Panola College Vocational Nursing

PANOLA COLLEGE

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Student Handbook
FALL 2026

National League for Nursing

Texas Board of Nursing Approved Vocational Nursing Education Program

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

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Table of Contents

SECTION I. INTRODUCTION 6

MESSAGE TO STUDENTS: 6

ACCREDITATION AND APPROVAL: 6

STATEMENT ON DISABILITIES: 7

SECTION II. CURRICULUM 8

VISION, MISSION AND PHILOSOPHY: 8

CONCEPTUAL FRAMEWORK: 9

DEFINITIONS 9

PROGRAM OUTCOMES: 11

COURSE OF STUDY FOR THE VOCATIONAL NURSING PROGRAM: 11

ABILITIES AND SKILLS NECESSARY FOR THE PROFESSION: 12

RISKS FOR HEALTH CARE PROVIDERS: 12

SECTION III. RESOURCES 12

COUNSELING SERVICES: 12

LIBRARY FACILITIES: 13

STUDENT FINANCIAL AID SERVICES: 13

INFORMATION TECHNOLOGY: 13

NURSING SIMULATION AND SKILLS LAB: 13

AFFILIATIONS: 13

RESOURCES: 13

MESSAGES: 14

CONFERENCES 14

SECTION IV. POLICIES AND PROCEDURES 14

1. ACCESS TO VOCATIONAL NURSING STUDENT HANDBOOK 14

2. REQUIREMENTS OF THE PROGRAM **14**
2.1 ADMISSION 14
2.2 CERTIFIED BACKGROUND CHECK and DRUG SCREEN 16
2.3 IMMUNIZATIONS 17
2.4 PHYSICAL EXAM 19
2.5 LIABILITY INSURANCE 19
2.6 BLS CERTIFICATION 19
2.7 LICENSURE ELIGIBILITY NOTIFICATION 20
2.8 OTHER EXPENSES 20

3. STUDENT HEALTH AND SAFETY **21**
3.1 INJURY 21
3.2 PREGNANT NURSING STUDENTS 22
3.3 INFECTION CONTROL GUIDELINES 22

4. ATTENDANCE/ABSENCES **22**
4.1 ATTENDANCE/ABSENCES 22
4.2 ILLNESS 24

5. BEHAVIOR EXPECTATIONS FOR STUDENTS **25**
5.1 ACADEMIC AND PROFESSIONAL INTEGRITY 25
5.2 ELECTRONIC EQUIPMENT 26
5.3 CLINICAL AND CLASSROOM GUIDELINES AND RESPONSIBILITIES 26
5.4 PERSONAL APPEARANCE AND DRESS CODE 27
5.5 TOBACCO-FREE POLICY 28
5.6 SUBSTANCE ABUSE POLICY – FOR CAUSE 28
5.7 DISCIPLINARY ACTION 30
5.8 REASONS FOR DISMISSAL 31

6. GRADING **31**
6.1 GRADING SYSTEM 31
6.2 TESTS AND TEST REVIEWS 32
6.3 GUIDELINES FOR MEDICATION ADMINISTRATION 32
6.4 CLINICAL GRADING 33
6.5 STATEMENT OF UNSAFE CLINICAL PRACTICE 34
6.6 SKILLS/SIMULATION LAB 34
6.7 UNUSUAL OCCURRENCE 36

7. PROGRESSION AND RETENTION **36**
7.1 ACADEMIC FAILURE 36
7.2 BEHAVIORAL OR UNSAFE CLINICAL PRACTICE FAILURE 36
7.3 WITHDRAWAL 36
7.4 READMISSION TO THE PROGRAM 37
7.5 TRANSFERS 38
7.6 ACADEMIC OR DISCIPLINARY APPEALS 38
7.7 CAPSTONE EXPERIENCE: Graduate Assessment Plan 39

8. JURISPRUDENCE EXAMINATION **39**

American Nurses Association Code of Ethics for Nurses **40**

APPENDIX 41

Form 1 - VN Student Handbook Agreement 41

Form 2 – Student Medication Record 42

Form 3 – Physical Examination 43

Form 4 - Consent for Drug Screening 44

Form 5 - Contract for Simulation Lab 45

Form 6 – Limitations and Liability Release 46

Form 7 – Confidentiality Statement 47

Form 8 – Disciplinary Action Form 48

Form 9 - Substance Abuse Documentation Form 49

Form 10 - Unusual Occurrence Report 50

Form 11 - Withdrawal Grade 51

Section I. INTRODUCTION

MESSAGE TO STUDENTS:

The faculty of the Vocational Nursing Program at Panola College welcomes you to the challenge of obtaining licensure in vocational nursing. You will become an active participant in the teaching-learning process toward becoming a safe, competent, novice vocational nurse.

The Vocational Nursing Student Handbook has been prepared in order to orient you, the student, to the policies and guidelines specific to the Vocational Nursing Program at Panola College. This handbook does not replace, but supplements the online *Panola College Catalog* and the online *Panola College Student Handbook.* The nursing program encourages you to become a responsible, accountable student by understanding and demonstrating the policies and guidelines from all three resources.

Panola College encourages all students to be a part of their academic process. Students are given the opportunity to collaborate with faculty. Students provide input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness.

The vocational nurse adheres to a stated code of ethics from the American Nurses Association and defined standards of practices as outlined by the Texas Board of Nursing.

Thus, these are high expectations of you as a student. Some vocational nursing 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 RESPONSBILITY for learning
4. Evaluate observed acquisition of knowledge, performance and behavior and counsel students in a constructive manner.

Nursing school is challenging. It involves commitment and dedication. Success in the program is gained through support of family, friends and faculty. Please remember, you are not alone.

WE WELCOME THE OPPORTUNITY TO TEACH YOU HOW TO LEARN!

ACCREDITATION AND APPROVAL:

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)

CONTROLLING AGENCY:
The controlling institution is Panola College, Carthage, Texas.

LICENSING AND REGULATORY AGENCIES:
The Vocational Nursing Program at Panola College is approved by the Texas Board of Nursing (BON).

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.

ACCOMMODATIONS AND DISABILITY SERVICES:
Reasonable accommodations and support services are provided for students at Panola College upon request. Requests must be submitted in writing with appropriate documentation to the Accommodations and Disability Support Services Coordinator at Panola College. Students seeking help should meet with the Accommodations and Disability Support Services Coordinator whose office is located in the Charles C. Matthews Student Center. The Texas Board of Nursing (BON) provides reasonable accommodations for candidates with disabilities that that may interfere with their performance on the NCLEX-PN. Following successful completion of the Panola College VN Program, candidates for licensure must request special accommodations with supporting documentation to the Texas BON.
https://www.bon.texas.gov/forms_nclex_examination_special_accommodation.asp.html

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his/her physical, emotional and/or intellectual disability:

1. Prohibits the student from achieving the knowledge and/or manipulative skills required of the Student Vocational Nurse.

