

Panola College Vocational Nursing

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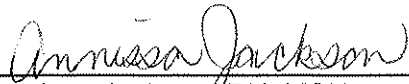
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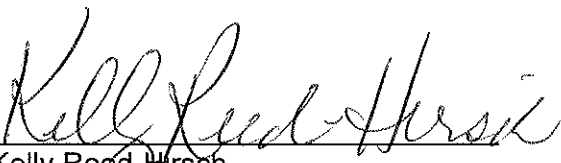
Student Handbook Fall 2017




The policies and procedures contained in the Vocational Student Handbook revised for fall 2017 are approved by the following officials of Panola College:


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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 licensed nurse.

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

Panola Colleges encourages all students to be a part of their academic process. Students will be given the opportunity to serve on committees that represent the student body. These students will be chosen by the student body and faculty to collect and relay 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 RESPONSIBILITY 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, dedication, and it greatly helps to have the 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 Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees, as well as the Certificate of Completion. The VN Program is approved by the Texas Board of Nursing (BON).

CONTROLLING AGENCY:

The controlling institution is Panola College, Carthage, Texas.

LICENSING AND REGULATORY AGENCIES:

The controlling agency will conduct the Vocational Nursing Program in accordance with the standards of the Texas Board of Nursing and Coordinating Board of Texas Colleges and Universities.

STATEMENT OF NON-DISCRIMINATION:

It is the policy of Panola College not to discriminate on the basis of age, race, color, religion, sex, national or ethnic origin in admissions, educational programs, activities, scholarship and loan programs, athletic or other college administered programs, or in its employment policies. Panola College is committed to equal opportunities for physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

STATEMENT ON DISABILITIES:

Students with disabilities, including learning disabilities, who wish to request academic adjustments in the Vocational Nursing Program, should notify the Disability Services Office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. At the time the student applies for licensure, student must also notify the NCLEX Board and BON of the same needs.

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 other student.

Section II. CURRICULUM

VISION, MISSION AND PHILOSOPHY:

VISION

The Vision of the Vocational Nursing Program Department of Panola College is to promote safety and caring in nursing.

MISSION

The **Mission** of the Vocational Nursing Program is to prepare competent vocational nurses that are knowledgeable, safe, and demonstrate a positive and caring behavior. Graduates should be able to care for patients within standard legal, ethical, and regulatory parameters.

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.

PHILOSOPHY

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.

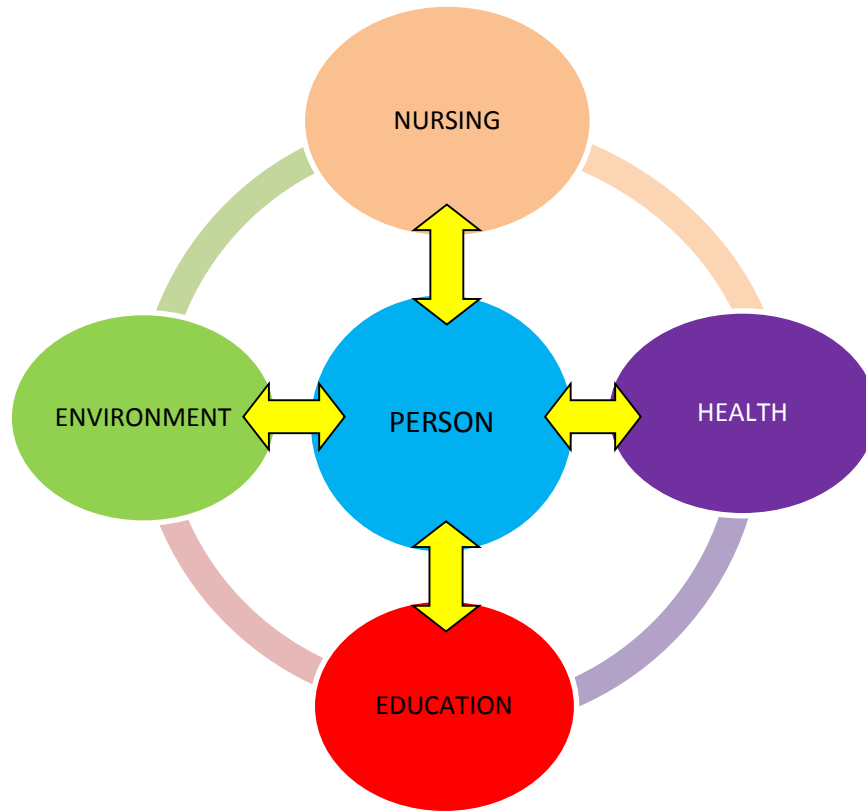
Person

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 scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients through continued competence in nursing practice.

