

# **SOUTH PLAINS COLLEGE ASSOCIATE**

## **DEGREE NURSING PROGRAM**

### **NURSING STUDENT HANDBOOK**

**FALL 2023**

**An Addendum to the South Plains College Student Guide**

**\*Policies are subject to change at any time during the program. Students will be notified of any changes in writing.**

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
STUDENT HANDBOOK**

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**SOUTH PLAINS COLLEGE  
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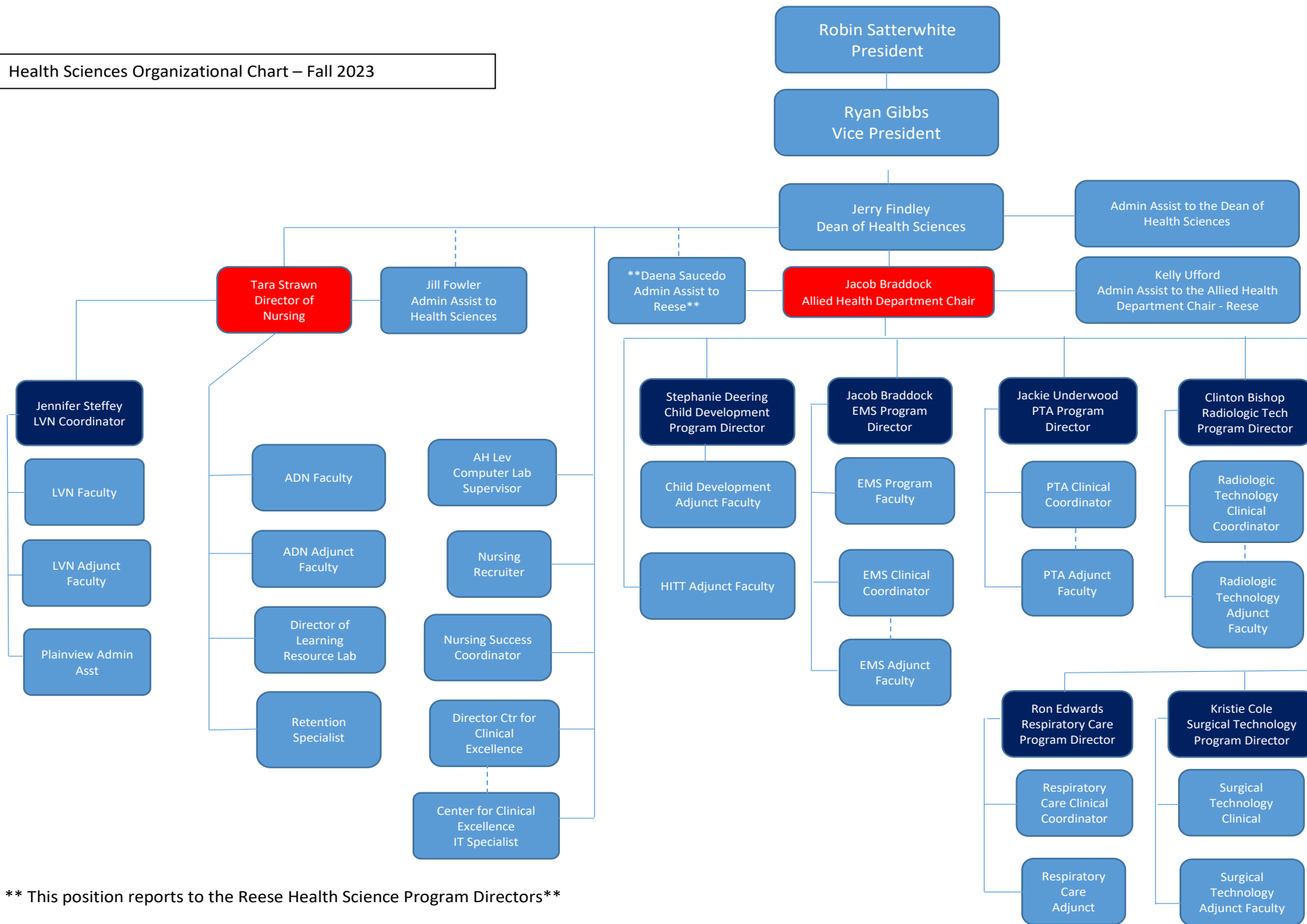
**FORWARD**

This handbook has been designed to serve as a guide for students during the Associate Degree Nursing Program (ADNP). It provides information regarding policies and general practices to be followed while attending South Plains College. The ADNP Director and Faculty hope it will guide you in your goal of becoming a registered nurse.

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Each ADN student will be held responsible for all parts of the Nursing Student Handbook and the South Plains College Student Guide. Should program policies change during your enrollment in the ADNP, each student will be given a copy of the change/revision. Policies may change at any time during the program.

Health Sciences Organizational Chart – Fall 2023



\*\* This position reports to the Reese Health Science Program Directors\*\*

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**PHILOSOPHY**

The faculty of the Associate Degree Nursing (ADN) Program, an integral part of South Plains College, accepts the philosophy, purposes and objectives of the college.

The faculty believes that each individual is unique and holistic and worthy of dignity and respect. An individual is influenced by genetic inheritance, life experiences, and cultural background and is a part of a larger community. The faculty accepts the definition of community by Goeppanger, Lassiter, and Wilcox (1982), as "a system of formal and informal groups characterized by interdependence and whose function is to meet the collective needs of group members, p. 467." The individual's community and environment provide a context made up of biological, physiological, personal, spiritual, social, cultural, and political influences, which affect health.

The faculty believes that a person has inherent dignity and worth, and the freedom to make choices for which the individual is accountable. In a dynamic environment, a person strives to maintain/regain balance as the individual moves along a continuum towards positive outcomes.

We believe nursing is a profession with a unique body of knowledge, the goal of which is to assist individuals, families, and groups within the community to maintain and/or restore optimal wellness.

We believe that within an evolving health care delivery system the nursing needs of the community will change. Nurses assist people to meet basic needs throughout the life span or to die with dignity. The goal of nursing is achieved through the use of critical thinking, problem solving skills and the nursing process within an interpersonal and collaborative framework. The profession incorporates principles from the sciences and the humanities, which serve as the basis for teaching and implementing actions of nursing practice.

We, the faculty, define nursing education as the active teaching-learning process necessary for assimilation of theoretical concepts and the development of skills for the practice of nursing. The faculty believes education is a process of self-realization, embracing all those experiences whereby a person assimilates knowledge, masters' skills, develops personal potential and establishes values. Therefore, the educational experience is an integral and continuous lifelong process.

We believe that learning includes the development of critical thinking through problem solving experiences, which will enable the learner to examine their thinking and the thinking of others. We, the faculty, define critical thinking as being able to:

1. think purposefully and actively,
2. carefully explore and view situations from various perspectives,
3. exchange and explore ideas with others in an organized way,
4. arrive at thoughtful conclusions that will increase the likelihood of achieving positive outcomes.

The faculty recognizes that educational preparation in the future will require the use of different technological mediums. Beginning practitioners will also be expected to utilize resources to deliver safe, quality, and cost-effective care.