2. Creates a potential hazard to the student and/or recipient of health care services, faculty or another student.

Section II. CURRICULUM

VISION, MISSION AND PHILOSOPHY:



The Vision of the Vocational Nursing Program of Panola College is to provide safe and caring nurses for the community.



The **Mission** of the Vocational Nursing Program is to prepare competent vocational nurses that are knowledgeable, safe, and demonstrate a positive and caring behavior. The program promotes success of vocational nursing graduates to enrich the lives of graduates and to enrich the lives of our community through quality patient care.

The Vocational Nursing Program is committed to the preparation of individuals who will achieve success in the role of a vocational nurse by collaborating with other health care professionals in the delivery of quality health care.



The Philosophy of the Vocational Nursing Program is committed to the preparation of individuals who will assume the role of vocational nurse and collaborate with the registered professional nurse and other health care professionals in the delivery of quality health care. The Vocational Nursing Program recognizes the worth and dignity of patients and the potential for growth. Throughout his/her lifetime, a patient's needs will vary in their surrounding environment encompassed by physical, social, and lifestyle aspects that impact their health and well-being. Every person has the right to holistic healthcare with health being not merely the absence of disease but physical, mental, social, and spiritual well-being. Through the dynamics of nursing education, the interchange of teaching and learning facilitates clinical reasoning on the part of the learner. The vocational nursing curriculum at Panola College provides students with the opportunity to learn the fundamental skills and concepts of nursing in order to respond to the health needs of patients in the context of their environment.

CONCEPTUAL FRAMEWORK:

DEFINITIONS

Education

The knowledge or skill obtained or developed by a learning process. The process consisting of theory and practical training by which learners are prepared to perform as a caring member of the profession, provider of patient centered care, patient safety advocate and member of the health care team.

Nursing

The process of caring for the health of a person and assisting in meeting their needs while also teaching the basics of self-care.

Environment

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

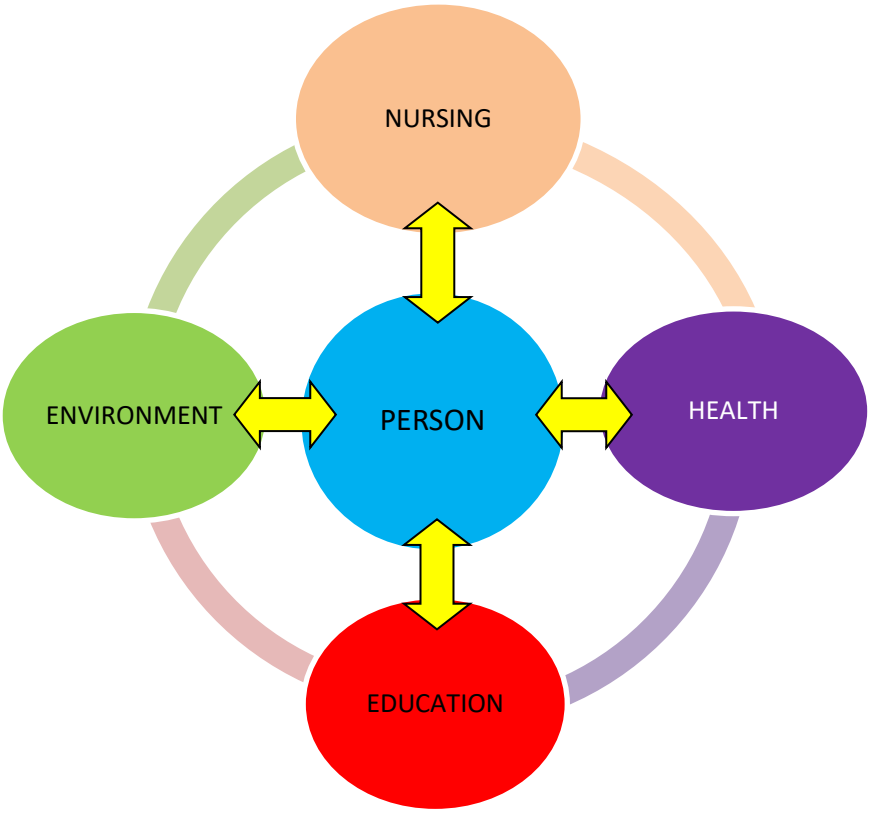
Person

A culturally, ethnically, spiritually and socially diverse human being with unique capabilities, values and goals.

Health

Health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

Persons, regardless of culture, ethnicity or spiritual beliefs, are the recipients of nursing care. Emphasis is placed on the person's health as the ultimate goal of nursing. Through education, the Vocational Nursing Curriculum provides a foundation of theory and practical training which the graduate uses for practice. This knowledge requires the use of the Nursing Process, a dynamic system of interrelated and interdependent problem-solving steps, with the person as the central focus. This prepares the Vocational Nurse to provide care for the person, in the changing dynamics of nursing, health, education and environment. Faculty and students share responsibility for the education and personal development of the learner utilizing this concept. Learning is the responsibility of the student in that, to achieve the desired result it requires individual effort and energy. The responsibility of the faculty is to manage an environment where learning can occur and to direct the learning process of person-centered care.



Additional Concepts

Patient

A person with a potential or actual healthcare need.

Safety

The condition of being free from danger, risk, or injury.

Nursing Education

Formal learning and training in the science of nursing. This includes the functions and duties in the physical care of patients, and a combination of different disciplines that both accelerates the patient's return to health and helps to maintain it.

Clinical Reasoning

The thinking and decision-making processes associated with clinical practice.

PROGRAM OUTCOMES:

Member of a Profession

1. Function within the nurse's legal and ethical scope of practice assuming responsibility and accountability for quality care in accordance with the policies and procedures of the practice setting.

Provider of Patient – Centered Care

2. Utilize clinical reasoning to determine physiological and psycho-social needs of ethnically, spiritually, and socially diverse patients and families.
3. Provide safe nursing care to assigned patients with predictable health care needs and their families within legal, ethical, and regulatory parameters.
4. Identify and report data and patient responses to therapeutic interventions to assist in the identification of expected or unexpected outcomes.

Patient Safety Advocate

5. Utilize evidence-based practice to implement measures within regulatory parameters to promote quality and safe environments for patients, self, and others to reduce patient and community risks.
6. Accept and make assignments that take into consideration patient safety and organizational policy; obtaining instruction, training, or supervision when needed.

Member of the Health Care Team

7. Communicate, collaborate, and advocate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
8. Communicate patient data using technology to support decision making and improve patient care.