Provider of Patient – Centered Care

3. Use clinical reasoning and evidence based policies in determining the psychological and sociological needs of ethnically, spiritually, and socially diverse patients and families.
4. Identify and report data to assist in the identification of problems and formulation of goals/outcomes in collaboration with patients, families and the healthcare team.
5. Provide safe and caring basic nursing to assigned patients with predictable health care needs, within a supervised directed scope of practice; assisting in the coordination of human, information, and material resources.
6. Implement care and teaching for patients and families within legal, ethical, and regulatory parameters
7. Identify and report alterations in patient outcomes.

Patient Safety Advocate

8. Implement measures to promote quality and a safe environment for patients, self, and others within regulatory parameters.
9. Accept and make assignments that take into consideration patient safety and organizational policy; obtaining instruction, training, or supervision when needed.
10. Utilize evidence based practice when implementing care of patients to reduce patient and community risks.

Member of the Health Care Team

11. 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.
12. Based on analysis of patient or unit need, assign and supervise nursing care provided by others for whom the nurse is responsible.

13. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
14. Communicate patient data using technology to support decision making to 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 vocational graduate 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 health care provider, it is necessary for student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical and mental proficiency.
2. Energy to fulfill responsibilities.
3. Adequate visual acuity (with corrective devices as needed).
4. Adequate auditory acuity (with corrective devices as needed).
5. Speech which can be understood by all persons across the life span.
6. Adequate tactile ability.
7. Manual dexterity of all limbs.
8. Strength to push, pull, and lift.
9. Strength/ability to carry, stoop, squat and bend in accordance with assignments.

10. Ability to:
- a. Reach above shoulder area.
 - b. Stand/walk for long periods of time
 - c. Organize and effectively manage time to meet deadlines.
 - d. Perform neat and accurate work.
 - e. Respond to increasing pressure, emergencies and workloads.
 - f. Set priorities.
 - g. Communicate effectively with the health care team and patient, both verbally and non-verbally.
 - h. Document completely and legibly, using acceptable terminology, computers and hand-held electronic devices.

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:

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

LIBRARY FACILITIES:

The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books and audiovisuals supports 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. Orientation tours and reference classes are available on request.

STUDENT FINANCIAL AID SERVICES:

There are numerous financial aid opportunities available through the Panola College Financial Aid office (see *Panola College Catalog*). Occasionally grants or scholarships become available specifically for nursing students. Students are encouraged to have a financial aid application on file.

HEALTH SCIENCE COMPUTER LAB:

The Health and Natural Science (HNS) Building, as well as the Shelby College Center, houses a well-equipped computer lab for use by all of the Science and Health Science students enrolled in classes. Many computer-aided-instruction programs are available in this lab. Students will be given assignments in various courses that require use of the lab. An orientation to the lab will be given. Students are asked to respect the equipment in this lab by not eating or drinking in the area. Students are asked to respect other students by not talking in this area.

Print copies may be made for \$.10 per page at the student's expense. A photocopier is available for student use. **A card must be purchased in order to use this photocopier.** Cards may be purchased in the library or from the secretary (\$5 for 50 copies). **Paper copies may not be made for students by the department secretary. Please do not ask.**

NURSING SIMULATION AND SKILLS LAB:

Skills and Simulation laboratories are held in the HNS building and SCC building to provide the students independent and supervised practice of clinical skills and application of clinical practice. Faculty may refer students to the skills laboratory or simulation laboratory for return demonstration of selected competencies/skills. Use of these labs is a privilege and students must abide by all policies.

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.

TEXTBOOKS:

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

MESSAGES:

The department secretary will take only emergency messages for students. Messages will be posted on the bulletin board. The student must be responsible for checking the board for messages. **Please encourage family and employers not to call the Vocational Nursing Department except in emergencies.**

CONFERENCES:

Conferences will be scheduled individually at any time the instructors feel a conference is warranted. All instructors will have posted office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the Chair/Director 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 student handbook, *The Pathfinder*.