The purpose of the ADN Program at South Plains College is to provide the community with graduates who are eligible to take the State Board Exam (NCLEX) for registered nurse licensure and to prepare graduates who as general practitioners can provide safe, entry-level care in a variety of settings within the community.

The faculty recognizes the existence of two (2) distinct basic educational programs (ADN, BSN) to prepare for the practice of professional nursing. The faculty also recognizes advanced educational programs including Master's and Doctoral Degree Programs in Nursing. The faculty believes in the concept of articulation as defined by the Texas Board of Nurse Examiners. The faculty accepts that there are four distinct nursing roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Further, the faculty believes that graduates of an ADN Program should be able to perform safe nursing practice as defined by the Texas Board of Nursing Differentiated Essential Competencies. The faculty also believes that the graduate functioning within the four roles should be capable of utilizing critical thinking and the nursing process to provide safe, competent nursing care to individuals, families, and groups with a variety of health care needs in a variety of settings. Graduates should be self-directed, flexible, adaptive, caring, and able to maintain legal and ethical standards within a rapidly changing health care delivery system.

The faculty accepts the responsibility of planning, implementing, evaluating the teaching-learning process, and providing optimal learning experiences for safe clinical practice. We, the faculty, believe that the philosophy and objectives of the nursing program are open to change based on information gained through continuing education and evaluation of current trends and knowledge.

1Goepfinger, J., Lassiter, P.G., and Wilcox, B. (1982). Community health is community competence. Nursing Outlook, 30, 464-467.

Reviewed April 2004  
Reviewed & Revised March 2010  
Revised May 2012  
Review & Revised July 2017  
Reviewed July 2020

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**END-OF-PROGRAM  
STUDENT LEARNING OUTCOMES WITH EXPECTED LEVELS OF ACHIEVEMENT**

The Associate Degree Program developed program outcomes to effectively look at the students ability to have independent judgment, critical thinking, clinical reasoning, clinical judgment, and self-direction while caring for clients and their families.

Expected Levels of Achievement for clinical coursework are measured with a clinical evaluation tool. Individual students must score a minimum of 77 percent in the clinical course to meet clinical course objectives. Students are given a letter grade to accurately assess their level of competency. The clinical objectives are measured out by the following categories.

1. Clinical Decision Making—provides competent nursing interventions based on application of the nursing process, and demonstration of critical thinking, independent judgement, and self-direction while caring for patients and their families.
2. Communication & Information Management—communicates effectively utilizing technology, written documentation, and verbal expression with members of the health care team, patients, and their families.
3. Leadership—demonstrates knowledge of basic delegation, leadership management skills, and coordinates resources to assure optimal levels of health care for patients and their families.
4. Safety—implements appropriate interventions to promote a quality and safe environment for patients and their families.
5. Professionalism—demonstrates knowledge of professional development and incorporates evidence-based practice in the nursing profession. Incorporates concepts of caring, including moral, ethical, legal standards while embracing the spiritual, cultural, and religious influences on patients and their families.

<b>GRADUATE OUTCOMES</b>	<b>1<sup>st</sup> semest er</b>	<b>2<sup>nd</sup> semeste r</b>	<b>3<sup>rd</sup> semeste r</b>	<b>4<sup>th</sup> semester</b>
Clinical Decision Making	2	3	4	4
Communication & Information Mgt.	2	3	4	4
Leadership	1	2	3	4
Safety	1	2	3	4
Professionalism	1	2	3	4

For each outcome, a level of achievement is indicated. Students must complete the semester at the level indicated, showing progress, and increasing competency throughout the program.

Expected Levels of Achievement (ELA):

1. Provisional: performs safely under supervision; requires continuous supportive and directive cues; performance often uncoordinated and slow; the focus is entirely on task or



own behavior; beginning to identify principles but the application of principles is sometimes lacking.

2. Assisted: performs safely and accurately each time observed but requires frequent supportive and occasional directive cues; time management skills still developing; skill accuracy still developing; the focus is primarily on task or own behavior with more attention to the client; identifies principles but still may need direction in the application of principles.
3. Supervised: performs safely and accurately each time behavior is observed; requires occasional supportive and directive cues; spends reasonable time on task and appears generally relaxed and confident; applies theoretical knowledge accurately with occasional cues; focuses on clients initially but as complexity increases, may still focus more on task.
4. Independent: performs safely and accurately each time behavior is observed and without need of supportive cues; demonstrates dexterity in skills; spends minimum time on task; applies theoretical knowledge accurately; focuses on client while giving care.

### **Evaluation of Program Outcomes**

1. Eighty percent or greater of students in each core course will score above the national average on the benchmark course predictor exam to demonstrate readiness to move to the next level or demonstrate readiness to graduate.
2. Seventy percent or greater of admitted students will complete the program within 2 years.
3. Eighty Percent or greater of graduates will pass the NCLEX-RN on the first attempt.
4. Seventy Five Percent or greater of graduates will be gainfully employed within 6 months of graduation.

Reviewed & Revised August 2023

Reviewed & Revised April 2023

Reviewed & Revised May 2012

Reviewed & Revised July 2017

Reviewed July 2020

**SOUTH PLAINS COLLEGE  
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**CONCEPTUAL FRAMEWORK**

The South Plains College Associate Degree Nursing Program conceptual framework is based upon the four nursing roles: a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team, characterized by the specific entry-level competencies addressed within the four roles. The interrelationship of the four roles allows for the development of a curriculum, which is relevant, in terms of content, to the student and the community.

**Differentiated Essential Competencies of Graduates of Texas Diploma and Associate degree Nursing Education Programs**

Background of the DEC's the original Board charge to develop differentiated competencies for nursing education programs was issued by the then Board of Nurse Examiners (BNE) following a legislative mandate in 1988. Three different versions have been developed by Board staff with input from Board-appointed stakeholders (nursing educators, professional organizations, practicing nurses, state agencies, and consumers):

- 1993 – First Edition - Nursing Education Advisory Committee (NEAC)
- 2002 – Second Edition – Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs (DELCS)
- 2010 – Third Edition – Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs)
- 2021 – Fourth Edition – Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs)

A team of Board Staff that included both Nursing Consultants for Education and Nursing Consultants for Practice collaborated in the 2021 Fourth Edition to ensure a focus on both perspectives. Following the previous processes, a comprehensive review of current literature, practice standards, accreditation requirements, regulations, and research findings ensued.

The guiding principles that were established by the first DEC's committee have continued to be sound and useful in making revisions:

1. The DEC's are client-focused, rather than institution-focused.
2. The DEC's would not be developed as a list of tasks or skills.
3. Competencies will provide essential role responsibilities, knowledge, and clinical behaviors and judgments in broad terms
4. Programs will be able to develop and create curricula for their communities, level of education, and program outcomes by focusing on the DEC's.
5. The DEC's are not all-inclusive of all nursing competencies but list competencies necessary for the nursing graduate to seek licensure and enter nursing practice.

