PANOLA COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT HANDBOOK

Fall 2026

The policies and procedures contained in the ADN Student Handbook revised for fall 2026 are approved by the following officials of Panola College:

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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 Student Handbook*. 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:

Our 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

College Vision	**ADN Vision**
Panola College aspires to be a transformative educational leader committed to student success, excellence in instructional programs, student services, and community engagement. (2026-27, *Panola College Catalog;* online)	The Vision of the Associate Degree Nursing Department of Panola College is to promote excellence in nursing.
College Mission	**ADN Mission**
Panola College empowers students to achieve their goals. We are committed to providing affordable, high-quality academic transfer, career-focused programs, and continuing education opportunities. We prepare learners through community partnerships, workforce and technical skills training, and wraparound support services to strengthen student success and enrich their lives.	The mission is to facilitate an educational environment for student success to foster the development of caring, ethical, competent, novice professional nurses. As such, we contribute to the progression of the profession of nursing.
(2026-27 *Panola College Catalog;* online)	

Table 2.
Correlation of College and Associate Degree Nursing Purposes

College Institutional Purpose	**ADN Purpose**
IG 1 (Instruction) Provide excellence in teaching, student engagement, curriculum, program development, and course design to meet the diverse needs of students and the region. IG 2 (Support Services) Provide support and resources to help students achieve their goals. IG 3 (Community Partnerships) Build and strengthen partnerships to allow for student educational and career advancement as well as to support the region's workforce needs. IG 4 (Facilities) Ensure appropriate facilities and technology to contribute to	To provide quality nursing education to the individual in the community seeking a career as registered nurse who will provide safe, competent, nursing care in a variety of roles and settings. To promote the transition of the Licensed Vocational Nurse into the role of the Registered Nurse.

an effective, productive learning and work environment.	

Program Accreditation
The ADN Program at Panola College is approved by the Texas Board of Nursing (BON).

The most recent accreditation decision made by the Accreditation Commission for Education in Nursing (ACEN) Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation (August 28, 2025).

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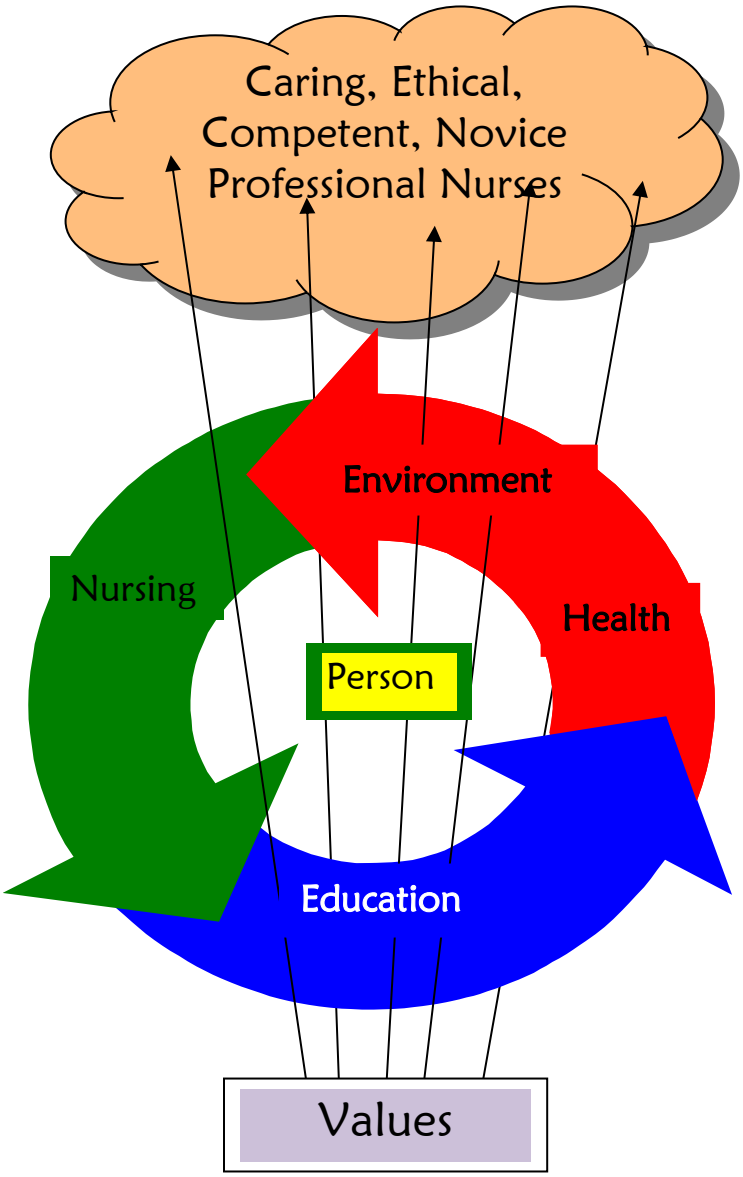
Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Panola College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

Conceptual Framework

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.

Panola College Associate Degree Nursing Program Outcomes

Member of the Profession:

1. Function within the nurse's legal and ethical scope of practice in accordance with the regulations of the practice setting assuming responsibility and accountability for quality nursing care.
2. Participate in activities that demonstrate commitment to continued competence and to the development of professional nursing.

Provider of Patient-Centered Care:

3. Utilize clinical reasoning based on the nursing process to determine patient health status and clinical decisions to provide safe holistic nursing care.
4. Plan, implement, and evaluate the provision of safe comprehensive evidence-based patient-centered nursing care through a broad array of healthcare services.

Patient Safety Advocate:

5. Implement measures to advocate for quality and safe environments through knowledge of the Nurse Practice Act, Texas Board of Nursing rules, federal, state, organizational, and professional standards.

Member of the Health Care Team:

6. Serve as an advocate for patients and their families through communication and collaboration with a variety of healthcare services facilitating continuity of care to promote quality health.
7. Assign, delegate, and supervise nursing activities delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing practice.