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 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 Prerequisites

- 1. Biology 2404 or Biology 2401 & 2402(must be completed or in progress and able to be completed prior to the start of the program with a C or higher in the course /courses upon completion).**

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. The HESI admission exam may only be taken twice for purposes of admission. 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

student will schedule a mentoring appointment with the VN chair or VN assistant chair.

1. Applications are given to students who have met the above requirements
2. Positions will be offered until class limit is met. Class limit is set by the Dean of the program
3. Acceptance letters will be sent out after all applications have been reviewed and checked for accuracy. This process will take 3-4 weeks after deadline
4. 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 A² 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 completing CNA (active license)
- 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 2401 and 2402)
- 1 points for completing Biol 2404 or Biol 2401 & 2402 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 A²: The higher number will obtain the higher ranking
2. Math score on HESI A²: The higher number will obtain the higher ranking
3. Grammar score on HESI A²: The higher number will obtain the higher ranking

Students will be ranked according to this formula and the top 40 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 admission will be notified in writing and given a deadline to accept or decline the invitation to join the upcoming class. Acceptance letters are sent to each applicant in order of rank until all available seats in the class are filled.

It is critical that each applicant maintain current contact information on file with 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.

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 successful certified background check conducted by the Texas Board of Nursing. The student must provide the results to the VN Department. The results of your criminal background check will be provided directly to the Texas Board of Nursing. **Do not call the Texas Board of Nursing regarding the results of the criminal background check.** You will receive a 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 any further information is required, based on your results, you will be notified by the Texas Board of Nursing at that time. All students must have clearance from the BON or will not be allowed to start the program.

In addition, a drug screen must be conducted prior to full admission. 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 by the agency. All certified background and drug screening information will be kept in confidential paper or electronic files and archived as indicated by each program's accrediting agency requirements.

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

Students will complete the Student Medication Record (see Appendix, Form 5.2) 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.

Background checks will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in the enrollment of the program. A break in enrollment is defined as nonattendance of one full semester or more. Upon re-entry into a program, a new certified background check will be required.

Unsatisfactory Results

A student without a blue card from the BON will not be admitted. Students who feel the background determination is in error must appeal to the Board of Nursing.

Student Rights

If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background check are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.

2.3 IMMUNIZATIONS

Source of immunization requirements: Title 25 Health Services, Part1, Chapter 97, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students must email/fax copy of required immunizations to the department secretary 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.

This section applies to all students enrolled in health-related courses, which will involve direct patient contact. Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in direct patient contact until vaccination status is current. Students may be required to receive additional immunizations in order to meet requirements of other clinical site policies.

Required vaccinations for students enrolled in health-related courses in institutions of higher education:

MMR

There must be documentation of one to the following:

1. 2 MMR vaccines
2. Positive titer for Measles (Rubeola) and Mumps (lab report required).

If series is in process, submit 1st vaccine and a new alert will be created for you to submit your 2nd vaccine 30 days after your 1st. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot

immediately after your titer and provide a 2nd titer 30days after your booster. (IF titer is negative or equivocal, you MUST receive titers on day 30..)

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

Rubella Titer

Must submit a positive antibody titer for Rubella (lab report required). If the titer is negative or equivocal, new alerts will be created for you to IMMEDIATELY receive a booster after you original titer and a 2nd titer 30 days after you booster.

Hepatitis B

There must be documentation of one of the following:

1. 3 vaccinations
2. Positive antibody titer (lab report required)

If series is process, submit where you are in the series and new alerts will be created for you to complete the series. The shot series will be shot 1 - initial shot, shot 2 - 30 days after shot 1, shot 3 - 6 months after the initial shot 1; titer should be drawn 30 days later. If the titer is negative or equivocal, new alerts will be created for you to repeat the series and provide a 2nd titer. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria.

(EXCEPTION- pregnancy). Declination must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be required to complete a declination as required by the clinical facility.

TB Skin Test

There must be documentation of one of the following:

1. 1 step Negative TB Skin test within the past year.
2. If the results are positive, an annual negative chest exam must be verified by primary provider.

Tetanus, Diphtheria & Pertussis (TDAP)

One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required followed by TD every 10 years. .

Polio Vaccine

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

Varicella Titer

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

Bacterial Meningitis

Bacterial Meningitis vaccination for all students under the age of 30.