Student Handbook

Please see link for full 2021 Differentiated Essential Competencies of Graduates of Texas Nursing Programs - [https://www.bon.texas.gov/pdfs/publication\\_pdfs/Differentiated%20Essential%20Competencies%202021.pdf](https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf)

Revised & Reviewed August 2023

Reviewed July 2020

Reviewed July 2017

Revised May 2012

Reviewed April 2004

Reviewed May 2001

Reviewed July 1999

Reviewed June 1998

Approved October 1996

**PREREQUISITE COURSES FOR REGISTERED NURSE PROGRAM**

<u>Course</u>	<u>Semester Hours</u>
ENGL 1301 College Composition I.....	3
BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4

\*\*\*These courses must be successfully completed before applying for the nursing program.

**GENERIC (RN) \*\*NO SUMMER CLASSES OFFERED\*\***

**FRESHMAN YEAR**

First Semester \*\*Accepted classes start each Fall and Spring semesters\*\*

<u>Course</u>	<u>Semester Hours</u>
PSYC 2314 Lifespan Human Growth & Development .....	3
RNSG 1413 Foundations for Nursing Practice.....	4
RNSG 1205 Nursing Skills I.....	2
RNSG 1201 Pharmacology .....	2
RNSG 1160 Clinical-Nursing (RN Training) .....	1
<b>TOTAL.....</b>	<b>12</b>

Second Semester

<u>Course</u>	<u>Semester Hours</u>
RNSG 1441 Common Concepts of Adult Health .....	4
RNSG 2213 Mental Health Nursing.....	2
RNSG 2121 Professional Nurse Leadership and Management .....	1
RNSG 1144 Nursing Skills II.....	1
RNSG 2460 Clinical Nursing II – RN Training .....	4
<b>TOTAL.....</b>	<b>12</b>

**SOPHOMORE YEAR**

First Semester (also called Third Semester)

<u>Course</u>	<u>Semester Hours</u>
RNSG 1443 Complex Concepts of Adult Health .....	4
RNSG 2201 Care of Children & Families.....	2
RNSG 2461 Clinical Nursing III – RN Training .....	4
Humanities Humanities.....	3
<b>TOTAL.....</b>	<b>13</b>

Second Semester (also called Fourth Semester)

<u>Course</u>	<u>Semester Hours</u>
RNSG 1146 Legal and Ethical Issues for Nursing.....	1
RNSG 2130 Professional Nursing Review & Licensure Preparation .....	1
RNSG 2432 Enhanced Concepts of Adult Health .....	4
RNSG 1251 Care of Childbearing Family .....	2
RNSG 2462 Clinical Nursing IV – RN Training .....	4
<b>TOTAL.....</b>	<b>12</b>

**PREREQUISITE COURSES FOR TRANSITION PROGRAM LVN TO RN**

<u>Course</u>	<u>Semester</u>
ENGL 1301 College Composition I.....	3
BIOL 2401 Anatomy & Physiology I .....	4
BIOL 2402 Anatomy & Physiology II.....	4
PSYC 2314 Lifespan Human Growth & Development.....	3

\*\*\*These courses must be successfully completed before applying for the nursing

**Transition Information (LVN to RN) \*\*No Summer Classes Offered\*\***

FRESHMAN YEAR	
<u>First Semester (also called Transition Semester) Course</u>	
	<u>Semester</u>
RNSG 1327 Transition to Professional Nursing.....	3
RNSG 2121 Professional Nurse Leadership and Management .....	1
RNSG 2213 Mental Health.....	2
RNSG 2360 Clinical Nursing I – RN Training .....	3
<b>TOTAL .....</b>	<b>9</b>

SOPHOMORE YEAR	
<u>Second Semester Course</u>	
	<u>Semester</u>
RNSG 1443 Complex Concepts of Adult Health .....	4
RNSG 2201 Care of Children & Families.....	2
RNSG 2461 Clinical Nursing III – RN Training .....	4
Humanities Humanities.....	3
<b>TOTAL .....</b>	<b>13</b>
<u>Third Semester Course</u>	
	<u>Semester</u>
RNSG 1146 Legal and Ethical Issues for Nursing.....	1
RNSG 2130 Professional Nursing Review & Licensure Preparation .....	1
RNSG 2432 Enhanced Concepts of Adult Health .....	4
RNSG 1251 Care of Childbearing Family .....	2
RNSG 2462 Clinical Nursing IV – RN Training .....	4
<b>TOTAL .....</b>	<b>12</b>

The program and courses within the program are subject to approval and changes mandated by the Texas Higher Education Coordinating Board and the Texas Board of Nursing. Upon successful completion of RNSG 1327 and RNSG 2360 articulated academic credit will be given for RNSG 1413, 1441, 1144, 1205, and 1160. (12 total hours) will be awarded. The total program hours are 60.

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**SEMESTER I STUDENT LEARNING OUTCOMES**

Upon satisfactory completion of this level, the student should be able to:

**CLINICAL DECISION MAKING**

1. Identify theoretical concepts with nursing knowledge and skills to meet the basic needs of clients and their families throughout the lifespan in a variety of settings.
2. Recognize the five steps of the nursing process into nursing practice.
3. Use critical thinking, problem-solving, and the nursing process in a variety of settings through direct care assignments.
4. Explore critical thinking and problem-solving skills in prioritizing, management, and coordination of all aspects of care.

**COMMUNICATION**

1. Develop effective skills of communication and collaboration with members of the health care team, patients, and their families.
2. Identify principles of teaching-learning in providing information to clients and their families, regarding health promotion, maintenance, and restoration of health or the process of death and dying.

**LEADERSHIP**

1. Identify the nurse's function within the organizational framework of various healthcare settings and recognize appropriate delegation of care to clients and their families.
2. Identify the health care team in delivering care to clients and their families.
3. Identify appropriate referral sources to meet the needs of clients and their families.

**SAFETY**

1. Recognize National Patient Safety Goals, Standards of Care, and Policy and Procedures in a variety of health care settings.
2. Implement safe care for cost-effective nursing care in collaboration with members of the healthcare team.

**PROFESSIONALISM**

1. Recognize clinical data, current literature, and responses and outcomes to therapeutic interventions to make appropriate nursing practice decisions.
2. Define the responsibility for professional and personal growth and development.
3. Recognize ethical and legal responsibility and accountability for one's nursing practice.

4. Understanding the actions of a health care advocate to provide quality health care while embracing the spiritual, cultural, and religious influences on clients and their families.
5. Recognize one's caring behavior when interacting with clients, their families, and members of the health care professions.

**SOUTH PLAINS COLLEGE  
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**SEMESTER II STUDENT LEARNING OUTCOMES**

Upon satisfactory completion of this level, the student should be able to:

**CLINICAL DECISION MAKING**

1. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of adult clients in a variety of settings.
2. Analyze evidence-based practice and research supporting clinical reasoning regarding characteristics, concepts, and processes related to clients, including anatomy and physiology; pathophysiology; disease processes; pharmacotherapeutics, and other therapies and treatments.
3. Apply steps of the nursing process, which include comprehensive nursing assessment of clients, analysis, planning, implementation, and evaluation.

**COMMUNICATION AND INFORMATION MANAGEMENT**

1. Apply technological skills including word-processing, e-mailing, accessing search engine databases, bibliographic retrieval, and accessing multiple online resources.
2. Identify regulatory and ethical guidelines necessary to protect confidentiality when using technology.
3. Demonstrates effective communication with adult clients, families, and members of the healthcare team to achieve positive outcomes.