Associate Degree Nursing
Leveling of *DIFFERENTIATED ESSENTIAL COMPETENCIES*

Member of the Profession:

1. Function within the nurse's legal and ethical scope of practice in accordance with the regulations of the practice setting assuming responsibility and accountability for quality nursing care.
Level I: Differentiate between activities that are and are not within the scope of nursing practice.
Level II: Demonstrate nursing actions and behaviors within the nurse's scope of practice in accordance with the regulations of the practice setting.
Level III: Assume responsibility and accountability for the practice of professional nursing within the nurse's legal and ethical scope of nursing practice.
Level IV: Function within the nurse's legal and ethical scope of practice in accordance with the regulations of the practice setting assuming responsibility and accountability for quality nursing care.
2. Participate in activities that demonstrate commitment to continued competence and to the development of professional nursing.
Level I: Actively seeks guidance with new tasks and unfamiliar clinical situations to improve practice.
Level II: Demonstrates self-reflection and seeks feedback for continued growth in professional nursing care.
Level III: Utilizes self-reflection for promoting competence in professional nursing practice seeking guidance when needed.
Level IV: Participate in activities that demonstrate commitment to continued competence and to the development of professional nursing.

Provider of Patient-Centered Care

3. Utilize clinical reasoning based on the nursing process to determine patient health status and clinical decisions to provide safe holistic nursing care.
Level I: Utilize the nursing process to recognize clinical cues to prioritize patient health status for safe clinical decisions.
Level II: Utilize clinical reasoning based on the nursing process to prioritize patient health needs and clinical decisions to provide safe holistic nursing care.
Level III: Utilize clinical reasoning based on the nursing process to analyze patient health status and clinical decisions to provide safe holistic nursing care
Level IV: Utilize clinical reasoning based on the nursing process to determine patient health status and clinical decisions to provide safe holistic nursing care.

4. Plan, implement, and evaluate the provision of safe comprehensive, evidence-based, patient-centered nursing care through a broad array of healthcare services.
Level I: Plan, implement, and evaluate the provision of safe evidence-based, patient-centered basic nursing care and comfort.
Level II: Plan, implement, and evaluate the provision of safe, comprehensive, evidence-based patient centered care.
Level III: Plan, implement, and evaluate the provision of safe, comprehensive evidence-based patient centered care introducing a broad array of healthcare services.
Level IV: Plan, implement, and evaluate the provision of safe comprehensive evidence-based patient-centered nursing care through a broad array of healthcare services.

Patient Safety Advocate

5. Implement measures to advocate for quality and safe environments through knowledge of the Nurse Practice Act, Texas Board of Nursing rules, federal, state, organizational, and professional standards.
Level I: Perform basic measures to advocate for quality and safe environments.
Level II: Consistently demonstrate basic and advanced measures to advocate for quality and safe environments.
Level III: Implement measures to advocate for quality and safe environments through knowledge of the Nurse Practice Act, Texas Board of Nursing rules, federal, state, organizational, and professional standards.
Level IV: Implement measures to advocate for quality and safe environments through knowledge of the Nurse Practice Act, Texas Board of Nursing rules, federal, state, organizational, and professional standards.

Member of the Health Care Team

6. Serve as an advocate for patients and their families through communication and collaboration with a variety of healthcare services facilitating continuity of care to promote quality health.
Level I: Effectively communicate and inform the healthcare team regarding patient status.
Level II: Effectively communicate and collaborate with a variety of healthcare services facilitating continuity of care to promote quality health.
Level III: Advocate for patients and their families through communication and collaboration with a variety of diverse healthcare services facilitating continuity of care to promote quality health.
Level IV: Serve as an advocate for patients and their families through communication and collaboration with a variety of healthcare services facilitating continuity of care to promote quality health.

7. Assign, delegate, and supervise nursing activities delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing practice.
Level I: Identify nursing activities that are delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing practice.
Level II: Demonstrate understanding of safe assignment and delegation of nursing activities delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing practice.
Level III: Actively engage with supervising nurse in assignment and delegation of nursing activities delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing practice.
Level IV: Assign, delegate, and supervise nursing activities delivered by members of the healthcare team based on analysis of patient, work place needs, and evidence-based nursing 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. Strength/ability to safely provide patient care
7. Ability to:
    1) Organize and effectively manage time to meet deadlines
    2) Perform neat and accurate work
    3) Respond to increasing pressure, emergencies and work loads
    4) Set priorities
    5) Communicate effectively with the health care team and consumer, both verbally and non-verbally
    6) Document completely and legibly, using acceptable professional terminology
    7) Use technology

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 Concept-Based Curriculum (CBC) is designed to meet the Accreditation Commission for Education in Nursing, Inc. standards as well (ACEN 2023).

The prescribed curriculum for the ADN program (Traditional 2-year in person track and 1-year Transition ADN track) consists of twenty-four (24) semester credit hours of general education courses and thirty-six (36) semester credit hours of nursing courses for a total of sixty (60) semester credit hours.

The curriculum is designed to allow nursing content to be obtained in four semesters for the 2-year traditional track. The curriculum design is an integrated concept-based model 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 nurse (NCLEX-RN). 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, 2021).

In addition, the Panola College ADN CBC Curriculum includes the competencies from the Quality and Safety Education for Nurses (QSEN). The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.
Using the Institute of Medicine (IOM) competencies, QSEN faculty and a National Advisory Board have defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency.

As a participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), Panola College is committed to complying with disclosure requirements under Section 5.2 of the SARA Policy Manual and 34 CFR §668.43(a)(5)(v). Students who reside or plan to seek licensure in a state other than Texas are responsible for verifying whether this program meets the educational requirements for licensure or certification in their state.

