ Hostile/irritable attitude: ______________________________________________
☐ Reacts rather than responds to others: _________________________________
☐ Overreacts to criticism or corrections: ________________________________
☐ Unreasonable resentments: ___________________________________________
☐ Unpredictable, rapid mood swings: _____________________________________
☐ Borrowing money from peers: _________________________________________

Physical Signs
☐ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: ______
☐ Diaphoresis: _________________________________________________________
☐ Dilated pupils: _______________________________________________________
☐ Abnormal pulse/respirations/BP: _______________________________________

Person(s) documenting above behaviors: ____________________________________
_______________________________________________________________________

* This list provides examples and is not exhaustive.
Clinical Incident Report (Form 5.3)

<table>
<thead>
<tr>
<th>Course:</th>
<th>Date:</th>
<th>Student:</th>
</tr>
</thead>
</table>

Clinical Incident Report: Incident

Remediation Plan:

Description of clinical incident:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Unsafe behavior or Essential behavior violated:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Remediation Objectives: (To be developed collaboratively by student and instructor):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Remediation Plan (To be developed collaboratively by student and instructor)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Evaluation Plan:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student must demonstrate satisfactory behavior for the above plan by: __________ (date)
Instructor signature: ______________________________ Date: __________
Student signature: ______________________________ Date: __________

Signature indicates student has been informed of the incident and expectations.
Student comments:
________________________________________________________________________
________________________________________________________________________

Reverse side of form to be completed on evaluation date.
Evaluation of Clinical Incident
(reverse side to form 5.3)

Evaluation Date: _____________

Outcome: □ Satisfactory □ Unsatisfactory: Instructor to decide:
         □ 2nd remediation OR
         □ 2nd clinical incident

Instructor signature: ____________________________ Date: __________
Instructor comments:
________________________________________________________________________
________________________________________________________________________

Student signature: ____________________________ Date: __________
Student comments:
________________________________________________________________________
________________________________________________________________________
Confidentiality Agreement for Simulation Lab (FORM 5.4)

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. 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.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of Panola College policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of school policy and may be a violation of HIPAA and other state and federal laws.
- This simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.
- No Betadine, no ink pens (near the mannequins); 22g or smaller cathelons for IV starts

__________________________________________
Date

__________________________________________   ____________________________
Signature Printed Name
Withdrawal Grade (Form 6.3)

Grade documentation for ADN student withdrawing from a nursing course.

Student: ___________________________________________________________

Course from which student withdrew: _________________________________

Semester and year: ________________________

Grade at time of withdrawal: ________________

Rationale: Test scores: __________ __________ __________ __________

Other grades (describe and attach documentation [i.e. clinical skills checklist]):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Instructor (print): __________________________

Instructor signature: _________________________

Submit original to student file.
Faculty Anecdotal/Conference Record (Form 6.5)

Panola College ADN Program

Student Name: ________________________________ Date: __________________

Situation: ____________________________________________________________________
____________________________________________________________________________

Anecdote: ____________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Evaluation: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Goal: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Instructor signature: __________________________

Student signature: __________________________
Appendix B – ANA CODE FOR NURSES
ANA Code for Nurses

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

2. The nurse safeguards the client’s right to privacy by judiciously protecting information of a confidential nature.

3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.

4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.

5. The nurse maintains competence in nursing.

6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities and delegating nursing activities to others.

7. The nurse participates in activities that contribute to the ongoing development of the profession’s body of knowledge.

8. The nurse participates in the profession’s efforts to implement and improve standards of nursing.

9. The nurse participates in the profession’s efforts to establish and maintain conditions of employment conducive to high quality nursing care.

10. The nurse participates in the profession’s effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet health needs of the public.

American Nurses Association (1985)
REFERENCE LIST