**LEADERSHIP**

1. Collaborate/delegate effectively with members of the health care team in planning and decision-making to achieve desired outcomes for the adult patient.
2. Identify the role of the nurse as an advocate for clients and their families.

**SAFETY**

1. Demonstrate clinical decision-making that results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that facilitates advancing the patient and support person(s) toward positive outcomes.
2. Analyze the process for safe medication administration.
3. Identify current National and State standards and guidelines and local procedures to reduce patient risk.
4. Apply current National and State standards and guidelines and carry out procedures in a manner that will reduce the patient's risk of unfavorable outcomes.



## PROFESSIONALISM

1. Analyze one's caring behavior when interacting with clients, families, and members of the health care profession.
2. Apply ethical and legal responsibility for one's nursing practice.
3. Assume responsibility for professional and personal growth and development.

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Reviewed May 2018  
Revised May 2012  
Revised April 2001  
Reviewed July 1999  
Reviewed June 1998  
Revised February 1997

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**SEMESTER III STUDENT LEARNING OUTCOMES**

Upon satisfactory completion of this level, the student should be able to:

**Clinical Decision Making**—Provides competent nursing interventions based on the application of the nursing process, and demonstration of critical thinking, independent judgment, and self-direction while caring for clients and their families.

1. Utilize critical thinking and systematic problem-solving process as a framework for providing care for adult clients in structured health care settings with complex health care needs.
2. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of clients, families, and/or groups throughout the life span in a variety of settings.
3. Integrate the five steps of the nursing process into nursing practice.
4. Formulate safe cost-effective nursing care in collaboration with members of the health care team using critical thinking, problem-solving, and the nursing process in a variety of settings through direct care, assignment, or delegation of care.
5. Utilize critical thinking and problem-solving skills in prioritizing the management and coordination of all aspects of care.

**Communication & Information Management**—Communicates effectively utilizing technology, written documentation, and verbal expression with members of the health care team, clients, and their families.

1. Incorporate effective skills of communication and collaboration with clients, families, and/or groups in a variety of settings.
2. Integrate principles of teaching-learning in providing information to clients, families, and/or groups regarding promotion, maintenance, and restoration of health or the process of death and dying.
3. Communicating in the applicable language of the occupation and the business industry.

**Leadership**—Demonstrates knowledge of basic delegation, leadership management skills, and coordinates resources to assure optimal levels of health care for clients and their families.

1. Coordinate appropriate referral sources to meet the needs of clients, families, and/or groups.
2. Delegates appropriate assignments to members of the health care team.
3. Evaluate the effectiveness of community resources in the delivery of health care to clients, families, and/or groups.
4. Coordinate the health care team in delivering care to clients, families, and/or groups.

Safety—Implements appropriate interventions to promote a quality and safe environment for clients and their families.

1. Integrate principles of advocacy to provide quality health care for clients, families, and/or groups.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
3. Integrate actions and act as a health care advocate to provide quality health care for clients, families, and/or groups.

Professionalism—Demonstrates knowledge of professional development and incorporates evidence-based practice in the nursing profession. Incorporates concepts of caring, including moral, ethical, legal standards while embracing the spiritual, cultural, and religious influences on clients and their families.

1. Integrate the roles of the professional associate degree nurse in the provision of care for adult clients and families.
2. Evaluate clinical data and current literature and responses and outcomes through therapeutic interventions to make appropriate nursing practice decisions.
3. Evaluate the responsibility for professional and personal growth and development.
4. Integrate ethical and legal responsibility and accountability for one's nursing practice.
5. Evaluate one's caring behavior when interacting with clients, families, and members of the health care profession.
6. Apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry.

Reviewed July 2020  
Reviewed May 2018  
Revised May 2012

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**SEMESTER IV STUDENT LEARNING OUTCOMES**

Upon satisfactory completion of this level, the student should be able to:

**CLINICAL DECISION MAKING**

1. Analyze and utilize assessment and reassessment data to plan and provide individualized care for the childbearing/child-rearing patient and family.
2. Demonstrate the orderly collection of information from multiple sources to establish a foundation of holistic nursing care to meet the needs of the childbearing/childrearing patient and family.
3. Manage and prioritize nursing care of the childbearing/childrearing patient and family.

**COMMUNICATION**

1. Demonstrate effective communication through caring, compassion, and cultural awareness for the childbearing/child-rearing patient and family.
2. Develop, implement, and evaluate individualized teaching plans for the childbearing/child-rearing patient and family.

**LEADERSHIP**

1. Demonstrates shared planning, decision making, problem-solving, goal setting, cooperation, and communication with the childbearing/childrearing patient, family, and members of the healthcare team.
2. Coordinate and evaluate the effectiveness of the healthcare team and community resources in the delivery of health care to the childbearing/childrearing patient and family.

**SAFETY**

Provide safe, cost-effective nursing care in collaboration with members of the health care team using critical thinking, problem-solving, and the nursing process in a variety of settings through direct care, assignment, or delegation of care.

**PROFESSIONALISM**

1. Integrate ethical, legal, evidence-based, and regulatory standards of professional nursing practice in caring for the childbearing/childrearing patient and family.
2. Demonstrate caring behaviors that are nurturing, protective, safe, compassionate, and person-centered where patient choices related to cultural values, beliefs and lifestyle are respected in the childbearing/childrearing patient and family.
3. Assume responsibility for professional and personal growth and development.

**SOUTH PLAINS COLLEGE  
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**ADMISSIONS CRITERIA TRADITIONAL ADN**

South Plains College (SPC) accepts all students regardless of race, creed, color, non-disqualifying disability, or national origin. The admissions requirements for the college are found in the current General Catalog. All students applying for the ADN program must be TSI compliant. In addition, the Associate Degree Nursing Program (ADNP) has the following requirements for admission to the nursing program.

**ADMISSION REQUIREMENTS**

All prospective candidates who wish to be admitted should contact the office of the Associate Degree Nursing Program. Applicants must submit the following to the Director of the Associate Degree Nursing Program:

1. An official copy of their high school transcript OR GED scores.
2. An official copy of all college transcripts and official high school transcripts.
3. Must be TSI compliant in all areas.
4. All applicants must pass the TEAS exam with a 58.7 in Math, English and Reading and at least a 50.0 in Science. The test must not be more than 1 year old in order to be a part of the applicant's application process.

**Prospective students must also do the following:**

1. Complete the requirements for admission to South Plains College. Admission to South Plains College DOES NOT guarantee admission to the Associate Degree Nursing Program.
2. Complete an application to the Associate Degree Nursing Program at the time of the pre-entrance exam.
3. Achieve a 58.7 on the TEAS Reading, Math, and English. Achieve a 50.0 on the Science TEAS for the pre-entrance exam. A minimum GPA of 2.5 is required for entrance. Sciences may not be older than 5 years old. A minimum GPA of 2.8 in all prerequisites and cannot have more than one C in science courses.
4. Complete a Criminal background questionnaire.
5. Applicants will be notified by letter of the committee's action. Due to limited class numbers, some applicants who meet all the admission requirements may not be accepted. Students must apply each time they wish to be considered.
6. Before starting the nursing program all students will undergo a DPS and FBI criminal history check. If any arrests and/or convictions are revealed, the student is required to submit a declaratory order to the Board of Nursing. The student may not enroll in any nursing classes until notification of licensure eligibility is received from the Board of Nursing. A copy of the eligibility will be placed in the student's file. Once the student is deemed eligible for licensure, he/she may make an application to the program. Should the BON determine the student ineligible for RN licensure, the student will no longer be eligible to enroll in the nursing program. The student can, however, enroll in other programs at SPC.