Students planning to practice outside of Texas are encouraged to contact the appropriate licensing board in the state where they intend to practice. Contact information for state licensing boards can be found here: https://www.ncsbn.org/nursing-regulation/education/board-of-nursing-licensure-requirements.page

Section II. RESOURCES

Counseling Services

Panola College has personal counseling services available. However, if a student needs immediate assistance and the on-campus counselor is not available, the student should go directly to the local hospital's emergency department or to their personal healthcare provider for assistance. This is recommended for a student who feels they are "in crisis" and need immediate mental health attention.

Students in the ADN program may also receive career advising from nursing instructors and the Chair of the nursing program.

Library Facilities

The M.P. Baker Library is on the main campus. The M.P. Baker Library provides information resources for students and faculty through a variety of formats. The M.P. Baker Library staff strive to offer resources and services to support all programs at Panola College. The library services are available on-line. Students in the ADN program will be given assignments that require use of the M.P. Baker Library. It is the student's responsibility to know how to access the resources of the library. Orientation tours and reference classes are provided at the start of the nursing program and are available on request. The library also provides both study spaces and social spaces for student use.

Student Financial Aid Services

There are numerous financial aid opportunities available through the Panola College Financial Aid office (see *Student Resources on panola.edu*). Occasionally grants become available specifically for nursing students. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA). For more information, please see https://www.panola.edu/financialaid.

Health Science Facilities

The Powell Science Center (PSC) houses a well-equipped computer lab and laptops for use for testing by all of the Science and Health Science students enrolled in classes while on campus. Open computer labs are available in the library. No food or drinks are allowed in any computer labs on campus.

Print copies may be made at the student's expense. A print station is available for student use in PSC and in the M. P. Baker Library. **Paper copies may not be made for students by the department secretary nor may copies be made at any clinical sites.**

PSC Skills/Simulation Lab

Skills and Simulation laboratories are held in the Powell Science Center to provide students independent and supervised practice of clinical skills and application for clinical practice. 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. Orientation to the skills lab and simulation is required at the beginning of the ADN program. No food or open container drinks are allowed in the skills and simulation laboratories. Only drinks with screw tops will be allowed in the lab.

Affiliations

Panola College ADN Program is very fortunate to have various clinical affiliations throughout East Texas to provide our students with clinical experiences. We are grateful to these agencies for opening their doors to our students as guests. 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 facility.

Textbooks and Resources

The faculty chooses textbooks and resources for the nursing program based on currency and appropriateness to the curriculum design. Textbooks and resources are available in the Panola College store but wherever students purchase books, they must have all required textbooks, resources and access codes. Required textbooks and resources will be noted in the syllabus, learning management system, and at the Panola College Store.

Messages

The department secretary will take only emergency messages for students. **Please encourage family and work not to call the ADN Department except in emergencies**.

CONFERENCES:
Conferences will be scheduled individually at any time the instructors feel a conference is warranted for student correction or remediation. All instructors post office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the Chair of the Associate Degree Nursing Program to express any concerns or problems.

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 Student Handbook.*

Students must be aware of and abide by the policies contained in both handbooks and the catalog. A copy of all documents is available online on the Panola College and ADN web pages.

Students will be required 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 (Signature recorded via Jotform with 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 Traditional ADN track and the Transition ADN (LVN to RN and Paramedic to RN) 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 Traditional and Transition ADN Option Admission Review and Selection Process

1. Positions will be offered until class limit is met. The class limit is set by the Chair of the Nursing Program.
2. Provisional Acceptance letters, alternate letters, or denial letters are emailed to students after all applications have been reviewed and checked for accuracy. This process will take approximately 3 weeks after the deadline for applications.
3. The Associate Degree Nursing Program uses a mathematical formula to compute an applicant's ranking score. This ranking score is used to select qualified applicants for admission into the ADN Program. The formula is as follows:

Rank: = (GPA of 4 main pre-requisite courses and labs) x (number of 4 main pre-requisite courses and labs successfully completed) + (number of non-nursing degree plan courses completed) + (10% of cumulative HESI A^2 score) + (1 bonus point for each "A" earned in a lab science course taken only once at Panola College) If a student withdrew from the course and then re-took the lab-science course, the bonus point will not be awarded.
Note: A degree plan course with a grade of "D" will **not** receive a point the ranking.

<u>All applicants will be required to take a HESI admission exam. A minimum score of 80 must be achieved in Reading Comprehension and Math sections and a minimum score of 75 for Grammar section. All three section must be taken during the same testing appointment.</u> Scores must be within the last five years. Sections may be taken only twice in the past year. If the needed scores for application are not earned, the examinee may make an appointment with the Chair of Nursing to create a performance improvement plan.

A "D" will be accepted for lecture/lab courses as long as the average of the 2 (lecture = 3; lab = 1) comes to a 2.0 or higher.

- GPA notes: a pass/fail lab will receive the same grade as the course
- HESI points are based on 10% of A^2 cumulative test score:
  Example: 92.82 receives 9.282 points; 81 receives 8.100 points
- Multiple course attempts
  The highest grade will be calculated in the GPA.

Examples:
Rank: (4.0) x (4) + (4) + (10) + (3) + (2) = 35 (maximum points possible)
Rank: (2.5) x (4) + (8.2) + (7) = 25.2

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 A^2. The higher reading comprehension score on the HESI A^2 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 A^2 cumulative score will obtain the higher ranking.

Applicants who do <u>NOT</u> respond to letters of acceptance per instruction in the letter will be removed from the applicant pool and may result in the loss of admission for a minimum of one (1) review period.

Applications for the Traditional ADN track 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. Applications for Transition ADN track are accepted twice each year by the first business day of October for admission during the spring semester (in person modality) and by the first business day of March for admission during the summer semester (hybrid modality). **Applicants are selected for admission based on their placement on the ranking list from highest rank to lowest rank.**

Provisional acceptance letters are emailed to each applicant in order of rank until all available seats in the class are filled. Each applicant selected for **provisional admission** will be notified via student email address and given a deadline to accept or decline the invitation to join the upcoming class. Students are not considered **fully accepted** until all required admission documentation has been correctly submitted and all stated deadlines have been met, as outlined during the application process. Deadlines for submitting required documentation for full admission are firm.