COURSE OF STUDY FOR THE VOCATIONAL NURSING PROGRAM:

The curriculum of the Vocational Nursing Program is designed to meet the criteria of the Texas Board of Nursing for licensure as a Vocational Nurse.

The prescribed curriculum for the Vocational Nursing Program consists of 3 semesters which contain 42 semester credit hours.

The curriculum design is a blocked system with clinical emphasis on concurrent learning of stated objectives. This approach permits progression from simple to complex, from normal to abnormal, and reflects the application of the nursing process in relationship to the patient with predictable health care needs 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 graduate vocational nurse. He/she is eligible to apply to take the National Council Licensure Exam for vocational nurses upon graduation. The graduate is prepared to function at the vocational nurse level, as a patient safety advocate, member of the profession, provider of patient-centered care, and member of the health care team.

Course sequencing and descriptions are listed in the current Panola College Catalog.

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 risk 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.

Section III. RESOURCES

COUNSELING SERVICES:
Panola College has personal counseling services available. If a student needs immediate assistance and the 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 VN program may also receive career advising from nursing instructors and the Chair of the nursing program.

LIBRARY FACILITIES:
The M.P. Baker Library 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 Vocational Nursing program may be given assignments that require the use of the LRC. It is the student's responsibility to know how to access the resources of the library. The program curriculum incorporates instruction for how to utilize the resources of the library. The LRC 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 or scholarships 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

INFORMATION TECHNOLOGY:
The Carthage Campus and the Shelby College Center (SCC) have computers available for student use as well as wireless access for laptop users. Open computer labs are available in the M.P Baker Library at the Shelby College Center. Laptop computers are also available for use in the Powell Science Center (PSC) for students enrolled in nursing classes. Students are asked to respect the equipment by not eating or drinking in the computer labs.

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

NURSING SIMULATION AND SKILLS LAB:

The Skills and Simulation laboratories in the PSC and SCC provide the students supervised and independent practice of clinical skills and application of 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 VN 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 VN 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. Panola College signs a legally binding affiliation agreement with each clinical agency stipulating that our faculty and students will abide by the rules and regulations governing that agency while we are in the clinical agency.

RESOURCES:
The faculty adopts a nursing resource bundle for the nursing program based on currency and appropriateness to the curriculum design. The resource bundle is available in the Panola College Store. Required resources are noted in the course syllabi.

MESSAGES:
The department Health Science Specialist will take only emergency messages for students. **Please encourage family and employers not to call the Vocational Nursing Department to leave personal messages 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 Vocational Nursing Program to express any concerns or problems.

Section IV. POLICIES AND PROCEDURES

1. ACCESS TO VOCATIONAL NURSING STUDENT HANDBOOK

All vocational nursing students at Panola College are required to abide by the guidelines and policies set for in the Vocational Nursing student handbook. Students in the Vocational Nursing Program are also required to abide by the guidelines and policies in the on-line *Panola College Catalog* and the on-line *The Student Handbook.*

Handbooks for the Vocational Nursing Program will be reviewed with the student on the first day of classes. All students must be aware of and abide by the policies contained therein.

Students will e-sign a statement on the first day of class to verify they have access to a handbook, have read the handbook and agree to abide by the guidelines set forth. (See Appendix, Form 1)

Panola College Vocational Nursing Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Vocational Nursing 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 changes.

2. REQUIREMENTS OF THE PROGRAM

2.1 ADMISSION

The conditions for admission to the VN program are outlined in the current *Panola College Catalog*. Because the nursing profession requires a high level of performance, nursing students are held to a higher admission standard than students enrolled in general academic classes.

Required Courses on admission:

Biology 2404 must be completed or in progress with completion prior to the start of the program with a C or higher for full admission into the program. BIOL 2301/BIOL2101 may be substituted for BIOL 2404 with the grade of a C or higher.

VN Admission Procedures and Selection Process

All applicants will be required to take a HESI admission exam. A minimum score of 75 must be achieved in Reading Comprehension, Grammar, and Math sections. HESI A2 scores should be from within the last five years. The HESI admission exam may only be taken twice in one year. A student may choose to only retake one time the section or sections not passed on the first attempt. If a student does not achieve the required minimum scores after two attempts, the examinee may make an appointment with the Chair of Nursing to create a performance improvement plan. Upon successful completion of the performance improvement plan, the examinee may retake the HESI A2 after completion of the performance improvement plan. If a student does not complete a performance improvement plan, the student will wait one year to retake the HESI A2.

1. Applications are given to students who have met the above requirements
2. After all applications have been reviewed and checked for accuracy, provisional acceptance letters are emailed to each applicant in order of rank until all available seats in the class are filled. This process to review applications takes 2-3 weeks after deadline for application submission. Class limit is set by the Chair of the program.
3. The VN Program uses a mathematical formula to compute an applicant's ranking score. The ranking score is based on four criteria. This ranking score is used to select qualified applicants for admission. The formula is as follows:

Rank: =

- Points for HESI A^2 cumulative test score (minimum 75 required on Reading Comprehension, Math, and Grammar) points = 10% of total score (e.g. score of 79 earns 7.9 points)
- 2 points for active CNA/PCT certification or 1 point for successful completion of the CNA/PCT course
- 1 point for having been employed as a CNA for one year
- 1 point for Med Aide certification, medical assistant, medical lab tech (active license)
- 3 points for a C, 4 points for a B, or 5 points for an A in A&P (BIOL 2404 or BIOL 2301/BIOL2101)
- 1 point for completing Biol 2404 or Biol 2301/BIOL2101 at Panola College
- 1 point for EMT/Paramedic/Military Medical

Example:

Rank: (10) + (2) + (1) + (1) + (5) + (1) + (1) = 21 maximum number that can be achieved

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 score on HESI A^2: The higher number will obtain the higher ranking
2. Math score on HESI A^2: The higher number will obtain the higher ranking
3. Grammar score on HESI A^2: The higher number will obtain the higher ranking

Students will be ranked according to this formula and the top positions will be offered a place in the program. The rank list will be used to complete the roster in the event a student declines or does not meet all admission criteria.

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 college Admissions Office and the Vocational 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 VN program at the scheduled time after having accepted the admission, the applicant must notify the VN Chair 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 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 VN 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 VN program, all students must have a blue card or outcome letter from the Texas BON acknowledging eligibility to take the NCLEX-PN upon successful completion of the program. The deadline for submitting the blue card or outcome letter from the Texas BON acknowledging eligibility to take the NCLEX-PN 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-PN 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 VN 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. **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.**

In addition, a drug screen will be conducted prior to the start of 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 VN Department Chair by the agency. All drug screening information will be kept confidential in the department electronic files and archived as indicated by each program's accrediting agency requirements.