FLU Vaccine

Students shall show documentation of annual flu vaccine

Acceptable Evidence of Vaccinations:

- a. Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.
- b. Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.
- c. An official immunization record generated from a state or local health authority, such as a registry, is acceptable.
- d. A record received from school officials including a record from another state is acceptable

2.4 PHYSICAL EXAM

Students are required to have a physical exam for entry into the program. The form-see Appendix, form 2.4- 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 form is due by the first day of class. A student who has a physical or mental issue that could interfere with their education should meet with the ADA counselor. **The student must email or fax a copy of this completed requirement to the department secretary.**

2.5 LIABILITY INSURANCE

Panola College purchases Medical Professional Liability Occurrence Insurance for the nursing students (fee is collected at registration).

2.6 CPR CERTIFICATION

HealthCare Provider Basic Life Support will be taught in first semester. All students must re-certify even if they have certification from another source. Certification must be maintained throughout the entire program. Students must pass CPR offered at Panola College. If a student does not successfully pass CPR, 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. This form is provided by the Board of Nursing (BON) for the state of Texas and will be placed in the student's file.

Each student may access the Declaratory Order Request form at the BON website. This form identifies circumstances that may render a potential candidate ineligible for licensure as a vocational nurse in the State of Texas. If a student is in process of a declaratory order, **all correspondence from any Board of Nursing must be provided to the Department of Vocational Nursing by the student.**

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.

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.

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.

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

2.8 OTHER EXPENSES

In addition to fees collected at registration, other expenses will be incurred. The following guidelines are intended to serve as guidelines only due to the fact that 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. Books and fees-See current catalog
3. Initial and other possible drug testing
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 – Students must have enough scrub sets in espresso brown 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 purchased and 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. Criminal background checks will be conducted for students to be admitted.
9. Additional background checks as required.
10. Optional expenses: cap, gown, graduation picture, purchase of Pin and Sash.
11. Expenses near graduation – NCLEX PN exam for licensure (approximately \$200.00), BON application fee (approximately \$100.00)
12. Remediation Course –Tuition fees, books, remediation course fee (Failure of 2nd HESI Comp), VNSG 1191
13. NCSBN Review (15 week Course included in student fees)
14. Optional: e-Books, electronic devices or computers APPROVED BY THE INSTRUCTOR for use in the classroom or clinical.
15. Reminder: Don't forget to budget for childcare. See Vocational Counselor in Student Services for information on childcare assistance. Please apply for Financial Aid if you are in need of assistance.

2.9 GRADUATING STUDENTS

The graduating student will be responsible for the following:

1. Personal pin-students must purchase a Panola College VN pin and sash in order to participate in commencement.
2. Cap and gown must be rented through the Panola College bookstore to participate in the commencement ceremony.
3. Invitations may be purchased through the bookstore.

3. STUDENT HEALTH AND SAFETY

3.1 INJURY

Panola College offers no health facility on campus or health insurance. If an accident or emergency occurs on campus, aid will be administered in accordance with the *Panola College General Catalog* and *The Pathfinder*. If a student is unable to meet clinical requirements due to injury, student must 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 the Limitations & Liability Release when returning to courses and clinical (see Appendix, Form5.6).

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 so that appropriate assignments may be made. It is the responsibility of the student to advise faculty of any activity limitations or changes that occur during pregnancy that may affect successful completion of the course objectives. The pregnant student will have her primary provider complete the Limitations & Liability Release (Appendix, Form 5.6) at the beginning of each clinical rotation.

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

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 Dean, and the authorities in the health care agency. Guidelines from the agency for such exposure should be followed including documentation.

4. CAMPUS SECURITY

Panola College strives to provide a safe and secure environment for students, faculty and staff. Students and employees are encouraged to report all crimes and unsafe conditions to the Campus Police. Campus Police are Texas Certified Peace Officers with full authority to enforce the law. The Campus Police Department maintains a close working relationship with local and state law enforcement agencies.

Campus Police are required to make official reports for all crimes or emergencies which are reported on campus. The information contained in these reports is made available upon request and online.

The Panola College campus and facilities are available for use by all students. Non-students may also have access to the campus by special arrangement. Section 51.209 of the Texas Education Code authorizes the college administration or its designated representatives to refuse admission, or the right to remain on campus, to any person who has no legitimate business with the college community. The police may request proper identification of individuals they encounter on college property, especially those persons encountered during the late night hours, under suspicious circumstances or in response to reports from college community members.

The Campus Police provide pamphlets and brochures on crime prevention subjects, including theft prevention, rape, drugs and alcohol misuse. These materials are available free of charge in the Campus Police Department located in the Maintenance Building on the Panola College campus.