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 send official transcripts to the records office for 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, Part I, Subchapter B, §§97.64 of the Texas Administrative Code (updated May 7, 2026).

All required immunizations must be kept current. Students provide proof of required immunizations as required during admission and prior to participating in clinical experiences. In addition, students must meet the college immunization requirements as well as any individual facility requirements when attending clinical.

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

This section applies to all students enrolled in nursing 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 clinical until vaccination status is current.

1. One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required followed by TD every 10 years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated.

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

3. Students shall receive a complete series (2 dose or 3 dose) of hepatitis B vaccine **OR show serologic confirmation of immunity (titer)** to hepatitis B virus. Shots in progress must be: 3 dose series: #1 documented at application, #2 one month after first dose, and #3- six months after first dose AND titer 30 days after third dose; 2 dose series: #1 documented at application, #2 one month after first does, AND titer 30 days after 2nd dose. If titer is negative or equivocal after completion of the first series, a second series must be repeated to completion.

4. Students are require to have receive two doses of varicella vaccine or show a positive varicella titer.

5. Annual Flu vaccine (encouraged in the fall and/or spring but only required if required by your assigned facility)

6. An annual negative two-step TB skin test or an annual Quantiferon-TB Gold test must be documented. If a positive test is received, a negative chest x-ray is required. An annual negative chest exam must be verified by primary provider thereafter.

Declination of any immunization must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.62 of the Texas Administrative Code:
https://www.dshs.texas.gov/immunize/school/exemptions.aspx
Students may also be required to complete a declination required by a clinical facility. All clinical affiliates reserve the right to approve or deny a student for clinical learning at their facility based on provided immunity records.

Polio vaccine is not required but students are encouraged to determine they are immune to poliomyelitis.

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

e) Laboratory results must be provided for titers: 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 confirmation of immunity.

2.3 PHYSICAL EXAM

Students are required to have a physical exam within the past six months for entry into the program. The Form 2.3 must be completed (signed by the student and the primary provider) to verify the exam. The record will be kept in the

student's file. The Chair will review the physical exam forms and meet with any student who has a documented 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 criminal background check conducted by the Texas Board of Nursing and the student must provide the results to the ADN Department. The student will pay the cost of the background check directly to the designated agency. Students will receive a blue card or letter in the mail from the Texas Board of Nursing acknowledging that they have received the results of your criminal background check. If further information is required, based on the results, the student will be notified by the Texas Board of Nursing at that time.

To start the ADN program, all students must have a blue card or outcome letter from the BON acknowledging eligibility to take the NCLEX-RN upon successful completion of the program. The deadline for submitting the blue card or outcome letter from the BON acknowledging eligibility to take the NCLEX-RN upon successful completion of the program will be set by the Chair of Nursing Programs for each application cycle. Students who have met all other program deadlines for full admission and who have completed the outlined steps for completing the criminal background check in a timely manner but have not received the blue card or outcome letter clearance by the stated program deadline will be placed on the alternate list for full admission in that admission cohort. If the student receives the blue card or final outcome letter acknowledging eligibility to take the NCLEX-RN upon successful completion of the program while on the alternate list, the student should submit the documentation to the Program's Health Science Specialist as soon as possible. Alternates will be called for full admission until all seats are filled prior to the cohort orientation day.

If at any time during at student's enrollment in the ADN program the student is involved in actions that could hinder or prevent participation in a clinical learning at clinical affiliation sites for Panola College, students may be subject to additional background checks for approval by the clinical site to participate in clinical learning. The student will be responsible for additional costs incurred for the criminal background check.

In addition, a drug screen must be conducted prior to starting the program. Panola College will designate the agency selected to do the drug screen. The results of the drug screen will be provided directly to the ADN Department by the

agency. All drug screening information will be kept in confidential paper or electronic files and archived as indicated by each program's records policy.

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

Students will complete the Student Medication Record 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.

Unsatisfactory Results: A student who cannot provide a blue card or declaratory order from the BON acknowledging the student's eligibility to take NCLEX-RN upon successful completion of the program will not be allowed to register for courses in the nursing program.

Students will complete the Student Medication Record (form 2.4 via Jotform) 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 AHA cardiopulmonary resuscitation card in Basic Life Support for Health Care Providers at all times while enrolled in nursing courses. Students are required to take BLS for Health Care Providers in the first semester skills 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. If a

student does not successfully pass BLS for Health Care Providers, he/she will not be permitted to continue in the program.

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.

The information for eligibility is provided by the Board of Nursing for the State of Texas (BON). The student will sign a form verifying notification of eligibility requirements for the Board of Nursing for the State of Texas 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.

Once admitted, **a student must provide the Panola College Associate Degree Nursing Program with a copy of any outcome letter, eligibility order or any correspondence from the Texas Board of Nursing while they are enrolled in the Nursing Program. Failure to do so could result in the student being dismissed from the Nursing Program.**

International students will be required to show proof to be legally employed in the United States, under federal law before the Board of Nursing may issue a license. See Texas BON rule 217.8 for documents currently accepted.

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. Additional expenses will include:

1. Admission exam: HESI A^2 (non-refundable fee each time for a maximum of two times); HESI A^2 study guide
2. Books and fees – see current catalog
3. Liability Insurance – assessed as a fee
4. A dual head stethoscope, blood pressure cuff, bandage scissors, and penlight. A watch with a sweep second hand is also required. Goggles are optional.
5. Uniforms: Students must have enough scrub sets in hunter green to wear to class and clinical every day. Matching scrub jackets are optional. White shoes are required (see Personal Appearance/Dress Code). A Panola College ADN monogram must be purchased and professionally embroidered to scrub tops and scrub jackets (one for each uniform). A student ID badge from Panola College is required.
6. Criminal background checks will be conducted for students to be admitted.