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

Students will complete the Student Medication Record (see Appendix, Form 2 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.

Unsatisfactory Results
A student who cannot provide a blue card or cleared outcome letter from the BON acknowledging eligibility to take NCLEX-PN upon successful completion of the VN program will not be admitted. Students who feel the background determination is in error must appeal to the Board of Nursing.

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

2.3 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.

2.4 PHYSICAL EXAM

Students are required to have a physical exam within the past six months for entry into the program. The Form 3 must be completed (signed by the student and the primary provider) to verify the exam and will be kept in the student's file. The Nursing Program Chair will review the physical exam forms and meet with any student who has a physical or mental issue that could interfere with their education. **The student must email a PDF of this completed requirement to the department secretary by the due date provided for each new admission class.**

2.5 LIABILITY INSURANCE

Panola College purchases Medical Professional Liability Occurrence Insurance for the nursing students (fee is collected as a course fee). Under this program, students are covered for malpractice related to their normal curriculum, studies and assignments 2 hours a day working in or out of school. Students are not covered if they are doing part-time 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 to aid and defend the insured without cost.

2.6 BLS CERTIFICATION

Students are required to hold a current American Heart Association cardiopulmonary resuscitation card in Basic Life Support (BLS) for HealthCare Providers at all times while

enrolled in nursing courses. Students are required to take BLS for HealthCare Providers Basic Life Support in the basic nursing skills course. The certification is valid for two years. All students must certify in the basic nursing skills course even if the student has certification from another source. Certification must be maintained throughout the entire program. Students must pass BLS offered at Panola College. If a student does not successfully pass BLS, 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-VN 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 Vocational 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.

The student will receive information regarding the following:

1) §301.257, §301.252, §301.253, and §§301.452-301.454 of the *Nursing Practice Act*.
2) Rules 213.27 – 213.30 of the *Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice.*
3) Rules 217.11 and 217.12 of the *Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice.*
4) Declaratory Order Request Form.

This information can be located on the Texas Board of Nursing website www.bon.state.tx.us.

2.8 OTHER EXPENSES

In addition to fees collected at registration, other expenses will be incurred. The guidelines serve only as 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 A2 (non-refundable fee each time for a maximum of two times; HESI A2 study guide.
2. Program resources and fees-See current catalog

3. Initial and possible additional drug testing (initial drug testing assessed as course fee)
4. Liability Insurance- assessed as a fee
5. A Littman dual head stethoscope, bandage scissors, penlight and a watch with a sweep second hand
6. Uniforms – Cherokee "Wine" color. Students must have enough scrub sets to wear to class and clinical every day. Matching scrub jackets are optional. White shoes are required. A Panola College Vocational Nursing monogram must be professionally embroidered to scrub tops and scrub jackets (one for each uniform). Logo is to be monogrammed on left chest and name tag worn on the right. A student ID badge from Panola College is required.
7. Clinical agencies are chosen to provide the best experience available for a student. Clinical areas may be as far as 70 miles or greater from Carthage. **TRANSPORTATION TO AND FROM CLINICAL AGENCIES IS THE RESPONSIBILITY OF THE STUDENT.**
8. Health insurance- Before a student participates in their clinical course, proof of current health insurance will be required.
9. Criminal background checks will be conducted for students to be admitted.
10. Additional background checks as required.
11. Optional expenses: cap, gown, graduation picture
12. Expenses near graduation – NCLEX-PN exam for licensure (approximately $200.00), BON application fee (approximately $100.00)
13. Optional: electronic devices or computers for use in the classroom or clinical.
14. Reminder: Don't forget to budget for childcare. See Vocational Counselor in Student Services for information on childcare assistance. Please apply for Financial Aid if you need assistance.

2.9 GRADUATING STUDENTS

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

3. STUDENT HEALTH AND SAFETY

3.1 INJURY

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.* In the event of a serious illness or injury that hinders a student's ability to perform in the clinical setting, the Vocational Nursing program may require a physician's statement authorizing the student to continue to provide patient care to the levels required to meet learning objectives. If a student is unable to meet the clinical requirements due to injury, the student may need to withdraw from all courses. Specific release guidelines may be requested for situations involving back injury, surgery, pregnancy, communicable diseases, etc. The injured student must have a completed Limitations & Liability Release when returning to courses and clinical (see Appendix, Form 6).

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 PREGNANT NURSING STUDENTS

A female student will notify her instructor(s) of pregnancy. 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 (Appendix, Form 6) at the beginning of each clinical rotation or more often if needed and will provide a copy to the VN 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 Panola College Student Handbook* for more information.

The faculty will consider the limitations or other treatment plan prescribed by the primary care provider and will attempt to accommodate such plans. Panola College assumes no responsibility for problems that may occur with the fetus, the pregnancy or the delivery.

3.3 INFECTION CONTROL GUIDELINES

The Panola College VN Program promotes safety for all students, staff, faculty, and patients. The VN 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.

4. ATTENDANCE/ABSENCES

4.1 ATTENDANCE/ABSENCES

Rationale: The Texas Board of Nursing (BON) recommends a ratio of 1 contact hour to 3 contact hours related clinical learning experiences in the program as best practice for students to meet the end of program learning outcomes. The Panola College VN Program has adopted this ratio when scheduling classroom hours and clinical learning experiences. When a student has excessive absence, he/she is not able to meet these requirements. Therefore, the following policies describe attendance expectations.

a. A student will earn 1-hour absence for any time missed up to 60 minutes of class and/or clinical time. A student who accumulates 24 hours of absence during the program he/she will have two business days to withdraw or will receive “F’s” in all courses for the semester. A pregnant or parenting student who must be absent from class or clinical more than 24 hours due to a pregnancy or to parenting responsibilities may complete the Pregnancy and Parenting Accommodations Form for **reasonable accommodations** to create a plan for success within the academic program. 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 request to make reasonable accommodations for such plans.

See the Pregnant and Parenting Student Policy in The Panola College Student Handbook for more information. Upon returning to class after an absence, the student MUST contact each instructor ON THE FIRST DAY BACK for "make-up" assignments. The student is responsible for all material covered during his/her absence. This includes tests and clinical hours.