How to Report Crimes or Emergencies:

Police/Fire/Ambulance

From pay phone, private resident hall phones and off campus phones: Dial 911

From office phones: Dial 9, then 911

For thefts, auto accidents with no injuries, etc. call:

Campus Police	(903) 693-1111
Carthage Police Department	(903) 693-3866
Center Police Department	(936) 598-2788

5. ATTENDANCE/ABSENCES AND ILLNESS

5.1 ATTENDANCE/ABSENCES

Rationale: The Board of Nursing (BON) for the State of Texas requires a minimum number of clinical and classroom hours in the program. When a student has excessive absences or partials, he/she is not able to meet the BON requirements for clinical and classroom hours. In the event of an unforeseen emergency, a withdrawal allows a student to receive “W’s” and be eligible to return to the nursing program.

- a. 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. Instructor time piece will be used. Students are expected to value the classroom and clinical experience by being present and prepared.
- b. Virtual Clinical Excursions (VCEs), case studies, or computer assisted instruction may be assigned as clinical time. When assigned as clinical time, the absence policy will apply.
- c. 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 as a partial or absence.
- d. A “partial” is defined as any arrival after scheduled time for class or clinical up to 20 minutes, or leaving the classroom or clinical site before scheduled end

time up to 20 minutes. After 20 minutes a student is counted absent. When reporting late, it is the student's responsibility to report to the appropriate personnel and instructor.

Two partials equal an absence.

- e. When a student accrues three absences, he/she will have two business days to withdraw or will receive "F's" in all courses for the semester.
- f. 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.**
- g. Make up tests will receive a 10% penalty off the final test grade.
- h. A student **MUST CALL** the Nursing School/instructor for an absence **before the scheduled class or clinical time. SENDING A MESSAGE BY A FELLOW STUDENT IS NOT ACCEPTABLE. If the student is scheduled for a clinical site they must also notify the clinical site of the absence as well.** 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.
- i. 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.
- j. 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.
- k. 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.

5.2 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 must 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.

6. 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 5-Confidentiality Statement) to verify their understanding of this most important rule.
- b. Be courteous at all times.
- c. Abide by rules of college, the nursing department, affiliate agencies, and the Texas Nurse Practice Act.
- d. No use of profanity.
- e. Be subject at all times to unannounced drug and alcohol screenings
- f. 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.
- g. 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.

6.1 LUNCH AND BREAKS

Clinical:

1. Nursing Home:
Students will have one 15 minute break and one 30 minute lunch break. Students are not allowed to leave the clinical facility.
2. Doctor Offices / Day Care:
Students will have one 15 minute break. Students are not allowed to leave the clinical facility during the 15 minute break. Lunch will be the time frame designated by the facility. Time spent in the clinical site will be recorded daily by the student.
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, purchase lunch off campus or purchase food in the cafeteria. Only drinks with a secure lid will be allowed in the classroom per instructor discretion, no food will be allowed.

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

6.2 SCHOLASTIC DISHONESTY

Scholastic Dishonesty will not be tolerated and will be dealt with according to the Panola College Student Handbook – *The Pathfinder*. Scholastic dishonesty: Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion.

“Cheating” on a test shall include:

- a. Copying from another student’s test
- b. Using test materials not authorized by the person administering the test
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
- f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- g. Bribing another person to obtain an un-administered test or information about an un-administered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

6.3 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. Cellular phone or smart watch use is ***not*** allowed in the clinical facility, classroom settings, or hallways of the Health and Natural Science Building. Electronic device alerts must remain ***silent*** and not visible in classroom, hallways or clinical setting.
3. Laptops, iPad, Kindle, etc are not allowed in the classroom or clinical setting. Students are encouraged to learn appropriate listening skills but may use recording devices at the instructor’s discretion.

If the student is discovered using one of the electronic devices for personal use by the classroom or clinical instructor, a violation/demerit will be issued.

6.4 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 sites 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 LECTURE OR PRACTICE 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.
6. 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 clinicals until the DO is complete.
7. 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. This may be the only time some have an opportunity for quiet study time.