7. Additional background checks as required
8. 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.
9. Comprehensive exam fee which includes:
   i. Specialty exams throughout the curriculum
   ii. Comprehensive and or CAT tests and reviews
10. Senior picture, Cap and Gown
11. Expenses after graduation: NCLEX-RN exam for licensure
12. Reminder: Don't forget to budget for childcare. See Student Services for information on childcare assistance. Please apply for Financial Aid if you need assistance.
13. Health insurance- Before a student participates in their clinical course, proof of current health insurance will be required.

2.9 GRADUATING STUDENTS

The graduating student will be responsible for the following:
Cap and gown must be purchased by the student to participate in the commencement ceremony

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 Student Handbook*.

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 in accordance with agency policy. 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 Chair, 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 primary provider complete the Limitations & Liability Release (Form 3.1) at the beginning of each clinical rotation or more often if needed and provide a copy to the Department and the clinical instructor.

If a pregnant or parenting student feels that they require a reasonable accommodation to be successful within their academic program, the student must make a request on the Pregnancy and Parenting Accommodations Form. The student is responsible for completing the form within two (2) business days of a need for reasonable accommodations due to issues related to the student's pregnancy or parenting. The faculty will consider the limitations or other treatment plan prescribed by the primary care provider and will attempt to accommodate such plans. See the Pregnant and Parenting Student Policy in *The Student Handbook* for more information.

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 the college, the nursing department, and the affiliate agencies
c. conduct themselves in a manner as to reflect credit upon themselves, the nursing program and the College

d. follow all guidelines for Good Professional Character as defined in Board of Nursing Rule: 213.27:
    i) Every individual who seeks to practice nursing in Texas must have good professional character. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.
    ii) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice. An individual must maintain good professional character to ensure that he/she is able to consistently act in the best interest of patients/clients and the public. In all cases, it is the individual's burden to provide evidence of good professional character in order to obtain or retain licensure.

Failure to abide by student behavior expectations, including but not limited to tardiness, violation of dress code, or violation of professional conduct as described by the Texas Board of Nursing and the Panola College ADN Student Handbook will result in a demerit and/or receiving an "F" in the course. Poor choices involving violation of policy in this handbook either in class or clinical time will result in the student earning a demerit. Demerits are cumulative throughout the program. If a student accumulates a total of 3 demerits throughout the program for professional behavior violation, the student will receive an "F" for all courses in the semester the student is currently enrolled. Documentation for actions resulting in a student earning a demerit will be kept in the student's department e-file.

4.1 ATTENDANCE/ABSENCES

The Associate Degree Nursing Program follows the attendance policy stated in the Panola College Catalog for didactic nursing courses. 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. Definition of tardiness will be enforced according to the individual syllabus.
c. **Inclement Weather**: For general guidelines see the *The Student Handbook*. 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 NOTIFY** the instructor as soon as possible if missing any hours of clinical. ***SENDING A MESSAGE WITH A FELLOW STUDENT IS NOT ACCEPTABLE***. For absence from class the student will notify the instructor.
f. Upon returning to class after an absence, the student MUST contact each instructor **the first day back** for "make-up" assignments. This includes exams. (See exam make-up policy).
g. Within any given semester, a student who accumulates 16 hours of absences in clinical hours, (including RNSG 1216, RNSG 1118 or clinical lab/simulation hours) will fail the clinical course and must repeat the entire semester (see withdrawal and readmission policy). If a pregnant or parenting student feels that they require a reasonable accommodation to be successful within their academic program, the student must make a request on the Pregnancy and Parenting Accommodations Form. The student is responsible for completing the form within two (2) business days of a need for reasonable accommodations due to issues related to the student's pregnancy or parenting. See the Pregnant and Parenting Student Policy in *The Student Handbook* for more information.

4.2 ELECTRONIC EQUIPMENT

a. Personal phones must be kept on "silent" to prevent disturbing others.
b. Smart phones and smart watches will **not** be allowed in testing areas. Smart phone and smart watch use are **ALLOWED** in the classroom or clinical **at the discretion of the instructor**. Students are expected to maintain professional behavior and guidelines and follow all instructions from the instructor when using electronic devices. 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 audio recording devices in certain situations.

If the student is discovered using one of the electronic devices for personal use or inappropriate use in class or in clinical instructor or violates instructions regarding electronic devices provided by an instructor for the course, a demerit can/will be issued.

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 includes but is not limited to the following issues. A student

must present his or her own work and complete 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 Student Handbook*.

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

In addition, nursing students are required to exercise confidentiality, following Health Information Portability and Privacy Act (HIPPA) and clinical facility 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 SOCIAL MEDIA

Integrity extends to social media. Social media is defined as: forms of electronic communication such as websites, applications, and social networking that enable users to create and share information, ideas, personal messages, and/or videos. Examples include but are not limited to: Facebook, Google+, LinkedIn, Snapchat, X, Instagram, TikTok or any electronic communication of photos, videos, or written posts.

Students and faculty should not request to be added, friended or followed by each other. This includes clinical instructors, fieldwork educators, preceptors, and other people or entities affiliated with the Panola College Health Science programs and the education of Panola College students (i.e. any employee in the agency whether directly educating you or not). This does not apply to officially sanctioned, closed sites developed by Panola College or your program nor does this apply once the student has successfully completed the program and has graduated from Panola College or is no longer a student.

Students shall not post any derogatory or negative remarks or media regarding anything related to Panola College or their fieldwork/clinical setting. HIPPA guidelines must be followed and adhered to by each student at all times including social media.

Consider what you post on any social networking site. Posts may disappear or can be deleted, but posts can be retrieved. Many potential employers view sites to determine whether to hire applicants or to maintain employment. Be aware of everything posted – and be professional – now and always!

Violation of this policy by the student will result in disciplinary action earning a demerit up to earning an "F" in the enrolled courses and/or dismissal from the program.

4.5 PERSONAL APPEARANCE AND DRESS CODE

The ADN nursing students shall wear their uniforms for clinical assignments, classroom, and skills lab as well as 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 and properly identified as a student of the College with a Panola College Student ID Badge.