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 class or clinical by the specified start time. Students are expected to value the classroom and clinical experience by being present and prepared.

c. Case studies or computer assisted instruction may be assigned as clinical time. When assigned as alternate clinical assignment, the absence policy will apply if not completed.

d. If a student is late to class, permission may or may not be granted by the instructor to enter the classroom or clinical. If not allowed to enter, this will be recorded an absence based on the time missed. When reporting late, it is the student’s responsibility to report to the appropriate personnel and instructor.

e. Make up tests will receive a 10% penalty off the final test grade unless prior arrangements are made with the instructor.

f. A student MUST notify the nursing instructor for an absence before the scheduled class or clinical time. SENDING A MESSAGE BY A FELLOW STUDENT IS NOT ACCEPTABLE. A student must also notify faculty/instructor when leaving class or clinical early. Failure to notify will result in a demerit. (A message CANNOT be sent by another student.) Failure to call in on the day of an announced test will result in the student receiving a zero on the test.

g. Inclement Weather: For general guidelines see the Panola College Catalog. Since travel to clinical assignments is often a distance from Carthage, students should be

aware of weather conditions at their clinical site. If absence is necessary due to weather, the student should notify the instructor as directed.

h. A minimum of eighteen (18) days will be scheduled during the year for vacation and holidays. A calendar of scheduled holidays and vacation will be provided.

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

j. All students must attend an IV-Therapy Course (16 hours). The course fee is assessed through a course fee for VNSG 1360. The purpose of the IV Therapy course is to introduce students to venipuncture and to basic IV therapy skills. The course will be taken on non-class days. Policies regarding IV initiation, venipuncture, or related skills are addressed in section 6.3 of this handbook.

k. In the event of an unforeseen emergency leading to excessive absence, a withdrawal allows a student to receive "W's" and be eligible to return to the nursing program.

4.2 ILLNESS

Students must use good judgment when illness occurs. In order to protect patients, staff, and peers, students with fever and/or symptoms of infectious disease should not report to the classroom or clinical setting. If in doubt, the student should consult with the clinical or classroom instructor prior to the start of the day. The clinical or classroom instructor may dismiss a student from the setting if in his/her judgment the student poses a risk of infecting others. Absences will be recorded for students dismissed from clinical or classroom due to illness. A student may not seek medical advice or medical opinions while at clinical, **doing so will result in a demerit.** If a student becomes ill at a clinical site, the student must notify the instructor immediately. The student will then be released from the clinical site to seek medical attention. Upon returning to the clinical site the student may be required to show documentation releasing the student back into the clinical facility. The absence policy will apply.

4.3 LUNCH and BREAKS

Clinical:

1. Long-term care skilled nursing facilities:
   Students will have one 15-minute break and one 30-minute lunch break. Students are not allowed to leave the clinical facility.
2. Non-hospital or skilled nursing facility clinical sites:
   Students will have one 15-minute break. Students are not allowed to leave the facility during the 15-minute break. Lunch will be the time frame designated by the facility or instructor.
3. Hospital Rotations:
   Students will have one 15-minute break. Lunch will be 30 minutes. Students are not allowed to leave the clinical facility during either lunch or break. The student may not take their break or lunch in their vehicle.
4. Students are not to eat or drink in the nursing station at clinical facilities. Drinks and food are not allowed in areas of direct patient care during clinical.

Classroom:
Students may bring a lunch or purchase lunch on or off campus. Only drinks with a secure lid and food will be allowed in the classroom per instructor discretion. Students may not have food delivered to the clinical site.

Failure to abide by scheduled breaks will result in a violation/demerit.

5. BEHAVIOR EXPECTATIONS FOR STUDENTS

Students are expected to conduct themselves in a manner as to reflect credit upon themselves, the Vocational Nursing Program and Panola College. Whether in the classroom or clinical setting, students will be expected to:

a. Maintain patient confidentiality. Students will sign (see Appendix, Form 7-Confidentiality Statement) to verify their understanding of this most important rule.
b. Be courteous at all times.
c. Abide by rules of the college, the nursing department, affiliate agencies, and the Texas Nurse Practice Act.
d. No use of profanity.
e. Avoid posting on any social media remarks, pictures, etc. regarding patients, fellow students, instructors, VN program, or clinical sites. This also includes any statements that would violate HIPPA guidelines.
f. VN 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. Unprofessional behaviors, as described above, are grounds for disciplinary action up to and including dismissal from the program.

Failure to abide by student behavior expectations will result in a violation/demerit and/or receiving an "F" in the course.

5.1 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 VN program are held to the Standards of Student Conduct, Rights, and Responsibilities in the online *Student Handbook*. Scholastic Dishonesty will not be tolerated and will be grounds for earning an "F" in the enrolled courses for the semester.

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 VN student will be expected to develop professional role characteristics

including observance of legal and ethical framework set forth in the Nurse Practice Act for the State of Texas and the American Nurse Association Code. Failure to follow the Nurse Practice Act in a clinical course will result in an "F."

5.2 ELECTRONIC EQUIPMENT

1. Emergency telephone numbers to school and clinical areas will be provided to the student and the student is responsible for providing phone numbers to family members. Only emergency calls are allowed to the student at the school or in the clinical setting.
2. Personal phones must be kept on "silent" to prevent disturbing others.
3. 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 by the classroom or clinical instructor or violates instructions regarding electronic devices provided by an instructor for the course, a violation/demerit will be issued. Students found using electronic devices in the clinical setting that do not reflect professional behavior may be sent home from the clinical site.

5.3 CLINICAL AND CLASSROOM GUIDELINES AND RESPONSIBILITIES

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

1. Clinical assignments may include but are not limited to evening, night and/or weekend schedules in order to meet certain objectives and obtain clinical space. Clinical sites will be located in local areas and surrounding counties. Schedules are given to students at the beginning of the semester.
2. ALL STUDENTS ARE EXPECTED TO ARRIVE AT CLASS OR CLINICAL READY FOR CLASS OR LAB ON TIME.THIS IMPLIES THE STUDENT WILL BE COMPLETELY PREPARED TO PARTICIPATE AT THE SPECIFIED START TIME.
3. 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).
4. Repeated unsatisfactory performance or critical unsatisfactory performance will result in student failure (see Grading policy in this handbook.)
5. Students must be prepared to perform nursing skills in the clinical area. Additional time in the skills /simulation lab may be requested by the student or required by instructor for student remediation prior to the final date of course.

6. The classroom is to be used for scheduled classes and scheduled study periods. Any individual(s) wishing to use the classroom for additional studying may do so. The classroom **IS NOT** to be used for socializing.

Failure to abide by this policy will result in a violation.

5.4 PERSONAL APPEARANCE AND DRESS CODE

The purpose of the Panola College Vocational Nursing Program's classroom and clinical dress code is to foster a professional, safe and respectful environment at school. Our neat, clean and tasteful grooming fosters a respect for learning, encourages a sense of community, and distinguishes our program. The dress code is in effect from the time students enter the campus or clinical site until all students have exited the campus or clinical site.