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

6.5 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 (dark espresso brown-Cherokee brand). School uniforms must fit properly with dresses hemmed at knee length or longer and pants hemmed at ankle length, in good repair, clean, and pressed.
- b. **Undergarments** shall not be observed through (or below) the uniform scrubs. A white (non-patterned) long or short-sleeved T-shirt may be worn under scrubs for added warmth. Non-patterned flesh-tone or white underwear is best. White, non-patterned stockings, without runs, are to be worn under dress uniforms. White stockings or socks are to be worn under pants uniforms.
- c. **ID Badge:** The Panola College identification badge shall be worn on the 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, ALL WHITE nurses' 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; cloth not permitted.
- e. **Lab coat:** A matching espresso brown (Cherokee brand) scrub jacket with embroidered logo may be worn over uniform for comfort.
- f. **Equipment:** Students are required to have a Littman dual head stethoscope, bandage scissors, and penlight. Stethoscope covers are not permitted. Goggles are optional. A ballpoint pen with black ink is required. No felt tipped or erasable pens are allowed.
- g. **Hair** shall be worn securely held off the uniform collar and away from the face. Ponytails may not be long enough to swing into the face area. Hairstyle should be moderate and clean. Hair must be no more than three inches above crown. Large barrettes, bands, ribbons, bows, and ties are not permitted. Hair bands can be worn but must be black or brown and narrow in width. No initials, symbols, lines, or writing in hair. Hair color must be found in nature in humans. No headgear including hats, scarves, caps, bandanas, etc.
- h. **Facial hair** should be clean and neatly trimmed.
- i. **Tattoos** may not be visible while in uniform. Clothing should be worn to cover as much of the tattoo as possible prior to covering with a bandage.
- 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 or school function while in school uniform.
- m. **Gum:** No chewing gum is allowed while in class or clinical.

- n. **Jewelry:** A watch with a second hand is required. One plain band on the ring finger. **No other jewelry is allowed.**

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

6.6 TOBACCO-FREE POLICY

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

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

6.7 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 the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law, which are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:

1. Students will be asked to submit to drug screening by their program Dean 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. The instructor(s) will document student's behavior and confer with

program Director/Dean (see Appendix, Form 6.10). If a program Director is the faculty member concerned about the student's behavior or if the program Director/Dean is unavailable, the conference will be with the Vice President of Instruction or Vice President's designee.

- b. A request for a drug screen will be initiated.
 - c. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program
 - d. The program Director/Dean will arrange for transportation of the student directly to a designated testing center accompanied by a Health Sciences representative.
 - e. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.
3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.
 4. Drug screen findings will normally be interpreted by the designated testing center as soon as possible.
 5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.
 6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.
 7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised that this second testing is somewhat expensive (possibly in excess of \$200).
 8. During the review process by the Dean of Nursing and Health Sciences, 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 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 Dean will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
 - b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.
 10. If drug screen is positive and unexplained/, the student will be:
 - a. Dismissed from the program (see readmission below)
 - b. Reported to the state licensing agency, if applicable
 11. The student may appeal the dismissal using the student Grievance Procedure in the Student Handbook (*The Pathfinder*, online).
 12. A student who tests positive will be provided a list of community resources for treatment.

13. If the drug screen is negative, the student will be immediately reinstated by the program Director/Dean and will be provided opportunity to make up assignments. The student will be subject to all other objectives 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 client 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.

6.8 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 5.8) 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), 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.**

6.9 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. Failing grades on significant clinical skills such as medication administration
2. Conduct or work having a detrimental effect on the staff, patients, clinical area, the school or classmates
3. Unsafe nursing/clinical practice
4. Failure to maintain patient confidentiality
5. Patient Abandonment
6. Failure to pass clinical skills check-offs (simulation)
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

7. GRADING

7.1 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** 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 be withdrawn from the program. 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 Nursing and Health Sciences. 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 6.8) The student and instructor should set mutual goals to correct the behavior and the student signs the form to ensure clear communication.

7.2 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. Exams are given at the same time when offered at different locations.
- c. Students must follow the directions of the instructor for either computer or paper tests. No personal items such as cell phones, iPads or other electronic equipment will be allowed at the testing station. 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 cell phone, or if information related to test material is found on or in the vicinity of the student; the student may be disciplined as outlined in the student handbook.
- 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.
- i. Expect unannounced tests at any time at the discretion of the instructor.

7.3 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/instructor(s) before administration.
- 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 program.
- c) **Pediatric Medications:** Students may never give insulin or subcutaneous anticoagulants without an instructor present. VN Students do not administer IV meds or blood products.