The following uniform standards apply to all students:

a. **Uniforms:** Scrubs must be hunter green (Color match with Cherokee Brand). Scrubs 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 the uniform scrubs with the exception of a white (non-patterned) long or short-sleeved T-shirt worn under scrubs for added warmth. The t-shirt may be tucked or untucked. If stockings/leggings are worn with a dress uniform, the stockings/leggings must be flesh-color or white, non-patterned stockings/leggings, without runs. White stockings or socks are to be worn with pants or with dress uniform.
c. **ID Badge/Logo:** The Panola College identification badge shall be worn on the right chest area of the uniform. A Panola College logo must be embroidered on the left chest area 3" down from shoulder seam.
d. **Shoes:** Clean, WHITE shoes with closed toe and heel are to be worn. Shoestrings (if applicable) should be white and clean. Shoes should be waterproof for infection control – leather or faux-leather preferred; cloth not recommended. No Crocs will be allowed.
e. **Lab coat:** A matching hunter green (Color match with Cherokee brand) scrub jacket with embroidered logo may be worn over uniform for warmth at direct patient care clinical sites or at clinical sites for observation. A matching hunter green (Color match with Cherokee brand) scrub jacket or an approved black jacket with embroidered logo may be worn over the uniform for warmth in class and simulation lab.
f. **Equipment:** Students are required to have a dual head stethoscope, blood pressure cuff, bandage scissors, and penlight. Stethoscope covers are not permitted. Goggles are optional. A ballpoint pen with <u>black ink</u> is required and a felt tipped pen for labels.
g. **Hair** shall be worn securely held off the uniform collar and away from the face during scheduled clinical time both on (simulation and lab) and off campus (direct patient care clinical or observation). Ponytails must be secured so they do not hang forward into face area. Hairstyle should be

moderate and clean. Hair bands can be worn but must be solid black or solid white and two inches or less in width. No initials, symbols, lines, or writing in hair. Hair color must be found in nature in human hair color. Solid hunter green or white surgical caps may be worn. If required for documented religious reasons, head covering may be worn.

h. **Facial hair** should be clean and neatly trimmed.
i. **Tattoos** may be visible on campus as long as they do not contain vulgar language or depict vulgar or distracting images. A student must follow the policy of the clinical site regarding tattoos and clinical dress code. If the clinical site requires that tattoos be covered, then the student must comply to attend clinical at the clinical site.
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 stud ear piercings 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 clinical.

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

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

4.6 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.

4.7 CLINICAL GUIDELINES AND RESPONSIBILITIES

Students must abide by all the rules and regulations of the affiliate 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 simulation lab may be requested by student or required by instructor for student remediation.
f. A student who receives instructions from the Board of Nursing to file a declaratory order (DO) while in the program, will not be allowed to continue in clinical until the DO is complete.
g. Students are required to complete an incident report for medication errors in assigned simulation scenarios.

4.8 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 Chair and kept in a secure location. When in clinicals, the agency's unusual occurrence form must be completed, as well.

4.9 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 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. All students will be subject to random drug screening throughout the entirety of program enrollment to ensure continued compliance for student participation in direct care clinical learning. 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 Chair 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 4.9.a).
    b. The instructor(s) will document student's behavior and confer with program Chair (see Form 4.9.b). If a program Chair is the faculty member concerned about the student's behavior or if the program Chair is unavailable, the conference will be with the Dean of Career and Technical Programs. If the Dean of Career and Technical Programs is not available, the conference will be with the VP 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 Chair will arrange for the student drug screening to be completed on campus by the drug screening company for the program.
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. Non-negative 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 non-negative drug screen.
6. The College will bear the cost of a negative drug screen. If the drug screen is non-negative, the cost of testing will be billed to the student.
7. Student may have the non-negative 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 Dean of Career and Technical Programs or the Vice President of Instruction and the program Chair, the student will have the opportunity to:
    a. Explain the cause of the non-negative drug screen
    b. Provide the name of the physician authorizing any prescription medications.

9. The Chair or Director will review documentation from an attending health care provider 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 non-negative 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 (*The Student Handbook*).
12. A student who tests positive will be provided a list of community resources for treatment.
13. If the drug screen is negative or justified by prescription, the student will be immediately reinstated by the program Chair and will be provided opportunity to make up assignments. Faculty may still address the behaviors that led to the drug screen. 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 non-negative 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:

1. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application as prescribed by TPAPN.
2. Provide letters of reference from all employers within the last one or two years.
3. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
4. 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.
5. 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; B = 80-89; C = 75-79; F = 74.99 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 determines the grading procedure. Work not submitted according to the syllabus guidelines may be scored as a zero. 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.

An incomplete (I) will **NOT** be given for students who fail to complete their work on time. Only in circumstances such as illness of the student, serious illness 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 Dean of Career and Technical Programs. Incompletes must be completed before the student may progress in the nursing program. If a pregnant or parenting student feels that they require a reasonable accommodation to be successful within their academic program, the student must make a request on the Pregnancy and Parenting Accommodations Form. The student is responsible for completing the form within two (2) business days of a need for reasonable accommodations due to issues related to the student's pregnancy or parenting. (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 6.4). A faculty member may choose to complete a individual performance improvement plan to clearly define shared goals for a pathway for students to meet the course and semester learning objectives. Both avenues for allow the student and instructor to set mutual goals to correct the behavior and the student signs the form to ensure clear communication.

5.2 TESTS AND TEST REVIEWS

1. 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.
2. Major exams are proctored by faculty on campus in designated labs. Exams are given at the same time when offered at different locations.
3. 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) and pockets may be subject to search. Instructor approved headphones or earplugs may be worn.
4. 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.
5. 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 may be mandatory per instructor and 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.
6. Students who wish to dispute an exam item may do so in writing. Disputed items will be reviewed by instructor.
7. Due to the need for test security, students will not be given copies of tests or review exams via Zoom.