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

The following uniform standards apply to all students in the classroom and clinical area or situation**:**

a. **Uniforms:** The faculty will designate the student uniform (Cherokee wine color). School uniforms must fit properly with dresses hemmed at knee length or longer and pants hemmed at ankle length, in good repair, clean, and pressed.
b. **Undergarments** shall not be observed through 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 are worn with a dress uniform, the stockings must be white, non-patterned stockings, without runs. White stockings or socks are to be worn with pants or with dress uniform.
c. **ID Badge:** 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 the top of the shoulder/shoulder seam.
d. **Shoes:** Clean, polished, 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 wine color (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 wine color (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 Littman dual head stethoscope, bandage scissors, and penlight. Stethoscope covers are not permitted. Goggles are optional. Students are encouraged to purchase a pulse oximeter fingertip monitor. A ballpoint pen with black ink is required. No felt tipped or erasable pens are allowed.

g. **Hair** shall be worn securely held off the uniform collar and away from the face 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. Large barrettes, bands, ribbons, bows, and ties are not permitted. 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. Wine color 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 at school 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 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 and no false eyelashes.
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 tobacco odors. Students may not smoke or use electronic cigarettes at any clinical site, on campus, or while in school uniform.
m. **Gum:** Chewing gum is not allowed while in class or clinical.
n. **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.

Failure to follow the dress code in clinical or classroom will result in a violation. A serious infraction will result in a student being sent home and counted absent as well a violation or demerit.

PLEASE NOTE: GUIDELINES FOR CLINICAL DRESS ARE FOLLOWED FOR ANY *ON AND OFFCAMPUS* CLINICAL EXPERIENCES

5.5 TOBACCO-FREE POLICY

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

Failure to abide by this policy will result in a violation/demerit.

5.6 SUBSTANCE ABUSE POLICY – FOR CAUSE

Any student enrolled in a Health Science program will be tested for drugs on admission. 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 behaviors such as sudden outburst, mood swings, hostility or unusual anxiety that 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.
    b. The instructor(s) will document student's behavior and confer with program Chair (see Appendix, Form 9). If a program Chair is the faculty member concerned about the student's behavior or if the program Chair/Dean is unavailable, the conference will be with the Vice President of Instruction or Vice President'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 may be excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.
4. Drug screen findings will normally 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 the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.
7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised that this second testing is somewhat expensive (possibly in excess of $200).
8. During the review process by the Program Chair, Dean of Career and Technical Programs and/or Vice President of Instruction, the student will have the opportunity to:
    a. Explain the cause of the positive drug screen
    b. Provide the name of the physician authorizing any prescription medications.

9. The Dean of Career and Technical Programs will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
    a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Chair 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 Panola College 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/Dean and will be provided opportunity to make up assignments. The student will be subject to all other objectives and policies related to safe behavior and care of clients.

Substance Abuse Recovery – Student Applicant or Readmission

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

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

5.7 DISCIPLINARY ACTION

When students make poor choices, especially those violating the policies described in this handbook, it is the VN faculty's responsibility to meet with the student individually to provide feedback and help the student learn from the situation. In each case, a "Disciplinary Action Form" (see Appendix, Form 8) will be completed. The student will be

required to sign the disciplinary action form. The student's signature does not necessarily indicate the student agrees with the statements made on the form (s), the student's signature only acknowledges the issues stated on the form were discussed with the student and the student had an opportunity to review the form(s) and make comments.

Poor choices involving violations of policy in this handbook will result in the student earning a violation or a demerit. Violations and demerits are cumulative throughout the program. Two violations convert to a demerit, even if unrelated. **If a student accumulates a total of 3 demerits throughout the program for behavior, the student will receive an "F" for all courses in the semester the student is currently enrolled.**

5.8 REASONS FOR DISMISSAL

Students who do the following will earn an immediate "F" in all courses for the semester and withdrawal from the program. **Actions including but not limited to the following examples:**

1. A failing course grade in two semesters
2. Conduct or work having a detrimental effect on the staff, patients, clinical area, the school or classmates
3. Unsafe nursing/clinical practice as reference by the Nurse Practice Act
4. Failure to maintain patient confidentiality
5. Patient Abandonment
6. Failure to pass clinical skills check-offs in subsequent semesters
7. Unethical behavior in the classroom, clinical area, or on school property
8. Violation of college or affiliating agencies' policies
9. Failure to correct deficiencies
10. Dishonesty (lying, falsifying records, cheating, plagiarizing)
11. Positive drug screen/alcohol screen
12. Felony conviction

6. GRADING

6.1 GRADING SYSTEM

The Panola College Vocational Nursing 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 Vocational Nursing courses:

A = 90 -100; B = 80– 89.99; C = 75– 79.99; F = 74.99 or below

A student **MUST** complete and maintain a C average in each course in order to progress. If at the completion of a course the grade is below 75, the student will earn an "F" in the course. Please see handbook guidelines for academic failure.

*******ANY GRADE BELOW 75 IS FAILING*******

NO ROUNDING WILL OCCUR

The objectives, tests, projects, and or papers required for grading in each course are explained in the course syllabus. The instructor (s) for a course determine the grading

procedure. Work not submitted according to the syllabus guidelines may be scored as an “F”. Work must be completed in a timely manner.

An incomplete (I) will **NOT** be given for students who fail to complete their work on time. Only in extreme circumstances, such as illness of the student, or death of an immediate family member, will an incomplete be requested. Notify instructor as soon as possible of any extreme life circumstances. Incompletes must be approved by the Dean of Career and Technical Programs. Incompletes must be completed before the student may progress in the nursing program.

The instructor may document any student behavior (classroom or clinical) needing attention on the Disciplinary Action Form (Form 8) The student and instructor should set mutual goals to correct the behavior and the student signs the form to ensure clear communication.

6.2 TESTS AND TEST REVIEWS

a. The instructor designs tests for an individual course or section of a course based on course objectives. Testing procedures such as seating arrangements, rules for leaving the room, etc. are developed by the faculty.
b. Major exams are proctored by faculty on campus in designated labs. Exams are given at the same time when offered at different locations.
c. Students must follow the directions of the instructor for either computer or paper tests. No personal items such as phones, tablets, smart watch or other electronic equipment will be allowed at the testing station. A nonscientific, non-cell phone calculator will be allowed at the discretion of the instructor. 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.
d. A grade of zero for the test will be recorded if there is evidence of verbal or non-verbal communication between students, use of a 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 under the Academic and Professional Integrity Policy.
e. Test reviews are the prerogative of course faculty. 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.
f. Students who wish to dispute an exam item may do so in writing. Disputed items will be reviewed by instructor.
g. Due to the need for test security, students will not be given copies of tests.
h. A student needing to go to the bathroom during a test will be escorted.