Additional criteria include:

1. Students accepted will receive Physical Examination Forms provided by the ADNPN which must be completed and returned to maintain their acceptance status. Students must have physical, mental, and emotional health necessary to meet the required competencies of the Associate Degree Nursing Program.
2. Immunizations- Written proof of immunizations specified on the physical exam form is required before the student can be placed in clinical. These include MMR, Tdap, Hepatitis B, and Varicella. A Mantoux test (TB), will also be required every year. COVID vaccine requirements must be met or have an approved exemption from the Dean of Health Sciences.
3. Cardiopulmonary Resuscitation Certification (Health Care Provider) must be acquired before assigned clinical rotations in nursing courses and maintained throughout the Associate Degree Nursing Program.
4. Non-nursing courses may be taken before enrollment in nursing courses, but not until later than sequentially required.
5. All non-nursing courses must be evaluated and approved by the Director of the Associate Degree Nursing Program.
6. Credit will not be given for academic science courses more than 5 years old.
7. All students conditionally accepted for admission are required to undergo drug testing. Failure to submit to drug testing or falsify their test in any way will result in immediate removal from the program. Any conditionally accepted student who has a positive drug screen will forfeit their position in the class. Any drug screen which is positive for an adulterant will result in forfeiture of their position in the program.

### **Progression Criteria**

The ADNPN student must receive a minimum course grade of "C" in each support (non-nursing) course, a minimum of 77 in each required nursing course as well as an 83 in the NCLEX prep course to qualify to continue the program and graduate from the Associate Degree Nursing Program.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**ADVANCED PLACEMENT (Transition LVN to RN)**

Course credit will be granted to qualifying students in accordance with their previous nursing education, nursing experience, and/or completion of RNSG 1327 and 2360. Credit for specific nursing courses will be granted to students on an individual basis and in accordance with the nursing curriculum and by examinations and evaluation.

**QUALIFICATION:**

Candidates for advanced placement include Licensed Vocational/Practical Nurses and/or students with documented courses in professional nursing education with approval of the Director of the Associate Degree Nursing Program.

All applicants must be TSI compliant.

All applicants must pass the TEAS exam with a 58.7 in Math, English and Reading and at least a 50.0 in Science. The test must not be more than 1 year old in order to be a part of the applicant's application process.

Credit will not be given for academic science courses more than 5 years old.

**ADMISSION CRITERIA:**

For progression to Associate Degree in Nursing:

All Applicants must:

1. Meet all admission criteria for admission to South Plains College.
2. Meet the admission criteria of the Associate Degree Nursing Program.
3. Provide official transcripts from all colleges or universities attended with catalogue course descriptions for those courses which they desire transfer credit to the South Plains College Associate Nursing Program for advanced placement.
4. Achieve a 58.7 on the TEAS Reading, Math, and English. Achieve a 50.0 on the Science TEAS for the pre-entrance exam. A minimum GPA of 2.5 is required for entrance. Science courses may not be older than 5 years old. A minimum GPA of 2.8 in all prerequisites and cannot have more than one C in science courses.

The licensed vocational/practical nurse applicant requesting advanced placement must:

1. Be a graduate of an accredited/approved Texas Vocational Nursing Program or out-of-state accredited program.
2. Texas licensed vocational nurse applicant meeting the above criteria who makes application within 1 year after graduation will not be required to have nursing practice experience.
3. The Texas applicants who make an application more than 1 year after graduation from a Texas Vocational Nursing Program or an out-of-state accredited vocational/practical

school should have 1 year of nursing practice in an acute care setting.

4. Must have a current Texas LVN license.
5. Any LVN wishing to enter the Advanced Placement program must be currently working as an LVN in a health care facility.

Students requesting advanced placement/transfer from other professional nursing programs:

1. Must have a letter sent to the Director of the Associate Degree Nursing Program of South Plains College from the Director of the Nursing Program from which they wish to transfer, indicating their eligibility to continue in the nursing program. All students requesting to transfer into the ADNP from another nursing program must be eligible for readmission to a former nursing program.
2. Students requesting to transfer from a Diploma Program must pass the comprehensive final exam for each course completed in the Diploma program with a grade of "77" to receive credit for the course. An 83 is required to pass and graduate in the NCLEX prep course.
3. Credit will not be given for nursing coursework more than one-year-old.

#### PROGRESSION CRITERIA:

1. All LVN's requesting advanced placement who are not currently enrolled in a professional nursing program will be required to enroll in RNSG 1327, RNSG and 2360. These courses are designed as leveling courses for advancement to other nursing courses.
2. Students must pass RNSG 1327, RNSG 2360, RNSG 2121, and RNSG 2213 with a grade of "C" to progress to an advanced level.
3. Students with a grade below "77" in RNSG 1327, RNSG 2360, RNSG 2121 and RNSG 2213 may request readmission to RNSG 1327, RNSG 2360, RNSG 2213, and RNSG 2121.
4. Students are required to have a minimum grade of 83 or better in RNSG 2130 to graduate. Students whose grades fall below 83 will be required to retake the course. The readmit policy will apply to this course.
5. Progression will be reviewed by the Admissions/Academic Standards Committee

#### AWARDING OF CREDIT:

Credit will be awarded for RNSG 1413, RNSG 1205, RNSG 1201 & RNSG 1441 following the completion of RNSG 1327 and RNSG 2360.

Revised August 2023  
Revised August 2022  
Reviewed July 2020  
Revised June 2015  
Reviewed June 2004  
Reviewed and Revised July 2000



**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**READMISSION POLICY**

**READMISSION POLICY**

1. A student may request only **one (1)** readmission to the ADN program.
2. A student may be denied readmission to any course or the ADNP.
3. Enrollment of readmitted students will be contingent on space available.
4. All students requesting readmission will undergo drug testing. Failure to do so will result in removal from the program. A positive drug screen will result in removal from the program.
5. Admission to the course begins the first offered class day. Withdrawal at any point after the first-class day requires readmission to the program.

**READMISSION PROCESS**

**Student Responsibility**

1. To apply for readmission to the ADNP, the student must schedule an interview with their instructor.
2. To apply for readmission to the ADNP, the student must schedule an appointment with the ADNP Program Director.
3. Students to be considered for readmission to the ADNP must submit a readmission request to the ADNP Program Director upon withdrawal from a course or upon course failure.
4. The Admissions/Academic Standards Committee will stipulate the conditions of readmission.
5. The student must re-enter the ADNP within one year to ensure continuity in his/her program of learning. Students must complete the program within four (4) years of entry into the ADNP.

**STUDENTS INELIGIBLE FOR READMISSION:**

1. Students who withdraw and/or fail a nursing course for reasons of unsafe clinical performance and/or personal behavioral problems related to didactic and/or clinical performance.
2. Students who are found to exhibit dishonest and/or unethical behavior. (see Honesty Policy)
3. Any student who exhibits behavior in violation of the Rules and Regulations Relating to Professional Nurse Education, Licensure, and Practice as outlined by The Texas Board of Nursing, Section 213.27, Good Professional Character, shall be dismissed from the Associate Degree Nursing Program with no option for readmission.