5.2.1 ONLINE TESTING POLICY

In the event Panola College moves to altered online operations, students will complete major exams test remotely on Examplify using a proctoring software using ExamID and ExamMonitor.

5.3 CLINICAL GRADING

Each course with a clinical 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 defined clinical objectives in the clinical syllabus to evaluate the clinical competencies. Student evaluation are completed at mid-term and at the end of the clinical 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 apply the nursing process for nursing care as taught in the nursing curriculum. If the student does not apply a concept 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 unprofessional or 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 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:
1. 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.
2. Failure to observe the rights of medication administration according to agency policy and accepted standards of care
3. Failure to solicit direct supervision from licensed RN 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 Panola College ADN Program instructor.
4. Violation of ethical standards such as: 1) willful dishonesty and/or disregard for information given to faculty, students, or clinical facility 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).
5. Absence from clinical assignment without proper notification.

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 Chair as soon as possible.

1. **First Clinical Incident:** Student and instructor will meet and complete the Clinical Incident Report Form (form 5.3.) 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 Chair 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.

2. **Second Clinical Incident:** The same procedure will be followed as for the first clinical incident. The Chair 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.
3. **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.

Students will be provided with an orientation to the skills lab by their instructor and/or the Simulation Laboratory Coordinator

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 high-fidelity simulator mannequins as well as standardized patients.

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 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.

FOOD & BEVERAGES ARE RESTRICTED IN ALL LAB AREAS.

As a professional courtesy, we ask that all cell phones and electronic devices 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.)

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.

Student Contract for Simulation Lab

The PCNSL records many lab activities. The videos are primarily used for student learning and feedback. They may also be used as promotional or advertisement materials for the PCNSL.

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.

Each current student will sign the contract for Simulation. A signed contract (Appendix A, Form 5.4) is required in order for students to participate in simulation laboratory activities. Failure to acknowledge simulation contract may result in the suspension of one's simulation activity privileges. A student found in breach of the contract will be subject to disciplinary action as determined by the Chair of Health Sciences. The signed simulation contract will be kept in student's secure personal file.

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 in the clinical course for each Level. The pass rate for each level is 100%. Each student will be given three opportunities for success on the calculation exam: Level I, II, and III during the first twelve (12) weeks of the semester and level IV during the first week of the semester.

Students not achieving 100% the first and/or second attempt should contact their clinical instructor for remediation. A failure to achieve 100% by the third exam will result in an “F” in the clinical course.

If the clinical course failure, due to not achieving 100% on the dosage calculation exam, is the ONLY failure in a level the following policy applies: The first time a student does not achieve 100% by the third exam, he/she will receive an incomplete grade (I) and must then register for and successfully complete the Dosage Calculation course in the next intercession prior to receiving their earned clinical course grade. A student not passing the intercession course will receive an “F” in place of the “I”. Students not successful in subsequent levels by the third dosage calculation exam will receive a failing grade in the clinical course. Policies concerning progression and readmission will be followed.

Students are encouraged to take the Dosage Calculation intercession course voluntarily and it will not affect the implementation of this policy.

6. PROGRESSION AND RETENTION

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 Level I will be required to earn the LVN license before reapplying to the ADN program. A student receiving a grade below “C” or 75% in Level II, III, or IV must request readmission (see readmission policy) and will be allowed to repeat only ONE LEVEL ONE TIME and will not be permitted to progress in the nursing program until the level 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 level. Only a student with **academic failure** or who withdraws (see Withdrawal policy in this handbook) will be allowed to repeat.

A student repeating a nursing level will be admitted to that level **on a space available basis only** and must enroll for credit in all courses for the repeated level. The student must receive a “C” or above in all courses in the repeat semester in order to progress.

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

Students with two failures (this means two failures in one level OR a failure in the same nursing course twice) will not be permitted to continue in the ADN Program. This includes nursing courses taken at Panola College as well as courses taken at other professional schools of nursing.

LVN Transition Students: Students who have two failures in the LVN-RN hybrid Transition track may not continue in the program. The student must wait three

years to reapply to the ADN program and demonstrate success at an associate college level courses before re-applying to either track. Refer to the general re-admission policy in the handbook.

Transition Level: A student receiving a grade below “C” or 75% in the skills class RNSG 1118 will be required to demonstrate success at an associate college level courses and wait three years before reapplying to the face-to-face ADN Program.

A student receiving a grade below “C” or 75% in RNSG 1324/1128 OR 1163 (and not 1118) may request re-admission into the face-to-face ADN program Level I. The failure in RNSG 1324, RNSG 1128 or RNSG 1163 is recorded as the first failure for student readmitted to the in person track.

Level III and IV: A student receiving a grade below “C” or 75% in Level III or IV (unless this is a second failure) will have the option to request admission into the face-to-face program at the level they were unsuccessful.
Any student who earns an “F” in either the nursing concepts course or the professional nursing concepts course AND in the clinical co-requisite course will not be permitted to repeat the semester. Refer to the readmission policy.

6.2 WITHDRAWAL

A student who recognizes he/she will miss more classes and/or clinical/lab hours than allowed because of serious illness, family emergency, or other personal issues, may withdraw ***within two business days***, without penalty, ONE TIME during the entire program and be readmitted to the program on a space available basis. The student is encouraged to provide the Chair of Nursing Programs verbal or written context for the withdrawal for the Chair to best advise the student for program readmission. If a withdrawal occurs additional times, the student will receive the grade he/she is earning at the time of withdrawal. The rationale for the grade will be documented on the Grade Documentation form (see Appendix A, form 6.2) and placed in the ADN student’s file. Only those with one or no failing grade will be considered for readmission.

If a pregnant or parenting student feels that they require a reasonable accommodation to be successful within their academic program, the student must make a request on the Pregnancy and Parenting Accommodations Form. The student is responsible for completing the form within two (2) business days of a need for reasonable accommodations due to issues related to the student's pregnancy or parenting.