6.2.1 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

6.2 **GUIDELINES FOR MEDICATION ADMINISTRATION**

Students are ONLY allowed to administer medications without supervision ***after*** the individual student has been checked off by the current instructor.

a) The medications (MAR, orders, medication) must always be checked by licensed personnel (LVN or RN)/instructor(s) before administration even after a student has been checked off by an instructor to administer medications.
b) Students must pass medication simulation skills check-off. Failure to pass after remediation and a second attempt will result in an immediate "F" for the course and withdrawal from the semester.
c) Students may give insulin or subcutaneous anticoagulants with a licensed nurse or instructor. VN Students do not administer IV push medications or blood products and may only administer intravenous maintenance fluids in accordance with the clinical facility policies and with the assigned instructor or preceptor and after successful completion of the IV therapy course.

Failure to abide by the guidelines for medication administration will result in a violation/demerit and/or an "F" for the course:

6.3 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 evaluation to grade the clinical competencies. A serious infraction or repeated evidence of unsafe clinical practice by a student will be grounds for an "F" in the clinical course.

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, form 8).

6.4 **STATEMENT OF UNSAFE CLINICAL PRACTICE**

Evidence of unsafe clinical practice by a student will be grounds for **earning a demerit and/or receiving an "F" for the course and withdrawal from the program.** The instructor or clinical staff who witnesses the behavior will provide documentation on the Disciplinary Action Form (see Appendix, form 8)

Unsafe clinical practice includes but is not limited to:

a. Failure to provide for the safety and comfort of the patient. Each student is required to practice without violating 1) physiological safety, 2) psychosocial safety, 3) infection control guidelines, and 4) patient assignment (leaving patient assignment without notice constitutes patient abandonment)
b. Failure to observe the 6 rights of medication administration according to agency policy and accepted standards of care: 1) right patient, 2) right drug, 3) right dose, 4) right route, 5) right time, and 6) right documentation.
c. Failure to solicit supervision from an instructor when: 1) administering insulin, anticoagulants, narcotics 2) wasting narcotics, 3) performing any skill not checked off by current instructor.
d. Violation of ethical standards such as: 1) willful dishonesty regarding information given to faculty, students or hospital staff, 2) stealing medications, equipment, supplies, books, etc., 3) failure to keep patient information confidential, 4) abuse or neglect of patients, or 5) impairment or likely impairment through use of alcohol or non- prescribed chemicals. (See Substance Abuse Policy).
e. Absence from clinical assignment without proper notification (Patient Abandonment).

6.5 **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

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

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.

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

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

Consent and Privacy Authorization

The PCNSL records many lab activities. 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.

A signed confidentiality form is required in order for students to participate in simulation laboratory activities. Failure to acknowledge simulation confidentiality may result in the suspension of one's simulation activity privileges. A student found in breach of confidentiality will be subject to disciplinary action as determined by the Chair of Nursing or Dean of Career and Technical Programs.

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.

6.6 **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, and suspected illicit or illegal activities. An instructor MUST be notified immediately if a student is involved in a patient care incident. Appropriate action as dictated by hospital policies will be taken.

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 witnessing an unusual occurrence should document the incident using the Vocational Nursing Unusual Occurrence form (see Appendix form 10). The form will be submitted to the Vocational Nursing Chair and kept in a secure location. When in clinical, the agency's unusual occurrence form will be completed by the student and instructor, as well, for their records.

7. PROGRESSION AND RETENTION

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

7.1 ACADEMIC FAILURE

1. If a student academically fails one or more classes in a semester, the student will be allowed to repeat the semester on the campus where those courses are next offered and progress through the program. A request for readmission must be submitted in an email to the Chair of the VN program for review and space availability. Upon readmission, students must take all courses in the semester being repeated (If a student has earned a "C" or higher in VNSG 1234 and/or VNSG 1230, these courses will not be repeated). The student must receive a "C" or above in all courses in the repeat semester in order to progress. If a student withdraws on the second attempt and is failing at the time of withdrawal, the following sentence will apply.

2. If the student fails one or more classes on the second attempt, or withdraws failing, the student must withdraw from the program and wait two years to reapply for admission. The student will be required to start at the beginning of the program. During the two years the student must successfully complete a college level course to reapply.

7.2 BEHAVIORAL OR UNSAFE CLINICAL PRACTICE FAILURE

A student with an "F" for behavioral demerits or failing for unsafe clinical practice may not be re-admitted in the following semester. The student must wait two years to reapply for admission to the program, following the requirements listed in item #2 under Academic failure.

7.3 WITHDRAWAL

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

WITHDRAWAL FROM A COURSE/PROGRAM:

A student who recognizes he/she will miss more classes and/or clinical 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 a second time, the student will receive the grade he/she is earning at the time of withdrawal. Only those with no failing grade will be considered for readmission. The rationale for the grade will be documented on the Withdrawal Grade Form (form 11 via Jotform) and placed in the VN student's file.

If it becomes necessary for a student to "drop" a course/program, the student must contact the Instructor first. A student will receive a grade of "W" (withdrawn) prior to or on the withdrawal date listed on the college calendar for the current semester. The grade of "W" has no negative impact on the student's GPA. If the student does not contact Student Success and exits a class unofficially, a grade of "F" will be given by the instructor. Any student considering withdrawal from the Vocational Nursing program is encouraged to have a conference with the instructors before making a final decision.

a. A student withdrawing from any VN course for ANY reason will be given a passing or failing grade by the instructor for the amount of work, assignments, etc. completed to date in each course. The rationale for the grade will be documented on the Disciplinary Action Form (See Appendix, form 8) and placed in the student's file. This grade is for department use only and will be used in determining a student's status for readmission to the program. The student must follow the Policy for Readmission to the program in this handbook.
b. Readmissions to the program will ALWAYS OCCUR ON A SPACE AVAILABLE BASIS. A student may be re-admitted after a withdrawal only once.

7.4 READMISSION TO THE PROGRAM

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

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

a. Request readmission in an email to the Chair of the VN 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 summer semester. Deadline for spring semester is the last day of the previous fall semester

classes. Deadline for the summer semester is the last day of the previous spring semester.

b. Meet all of the requirements for admission to the program as well as the requirements listed in this handbook (see Admission 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 Chair will review requests for readmission with input from faculty and make a 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 next offered. Students who withdraw or earns a failing grade in a semester and will miss more than one year to repeat courses will not qualify for readmission at the current semester and must reapply to restart the VN Program beginning with semester 1.

7.5 TRANSFERS

1. A student may transfer within the Panola College Vocational Nurse System providing written permission has been obtained from the Chair of the program and the Faculty, and provided there is an opening.
2. Students transferring from another college must schedule an interview with the Chair of the Vocational Nursing Program for review of academic records and determination if admission requirements have been met for the VN Program. Decisions are made on a space available basis.
3. ADN transfer students who fail in the first or second semester of the ADN program will be required to start at the beginning of the VN program on a space available basis.
4. ADN transfer students who fail the third or fourth semesters will be required to start in the second or third semester on a space available basis. Course evaluation and performance will be reviewed by the nursing chair and faculty for determining semester.