Reviewed July 2020  
Revised August 2015  
Revised August 2007  
Revised October 2005  
Revised September 2004

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**CRITERIA FOR GRADUATION**

Upon satisfactory completion of the curriculum as outlined for the Associate Degree Nursing Program, a student will be eligible to receive the Associate in Applied Science Degree.

The general requirements from the South Plains College catalog include:

1. Completion of entrance requirements.
2. Satisfactory completion of the course of study for the declared major in accordance with the following:
  - a. Candidates for the Associate of Applied Science degree must complete 60 semester hours.
3. A minimum cumulative grade point average of 2.00 ("C") in all courses.
4. Have completed at least 15 semester hours of work in residence at South Plains College. The semester in which you graduate must be in residence at SPC.
5. Be in good financial standing with the college.
6. Associate of Applied Science Degree candidates must pass all parts of TSI.
7. Complete formal application for graduation by March 1 for May graduation and by November 1 for December graduation.
8. Receive a minimum grade of "C" in each support (non-nursing) course as well as each nursing course. Have an 83 or higher in RNSG 2130.

Revised August 2023  
Reviewed July 2020  
Revised May 2007  
Revised November 2001  
Revised July 2000

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
CONFIDENTIALITY AGREEMENT**

In the Florence Nightingale Pledge, we pledge, "I will do all in my power to maintain and elevate the standards of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my profession." This statement makes it quite clear that any information gained by the nurse/student during examination, treatment, observation or conversation with the client or his/her family is confidential. Unless the nurse is authorized by the client to disclose this information or is ordered by a court to do so he/she has a clear moral obligation to keep the information secret.

The nurse may use the knowledge to improve the quality of client care, but he/she never shares information about the client with anyone not involved with his/her care.

Even when sharing with caregivers, the nurse must be extremely cautious that he/she doesn't share around persons not involved in the client's care. Students need to be very aware of confidentiality and be extremely careful with whom and where they discuss their assignments. There shall be no discussion of clinical experiences in any form, verbal or written including any electronic media, ie: My Space, Facebook, Twitter, text message, email, voice mail, etc. This list is not all inclusive. At no time will clinical experiences be discussed outside the clinical facility. Exceptions would be with your clinical instructor at post-conference or in a private setting, or through written coursework.

All students have been educated about the HIPAA (Health Insurance Portability and Accountability Act) rules and regulations. No copies of client records may be removed from the clinical setting. Any copies used during clinical must be returned to the instructor prior to leaving the unit. No copies may be made or taken from medical records.

**Any breach of confidentiality or HIPAA violation of any type will be grounds for immediate dismissal from the program with no opportunity for readmission to any nursing program at South Plains College.**

Reviewed July 2020  
Revised December 2005  
Revised May 2010

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**ATTENDANCE POLICY**

Punctual and regular attendance, as stated in the SPC handbook, is required of all students attending South Plains College. There are no excused absences.

**LECTURE**

Lecture attendance is mandatory. The number of hours that can be missed before the instructor-initiated withdrawal will depend on the credit hours for the course. The instructor may initiate a student's withdrawal if a student misses more than the allotted number of hours for the course and it has been determined the student cannot meet the course objectives. (See course syllabus for a specific number of hours). Withdrawal, and possible reinstatement, will be handled on an individual basis based on identified circumstances. The referral will be made to the Admissions Academic Standards Committee.

<b>Occurrence</b>	<b>Consequence</b>
Absences	Each course instructor will determine their absences based on their course hours. It is the student's responsibility any missed class content and in class assignments (quizzes) will not be made up.
Tardies	The class starts at the designated time, if the student enters the room after the classroom doors are closed, they are considered tardy. After 2 tardies it considered one absence. Each course instructor will determine their absences based on their course hours. It is the student's responsibility if any missed class content and in class assignments (quizzes) will not be made up. If the instructor has been properly notified prior to class, exceptions may be made on a case-by-case basis of emergency and/or school sponsored event.
Exams	Once doors are closed and instructions are started in the designated testing environment (computer lab or classroom). The student will not be able to take the test and will receive a zero. If the instructor has been properly notified prior to exams exceptions may be made on a case-by-case basis of emergency and/or school sponsored event.

**CLINICAL**

1. Students are expected to attend all scheduled days of the clinical experience. In the event of illness, it is the student's responsibility to notify his/her instructor and the clinical site.
2. Information regarding absences can be found in the syllabus for each clinical course.
3. A student exceeding the number of allotted absences for the clinical course will automatically fail that clinical course. The instructor will initiate the drop if the student does not do so. Note: Courses that must be taken concurrently (see individual syllabi) will have to be repeated if the student fails one or more of those courses.
4. If a student is removed from clinical for any reason, or sent to the lab to remediate, this will count as a clinical absence. Course instructors will determine further requirements for the absence.

5. A student will be removed from the clinical area for Unsafe/Unsatisfactory clinical performance. Any incidence of Unsafe/Unsatisfactory clinical performance will result in a clinical failure and/or dismissal from the ADNPN.

The clinical instructor will remove the student from the clinical setting if the student demonstrates unsafe/unsatisfactory clinical performance as evidenced by the following:

1. Places a client in physical or emotional jeopardy.
2. Inadequately and/or inaccurately utilizes the nursing process.
3. Violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical function.
4. Assumes inappropriate independence in action or decisions.
5. Fails to recognize own limitations, incompetence, and/or ethical legal responsibilities; or
6. Fails to accept moral and legal responsibility for his/her actions; thereby, violating professional integrity as expressed in the Code for Nurses.
7. The clinical instructor may also remove a student from the clinical setting for failure to keep patients and staff safe and failure to adhere to the policies and procedures of the nursing program and/or agency.
8. A student who has poor personal hygiene and/or inappropriate clinical attire will be sent home and will receive a clinical absence for the day.
9. Any student found in noncompliance with program clinical requirements and criteria may be suspended from the program AND/OR declared ineligible for continuation in the program. (See readmission criteria.)

#### SKILLS/COMPUTER LAB

Students are expected to attend all scheduled skills/computer lab experiences. A skills/computer lab absence counts as a full clinical absence as determined by the course leader. Since completion of the skills/computer covered in the lab is part of the requirement to successfully pass clinical, makeup for the missed lab must be done within two weeks of the absence. (Any extenuating circumstance should be handled by the student and their clinical instructor.) Failure to complete this makeup within those two weeks will result in a written contract outlining specific dates of completion or the result will be a clinical failure. The student cannot perform missed skills/computer lab procedures in the clinical setting until successful completion is demonstrated to the course instructor.

#### TARDINESS TO CLINICAL, CLASS, OR SKILLS/COMPUTER LAB

When a student is tardy, this exhibits inappropriate behavior, i.e., tardiness to clinical, class, or skills/computer lab, the instructor of that student will handle the situation with his/her discretion. In most situations, the student will be counseled verbally the first time. The second time a counseling record will be completed, signed by the student, and placed in the student's file. The third time, the student will be given a Formal Learning Contract and go before the Admissions/Academic Standards Committee for possible dismissal.