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

7.4 CLINICAL GRADING

Each course with a clinical component will have an evaluation of expected clinical competencies included in the syllabus. The instructor will use the evaluation to grade the clinical competencies. Students will be asked to input their clinical information to E-Value at the end of each clinical day. Students will be given a daily clinical grade by the instructor. The daily grades will be calculated at the end of the course and will determine if the student’s clinical performance was satisfactory or unsatisfactory. Repeated evidence of unsafe clinical practice by a student will be grounds for an “F” in the clinical course.

7.5 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, form5.8)

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).

7.6 SKILLS/SIMULATION LAB

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

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

Simulation Lab

Introduction: The Panola College Nursing Simulation Laboratory (PCNSL) is a state-of-the-art multidisciplinary simulation training center available to all nursing faculty, students, and staff of Panola College to conduct educational activities. The PCNSL provides services for the integration, practice, and evaluation of user's knowledge, interpersonal communication, and clinical skills through the use of simulation technology. PCNSL currently offers low to mid-fidelity simulator mannequins as well as standardized patients.

The 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.

FOOD & BEVERAGES ARE RESTRICTED IN ALL LAB AREAS.

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

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

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

Consent and Privacy Authorization

The PCNSL records many lab activities. 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 Dean of Health Sciences.

Feedback and Evaluation

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

7.7 UNUSUAL OCCURRENCE

An unusual occurrence is any event that is not part of routine daily activities. Examples of unusual occurrences include accidents (such as falls or needle sticks), injuries, 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 5.10). The form will be submitted to the Vocational Nursing Dean and kept in a locking file cabinet. When in a clinical agency, the agency's unusual occurrence form will be completed by the student and instructor, as well, for their records.

8. PROGRESSION AND RETENTION

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

8.1 ACADEMIC FAILURE

1. If a student academically fails one or more classes during first or second semester, the student will be allowed to enter first semester on the campus where those courses are

next offered and progress through the program. If a student academically fails one or more classes during third semester, the student will be allowed to enter third semester on the campus where those courses are next offered. A request for readmission must be submitted in writing to the chair/director of the VN program for review and space availability. Upon readmission students must take all courses in the semester being 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 has failing grades the following sentence will apply.

2. If the student fails one or more classes on the second attempt, 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 have worked in a healthcare related field full time for an equivalent of one year. The student must also successfully complete a college level course in math, nutrition or chemistry prior to reapplying.

8.2 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.

8.3 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, with documentation, without penalty ONE TIME and be readmitted to the program on a space available basis. If a withdrawal occurs a second time, the student will receive the grade they are 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 5.11) 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 and the Records Office. The grade of “W” (withdrawn) is given during the first twelve weeks of the semester and has no negative impact on the student’s GPA. If the student does not contact the Records Office 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 5.8) 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. If a student withdraws during the first semester, they must repeat the application process.

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

- a. Request readmission in writing to the Chair of the VN Program. Submit letter with attached transcripts from Panola College.
- 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).

The Chair will review requests for readmission with input from faculty and make a final decision concerning readmission on a space available basis.

8.5 TRANSFERS

1. A student may transfer within the Panola College Vocational Nurse System providing written permission has been obtained from the Chair/Dean and Faculty, and provided there is an opening.
2. Students transferring from another college must schedule an interview with the Chair/Director of the Vocational Nursing Program for review of academic records and determination of admission to the VN Program 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 semester in Carthage on a space available basis.

8.6 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 wishing to file an academic or disciplinary appeal must first discuss the matter with the instructor involved. The instructor will document the appeal on the Disciplinary Action Form (see appendix, form5.8) and place it in the student's file. The student may sign the form or submit one of his/her own for the file.
2. If the student is not satisfied with the disposition of the matter, he/she may then appeal to the Chair/Director of the Vocational Nursing Department. This appeal should be **submitted in writing**. The appeal should detail the events, activities and requested remedy. It should also request a meeting to discuss the appeal. The Director will meet with the student and instructor involved, within three business days of receiving the written request. Documentation will be recorded on the Disciplinary Action Form (see Appendix, form5.8) and placed in the student's file.
3. If the student wishes to continue the appeal, the procedure outlined in the Panola College *The Pathfinder* will be followed.

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

8.7 –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.