6.3 READMISSION TO THE PROGRAM

Readmission to a nursing program semester **ALWAYS OCCUR ON A SPACE AVAILABLE BASIS.**

A student with only one failure (Levels II, III, and IV have two failing grades: one grade for the healthcare concepts and professional nursing concept courses, and one grade for the clinical) 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. For re-admission to a nursing level the following procedure must be followed:

a. Request readmission in an email to the Chair of the ADN Program in the term prior to the desired re-admission term. The email should contain the students name, Panola College ID number, and request for readmission. The email should be from the student's Panola College email address. 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).
c. Meet with the Chair to develop an individualized assessment and improvement plan that must be completed prior to readmission.

The Admissions Committee will review requests for readmission and make a recommendation to the Chair. The Chair will make the final decision concerning readmission on a space available basis. All students requesting readmission are encouraged to return in the semester in which the needed courses are offered. Students who withdraw or earns a failing grade in a semester and will miss more than two full length subsequent semester terms will not qualify for readmission at the current semester and must reapply to restart the ADN Program beginning with level 1.

6.3.1 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 Chair of ADN with a copy of their degree audit or unofficial transcript.

If a space is available, the Chair will complete a degree audit on form 6.3.1 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.

6.3.2 Readmission of Students Failing Out of a Nursing (RN or LVN) Program

A student who received a failing grade in two VN or RN nursing courses (at Panola College or courses at another nursing program), including courses from which he/she withdrew or withdrew after one failure, or failed the NCLEX or did not ever take the NCLEX, may only be readmitted to the ADN Nursing Program at Panola College after three years and demonstration of college level competency. Examples include but are not limited to:

- LVN license
- Successful completion of courses toward a nursing degree or other health care degree or certificate

- A student who received a failing grade in Level I of the ADN program at Panola College or in another ADN program, including courses from which he/she withdrew or withdrew after one failure and successfully become a LVN following the ADN Program failure may reapply to the ADN program during the next application cycle following earning the LVN.
- Student who do not demonstrate college academic success following ADN failure must earn the LVN first.

6.4 APPEAL PROCEDURE

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 informal appeal on the Faculty Anecdotal/Conference Record (see Appendix A, form 6.4) 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) From this point on, policies in *The Student Handbook* will be followed.
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 requested remedy. This form should be **submitted to the instructor**.

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

6.5 SPECIALTY ACHIEVEMENT EXAMS

Specialty achievement exams are given throughout the program in appropriate levels in the concept-based curriculum. The conversion score for each test will count as 10% 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 participates in a remediation after each level exam. Students will have access to the remediation throughout the program, once the specialty exam has been taken.

6.6 CAPSTONE: Graduate Assessment Plan

The Capstone Experience for the ADN student will be the final clinical performance for RNSG 2363, Clinical IV. The final clinical performance measures ensure graduates are prepared to function as a professional nurse. Students must achieve a grade of at least 75% for RNSG 2363.

6.7 COMPREHENSIVE ACHIEVEMENT EXAM

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.

7.0 Nursing Pinning Ceremony

Associate Degree Nurse Graduates may choose to participate in a Nursing Pinning Ceremony. The Pinning Ceremony is under the direction of a designated ADN faculty member. The ceremony will be scheduled on an evening on the Carthage Campus prior to the day of the formal Graduation Ceremony. The following guidelines apply:

- Students must wear professional business attire for the event.
- Students who choose to participate in Pinning must also plan to participate in the joint Panola College Graduation Ceremony
- Students may choose the person to pin them at the ceremony. The pinner must be an RN, APRN, or NP.

Appendix A FORMS

A.D.N. Student Handbook Agreement (Form 1.0) Signature recorded via Jotform

Student Acknowledgment

Please sign and bring to orientation.

I have read the Panola College Associated Degree Nursing program syllabi for my first Level 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 ADN 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 Student Handbook*. **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 *Student Handbook*.**

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: _____

PANOLACOLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Student Medication Record (Form 2.4 via Jotform)

Name:	**SS#**	**DOB:**
Physician's Name:	**Physician's Address**	**Physician's Phone #:**

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

Name of Medication	Dosage	Frequency	Reason Taken	Comments

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 ACKNOLWEDGE 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 Chair : _____

   Comments: _____

   _____
10. Corrections made or recommended: _____

_____

Consent for Drug Testing (Form 4.9A via Jotform)

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 and Mental Health Documentation Form (Form 4.9b)
Observable and Suspicious Behaviors*

Student Name: _____ Date: _____

Absenteeism

☐ 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: _____
☐ Frequent 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)

Course: _____ Date: _____ Student: _____

Clinical Incident Report: Incident □1 □2 □3
Remediation Plan: □1 □2

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:

_____

_____

Contract for Simulation Lab (Form 5.4 via Jotform)

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

Furthermore, I agree to be recorded during simulation activities for the purposes of playback for learning and feedback. These recordings may also be used in promotional ads and on the Panola College website.

_____
Date

_____ _____
Signature Printed Name

Withdrawal Grade (Form 6.2 via Jotform)

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 6.4)

Panola College ADN Program

Student Name: _____ Date: _____

Situation: _____

_____

Anecdote: _____

_____

_____

_____

_____

_____

Evaluation: _____

_____

_____

Student Goal: _____

_____

_____

Instructor signature: _____

Student signature: _____

Appendix B – ANA CODE FOR NURSES

American Nurses Association Code of Ethics for Nurses

PROVISION 1: Dignity and Respect
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

PROVISION 2: Primary Commitment
A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

PROVISION 3: Trust and Advocacy
The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

PROVISION 4: Responsibility and Accountability for Practice
Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

PROVISION 5: Duties to Self
The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

PROVISION 6: Ethical Work Environments
Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

PROVISION 7: Knowledge Development and Social Policy
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

PROVISION 8: Collaborative Relationships
Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

PROVISION 9: Commitment to Society and Social Justice
Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

PROVISION 10: A Global Nursing Community
Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing 2025
https://codeofethics.ana.org/home

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