Reviewed July 2020  
Revised December 2016  
Revised August 2006  
Revised April 2001

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**EMERGENCY MESSAGES**

The student should notify his/her family that in case of an emergency during the normal class schedule, they should call the Nursing Office at (806)716-2391. The class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

Reviewed and Revised July 2020  
Reviewed July 2020  
Reviewed June 2018  
Reviewed July, 1999

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**GRADING SYSTEM**

A grade is assigned for all courses in which a student is regularly enrolled during any semester. A grade once earned and entered upon a student's record cannot be removed and may not be changed without the approval of the instructor and the appropriate Divisional Dean/Director. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements.

Student grades may be interpreted as follows:

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Point Per Semester Hour</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	Not computed
P	Pass	Not computed
PR	Progress	Not computed
W	Student Initiated Withdrawal	Not computed
X	Administrative Withdrawal	Not computed

The grade "I" is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an "F". The instructor assigning the grade will stipulate in writing at the time the grade is given, the conditions under which the "I" may be removed. The "I" will be changed to an "F" if the work is not completed within six months unless an extension of time is granted. The student is entirely responsible for completing the work, which will remove the "I".

## WEIGHT OF COURSE GRADES IN NURSING DEPARTMENT

Theory and lab grades are determined by tests, quizzes, ATI benchmarks, projects and/or written work as described in each course syllabus. Each course syllabus details the grading policy for that course. Passing grade in all content course areas is a 77% or higher except for RNSG 2130 NCLEX prep course is a 83% or higher in order to pass the course.

Clinical grades are a letter grade, and you must pass clinicals with a 77% or higher and you must meet all objectives of each clinical course as described in the course syllabus. A student must meet the clinical objectives of the course to receive a passing grade. Grades for clinical courses are determined by passing math, written clinical assignments, presentations, demonstrating safe effective care, good communication, professionalism, and application of clinical skills. Evaluation tools are used in skills lab, simulation, clinical settings and students are evaluated by faculty and part time clinical instructors. Each course syllabus details the grading policy for that course.

**Grades will not be rounded in any nursing course. (Example: 60 to 76.9 = D)**

The grading scale for all nursing courses will be:

A = 90 - 100

B = 80 - 89

C = 77 - 79

D = 60 – 76

F = Below 60

Failure of either theory or clinical will necessitate repeating all concurrent courses. When repeating any course, the student is required to retake all aspects of the course including the required written work.

Revised & Reviewed August 2023

Reviewed & Revised July 2020

Revised May 2009

Revised May 2008

Revised May 2007

Revised Nov. 2002

Revised Sept. 2001

Revised April 2001



**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**GRADE OR ACADEMIC DISCIPLINE APPEAL PROCESS**

Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

1. The student will schedule an appointment with the instructor first to discuss the grade or disciplinary action.
2. If the student is not satisfied with the response from the instructor, then they can make an appointment with the course leader to discuss the situation.
3. If the student is not satisfied, he/she should schedule an appointment with the ADN Program Director to discuss the situation.
4. If the student is not satisfied with the decision of the ADN Program Director, they should be referred to the Dean of Health Sciences.
5. If the student is still not satisfied, he/she should be advised of the Formal Appeal Process and sent to the Vice President of Academic Affairs. (See South Plains College catalog & Student Guide)

**All students must follow the above-outlined steps to the appeals process.**

Revised & Reviewed August 2023  
Reviewed & Revised July 2020  
Revised March 2019  
Revised August 2015  
Reviewed April 2001  
Reviewed July 2000  
Reviewed July 1999  
Reviewed June 1998  
Reviewed May 1995

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**HONESTY POLICY**

**All violations of the academic integrity/honesty policy may result in dismissal from the program.**

This policy covers the violations of cheating during testing, plagiarizing another's work, and falsifying records.

**TESTING VIOLATIONS:**

1. The instructor(s) control(s) the option of seating arrangement, movement within the classroom, students leaving the room, and stopping an exam for violation of the honesty policy.
2. All hats, jackets, watches, phones, books, papers, notebooks, and personal belongings (including any electronic communication devices) will be left in the classroom prior to entering the computer lab for testing. If testing in the classroom on school issued iPads, you will follow the above guidelines in #2 but leave at the front of the classroom.
3. Any type of notes or information found on or in the immediate vicinity of an individual during a testing situation will be grounds for termination of his/her testing. A grade of zero will be recorded and averaged into the final grade.
4. Any verbal, nonverbal, or electronic communication between students during a testing situation will be grounds for termination of his/her testing. A grade of zero will be recorded and averaged into the final grade.
5. Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
6. If additional information comes to light following completion of a testing session, including that cheating has occurred, then a grade of zero will be recorded for the test and averaged into the final grade.

**PLAGIARISM VIOLATIONS:**

A student that is found to commit any type of plagiarism (this includes and not limited to copying other students work, not citing APA format appropriately and using any type of artificial intelligence usage) may be dismissed from the program. See Appendix.

**RECORD FALSIFICATION VIOLATIONS:**

Alteration or falsification of records of any type and at any point in the program is a violation of the honesty policy, and the student will be dismissed from the program.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**Letter for Success**

Student Name:		Date:	
Course #, Title:		Week of Semester:	
Instructor:		Instructor Phone #:	
Instructor Email:			
Instructor Office Hours:			

**This is week \_\_\_\_\_ notification regarding your academic progress in the above listed course. Your current grade is currently at \_\_\_\_\_%. Please immediately contact your instructor and establish a plan (see the following comments) to enable you to fulfill the course requirements. The following concerns are impacting your academic/clinical success: Information related to course or clinical work:**

**Plan of care for your success:**

**Additional Comments:**

**Student  
Signature:  
Date:**

**Instructor  
Signature:  
Date:**

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
LIABILITY INSURANCE**

Liability insurance is required for all nursing students enrolled at South Plains College (SPC).

SPC carries a blanket liability insurance policy on nursing students. The policy covers the time period from September of each year until the end of August the following year.

At registration each semester, nursing students will be charged for liability insurance. Liability insurance is not refundable.

Reviewed July 2020  
Reviewed July 2000  
Reviewed July 1999  
Reviewed June 1998  
Reviewed July 1997  
Reviewed 1995

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**LICENSURE BY EXAMINATION**

The requirements for Licensure by Examination as a Registered Nurse in the State of Texas include the following:

1. Filing of an Application and required fee to the Texas Board of Nursing.
2. Certification of the applicant by the ADN Program Director as having successfully completed the prescribed curriculum by submission of an Affidavit of Graduation to the Texas Board of Nursing.
3. Completion of the NCLEX-RN Application form with the required fee to Pearson Vue.
4. Score a "Pass" on the NCLEX-RN Examination.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**DRESS CODE FOR CLINICAL EXPERIENCE**

To promote a professional image, students will abide by the following Dress Code in the classroom and clinical area:

**CLASSROOM UNIFORMS:**

Students will any color scrubs of their choice, SPC T-shirts or SPC nursing T-shirt with scrub bottoms and appropriate tennis shoes. All students must wear an SPC badge as it is part of the professional uniform and is required for safety measures. You may be sent home and accrue an absence in the course if you come to class out of dress code.