8.8 Final Comprehensive Exam

To be eligible to sit for the comprehensive exit exam, a student must take each specialty exam administered throughout the program. The specialty exams will be administered as a test within designated specialty courses. The score will be recorded as a test grade within the course according to the syllabus. The HESI conversion score will be recorded as the test grade. There will be no rounding. To enhance student's success on the comprehensive exam and NCLEX, it is required that all students participate in the HESI remedial program through the EVOLVE web site offered after each specialty exam and following HESI Comp I/Comp II. The required remediation will be assigned by faculty following each specialty exam, HESI Comp I/Comp II and recorded as a grade in the corresponding course section if applicable. Students will have access to the remediation throughout the program.

To be eligible to receive the affidavit to the BON *on time*, students are required to take two II nursing comprehensive exams, HESI Comp I and HESI Comp. The student must achieve a score of 900 or above on at least one of the exams. The passing score is recommended by the testing agency and determined by the VN

Faculty. The delay of the affidavit does not affect graduation or receiving a diploma from the College.

If the student does not achieve the required score on either of the comprehensive exams, the student must complete an NCLEX-PN study course (VNSG 1191). The criteria for this independent study will be outlined in the course syllabus. The student must successfully complete the independent study by fulfilling all requirements in the syllabus before the affidavit is submitted to the Board of Nursing.

The fees for the first and second comprehensive exam and each initial specialty exam as well as a live NCLEX-PN review course are included with registration over the three semesters of nursing school. The independent study course (if applicable) must be registered for and paid for through Panola College along with the fee for the NCLEX-PN review course after the regular VN course of study is completed.

9. 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 nursing jurisprudence examination has no effect on graduating from Panola College. The exam is a separate requirement and only affects your ability to receive a permanent license. More information regarding the examination is provided on the Texas Board of Nursing website at www.bon.state.tx.us.

10. AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing 2015

SECTION V Appendix A FORMS

Form 5.1 - VN Student Handbook Agreement

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.

Form 5.3 – 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:

- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Skin | <input type="checkbox"/> Lymph nodes | <input type="checkbox"/> Abdomen |
| <input type="checkbox"/> Orthopedic | <input type="checkbox"/> Spine | <input type="checkbox"/> Neurologic |
| <input type="checkbox"/> ENT | <input type="checkbox"/> Head/Neck | <input type="checkbox"/> Genitalia |
| <input type="checkbox"/> Lungs | <input type="checkbox"/> Heart | <input type="checkbox"/> Menses |

8. Adaptations made or recommended: _____

9. Current medications: _____

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

Provider's signature: _____ Date: _____
Provider's Name (printed): _____
Provider's Address: _____
Provider's Phone: _____

Office Seal or Stamp of Provider
MUST
be provided in this box.

Form 5.4 - Consent for Drug Screening

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 5.5 - Confidentiality Agreement for Simulation Lab

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

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

Date

Signature

Printed Name

Form 5.6 – 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 condition/injury: _____
(Name and credentials)

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 AND ALL LOSS, DAMAGE, CLAIM OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLICTED UPON ANOTHER.

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

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

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

Student Signature

**Panola College Vocational Nursing Program
Form 5.7 – Confidentiality Statement**

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 5.8 – Disciplinary Action Form
PANOLA COLLEGE VOCATIONAL NURSING

Student Name _____ Date _____

- Violation** **Demerit** **Counseling** **Absence**

REASONS FOR COUNSELING

- | | |
|--|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Dishonesty |
| <input type="checkbox"/> Scholastic | <input type="checkbox"/> Failure to notify |
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Appearance | <input type="checkbox"/> Inappropriate behavior |
| <input type="checkbox"/> Personal Hygiene | <input type="checkbox"/> Failure to correct deficiencies |
| <input type="checkbox"/> Inappropriate dress | <input type="checkbox"/> Grades |
| | <input type="checkbox"/> Other |

COMMENTS:

Instructor Recommendations:

Student Remarks:

Student Signature

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

Instructor Signature

Instructor Signature

Total: _____

Violations: _____

Demerits: _____

Absences: _____

**Form 5.9 - 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 5.10 - 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 5.11 - Withdrawal Grade

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.

Form 5.12 – Test Question Dispute Form
PANOLA COLLEGE VOCATIONAL NURSING

Student Printed Name: _____ Student ID: _____

Student Signature: _____ Student Date: _____

Test Name: _____ Question Number: _____

Rationale:

Reference for Rationale:

Results (to be filled out by instructor):

Student Signature

Date

Instructor Signature

Date

Instructor Signature

Date