7.6 ACADEMIC OR DISCIPLINARY APPEALS

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 Disciplinary Action Form (see appendix, form 8) 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 Panola College Student Handbook* will be followed.

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

7.7 CAPSTONE EXPERIENCE: Graduate Assessment Plan

The Capstone Experience for the VN student will be the final clinical performance for VNSG 2360, Clinical IV. The final clinical performance measures ensure graduates are prepared to function as a novice vocational nurse. Students must achieve a grade of at least 75% for VNSG 2360.

7.8 Comprehensive Exams

The specialty exams will be administered as a test within designated courses. The score will be recorded as 10% of the overall course grade according to the syllabus. The conversion score will be recorded as the grade. There will be no rounding. These exams are used as a benchmark for student achievement of VN concepts compared to VN students nationwide.

The fees for the first and second comprehensive exam and each specialty exam as well as a live NCLEX-PN review course are included with course fees over the three semesters of nursing school.

8. JURISPRUDENCE EXAMINATION

All Texas applicants for NCLEX must pass the Texas Nursing Jurisprudence Examination administered by the Texas Board of Nursing. Students must pass this examination prior to being issued a permanent nursing license. The Panola College VN program requires students enrolled in VNSG 1219, Leadership and Professional Development, to complete the Jurisprudence Examination as a requirement for this course. This action will help to ensure that Panola College VN graduates have completed this step of the application process for licensure. More information regarding the examination is provided on the Texas Board of Nursing website at www.bon.state.tx.us.

9. Nursing Pinning Ceremony

Vocational Nursing Graduates may choose to participate in a Nursing Pinning Ceremony. The Pinning Ceremony is under the direction of a designated VN 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 the VN Program official uniform 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 LVN, RN, APRN, or NP

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

Appendix

Form 1 - VN Student Handbook Agreement (via Jotform)

Student Acknowledgment

Please sign and bring to first day of class.

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

I will comply with the syllabus requirements as delineated.

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

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

_____Student Name (Printed)

_____ Student Signature

_____Date

Panola College VN am 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.

PANOLA COLLEGE
VOCATIONAL NURSING PROGRAM (via Jotform)

Form 2 – Student Medication Record

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**

Form 3 – Physical Examination
Panola College
Health Science Programs - VN

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: _____

Form 4 - Consent for Drug Screening (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

Form 5 - Contract for Simulation Lab (via Jotform)

Simulation fosters active engagement in a safe learning environment. Throughout your time in nursing school at Panola College, you will interact with several different manikins and/or patient actors in various clinical scenarios. We as faculty and simulation staff will give our best to make the simulation as real as possible and to create a clinical learning environment.

Your role as the student is to “enter into the spirit” of the simulation, engaging with the “patient,” “family,” and other members of your healthcare team as if the situation were real. This attitude and engagement will provide you with the best active learning opportunity possible.

Remember confidentiality: What happens in simulation stays in simulation. You should come to simulation with a non-judgmental attitude and be open to learning from your patients, peers, and faculty.

As a patron of the Simulation Lab, I agree to adhere to the following guidelines:

I will maintain 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 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 information is privileged and confidential regardless of format: electronic, written, overheard or observed.

This simulation lab is a learning environment. I will treat all scenarios, regardless of their outcome, in a professional manner. I will treat the student running the scenario with 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.

I will treat the simulation mannequins with respect and as if they were live patients.

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.

Student printed name _____

Student signature_____

Date _____

Form 6 – Limitations and Liability Release
PANOLA COLLEGE VOCATIONAL NURSING PROGRAM

I, _____, age _____, am a student at Panola College. I am

currently under the care of _____ for the following
(Name and credentials) condition/injury:
_____.

My Licensed Provider has recommended the following limitations: _____

_____

_____

Primary Provider Signature: _____

Printed Name: _____

Address: _____ Phone: _____

I am requesting to be allowed to continue in the Vocational Nursing curriculum with modifications outlined by my instructors and participate in activities as able.

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

I PERSONALLY ASSUME ALL RISK OF MY VOLUNTARY PARTICIPATION.
_____ (initials).

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this _____ (day) _____ (month) _____ (year).

_____
Student Signature

Panola College Vocational Nursing Program
Form 7 – Confidentiality Statement (via Jotform)

I understand that personal information concerning a patient's condition may **never** be discussed either inside or outside hospitals, nursing homes, doctor's offices, daycare centers, clinics and especially tour facilities and may **never** be released without proper authorization.

I understand that information concerning hospital business and hospital employees is confidential as well.

I understand that I will be held accountable for the confidentiality of the information to which I have access.

I further understand that release of confidential information about a patient, employee, or the hospital is not only a serious breach of ethics, but also may involve legal proceedings, loss of privileges, and / or dismissal from the program.

_____ _____

Print Name Date

_____

Signature

Form 8 – Disciplinary Action Form
PANOLA COLLEGE VOCATIONAL NURSING

Student Name _____ Date _____

☐ **Violation** ☐ **Demerit** ☐ **Counseling** ☐ **Absence**

REASONS FOR COUNSELING

- ☐ Attendance
- ☐ Scholastic
- ☐ Conduct
- ☐ Performance
- ☐ Appearance
- ☐ Personal Hygiene
- ☐ Inappropriate dress
- ☐ Dishonesty
- ☐ Failure to notify
- ☐ Insubordination
- ☐ Tardiness
- ☐ Inappropriate behavior
- ☐ Failure to correct deficiencies
- ☐ Grades
- ☐ Other

COMMENTS:

Instructor Recommendations:

Student Remarks:

_____ _____
Student Signature Instructor Signature

(My signature does not necessarily reflect agreement with counseling; it only reflects receipt of information.)

_____
Instructor Signature

Total: Violations: _____Demerits: _____ Absences: _____

Form 9 - Substance Abuse Documentation Form
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, 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
- ☐ 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. (Appendix A, Form 6.8-3)
- ☐ 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:

_____

Form 10 - Unusual Occurrence Report
PANOLA COLLEGE VOCATIONAL NURSING PROGRAM

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 additional 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 ¨No

   b.) Has medical record been flagged for physician's attention or has physician been notified? ¨ Yes ¨ No

   c.) Has facility occurrence report been completed? ¨Yes¨No

8. Corrective action taken: _____
_____
_____

9. Required initials: Instructor: _____VN Coord or Dean: _____

Form 11 - Withdrawal Grade (via Jotform)

Grade documentation for VN 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.