**CLINICAL UNIFORMS:**

1. Students will wear designated khaki slacks or skirt and the forest green top with a khaki short sleeve T-shirt. The top will have the South Plains College monogram on the upper left and the nametag is to be worn on the upper right.
  - a. A uniform top must cover the buttocks.
  - b. The uniform skirt must meet the knee.
  - c. Pant hems must be above sole of shoe level.
  - d. Appropriate under garments are required.
2. Clinical uniforms with a nametag must be worn while on the clinical unit, when getting an assignment, or for any academic business. A plain, khaki cardigan-type jacket may be worn to keep warm.
3. All uniforms must be clean, neat, pressed and well fitting (not too tight or too loose). If the uniform is deemed too tight, the student must purchase additional uniforms that fit appropriately. If you come into labs/clinical setting with a wrinkled uniform, then you may be sent home with an absence as you are representing the profession of nursing and you should look professional at all times.
4. Shoes must be white or gray, professional style leather shoes, no open toes, or heels. Shoes must be closed toe (OSHA Regulation). Shoes and laces should be white or gray to go with shoe color and should clean. Students should have white or black socks to go appropriately with uniform.
5. In the event that the hospital dress code policy differs from the SPC policy, the student at that facility will be required to adhere to additional regulations stipulated by the hospital.
6. Any exception to this policy will be specified in the course syllabus.
7. Any occasion that the student is in the SPC nursing student uniform, the entire uniform policy must be met (i.e., hair, nails, etc.)
8. Fanny packs are not to be worn with the uniform. Identify a secure area for safekeeping of personal items. Do not leave valuables unattended.

## GENERAL APPEARANCE

1. Appropriate general hygiene measures should be followed prior to clinical. These measures include bathing/showering and use of effective deodorant and antiperspirant. You also need to make sure that you watch the spices you ingest as well as those that can be strong and come out of your pores. Students should not use or wear any strong scented soaps or lotions. Remember sick patients do not always feel favorable towards what you may think smells good as they may be very sensitive to smells.
2. Students must not smell of smoke, smoke or vape while in uniform.
3. Make-up is to be used in moderation. No perfumes or cologne may be worn. False eyelashes are permitted if the lashes appear natural (i.e., mid-length).
4. Hair must be pulled back neatly (no messy buns) and secured off the collar. Ponytails should be secured up of the collar while in the clinical setting, the Sim Lab, or in the skills lab. Hair ornaments for containment (bands, clips, etc.) must blend with the student's hair color. The hair color must be of a natural color (brown, black, red, blonde), there should not be any harsh or bold hair coloring. Hair should be secured off face with bobby pins and there should not be a loose ponytail hanging past collar. Males should be clean-shaven or have a neatly trimmed beard or moustache. The beard shall be no longer than ½ inch and needs to be trimmed and look neat and well groomed. Male hair must not touch the collar. Hair can be secured with a bun or a ponytail holder and/or bobby pins the same color as hair and should not be touching collar or in eyes.
5. Plain wedding bands may be worn. Rings can harbor microorganisms and can tear skin. No rings with gemstones to be worn.
6. Earrings should be small (studs-1 per ear), not dangling. Pediatric and confused clients can tear off earrings. Hoop earrings can be caught by stethoscope and tear the ear lobe. Solid skin colored ear plugs allowed. **No rings or jewelry** will be worn in other conspicuous areas of the face or body (i.e., nose, lips, tongue, eyebrow, etc.). Tongue piercings must be **transparent** and not interfere with clear speech.
7. Fingernails short, neat, and clean (not visible over tip of finger from palmer view). Long unkept nails can tear skin and introduce pathogens. No artificial nails of any sort, gel polish, tips, solar/acrylic nails, inked or dipped powdered, polished nails, and no beading or gems are allowed.
8. Tattoos that are visible outside uniform must be covered while in clinical, either with makeup such as Derma blend, an adhesive bandage, or a scrub jacket (exception is tattoos on hands). Sleeves are optional (must be tan in color). Coverage, sleeves, and scrub jackets may be removed during patient care.

Any non-compliance to the dress code and general appearance regulations may result in be sent home and accruing an absence for the day.

## GENERAL CLINICAL GUIDELINES:

1. Students are to report to the instructor and TPCN when leaving and upon returning to the unit.
2. Students are not to make personal telephone calls while in the clinical area.
3. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.
4. A watch with a second hand, a pair of bandage scissors, and a stethoscope are required in the clinical area. No smart watches or Fitbits are not allowed in the clinical setting, lab setting, or testing setting.
5. Eating, drinking, or chewing gum in skills lab, simulation lab and any clinical patient care areas is not acceptable. Chewing gum is unprofessional and prohibited.
6. A student is not to visit units other than the one assigned **UNLESS** it involves transfer of clients or accompanying their patient for a procedure or surgery. Permission must be obtained from the instructor. Failure to adhere to this policy will result in dismissal from the program.
7. It is the student's responsibility to follow hospital policy and procedure. Policy and procedure information is available on every unit and must be reviewed before each procedure.
8. The student may only perform those procedures in which he/she has had classroom instruction, practiced and has been checked off in the Skills Lab.
9. Students are not permitted to take a doctor's verbal order. Instruct the doctor he/she is not permitted to do so and locate a licensed nurse to take the order. Students are not permitted to give information over the telephone concerning the client's condition.
10. Upon completion of client care assignments, maximize your time by sitting and talking with (or listening to) your clients. Assist other students on the unit who need help with their clients. Do research about the assigned client or topic for the clinical objectives of the day.
11. While in the SPCADNP uniform there will be **no** consumption of alcohol. Any reports of this behavior may result in **dismissal** from the program. **REMEMBER YOU ARE REPRESENTING SOUTH PLAINS COLLEGE.**
12. Cell phones are permissible, kept on silent mode, and should not be used in patient care areas, hallways or nurses stations. Cell phones may be used on your lunch break. **Failure to use responsibly will result in a 50% penalty for the clinical day.** Exception is iPad checked out to students by SPC ADNP.

Students assume responsibility for loss or damage to their property.



**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE PROGRAM  
STUDENT GOVERNANCE**

Student input is considered to be an integral piece to governing the South Plains College School of Nursing to be able to create effective change. A student is selected from each course level to attend monthly faculty meetings. Students are encouraged to bring input from their cohort about courses, clinical activities, faculty, and community activities occurring within the School of Nursing. The goal of student participation is to provide a safe environment for students to have ownership in their learning outcomes. It is also to open up dialogue regarding positive aspects with the School of Nursing as well as any changes that students feel would benefit their learning and educational journey.

**SOUTH PLAINS COLLEGE  
HEALTH OCCUPATIONS EXPOSURE POLICY**

The following policy is to be followed exactly in the event a person experiences an exposure (needlestick, blood, body fluids, or respiratory) while participating in any clinical or lab activity.

1. Report the incident to the instructor.
2. Treat immediately using the following CDC guidelines.
  - a. Wash needlesticks and cuts with soap and water
  - b. Flush splashes to the nose, mouth, or skin with water
  - c. Irrigate eyes with clean water, saline, or sterile irrigate.
3. Notify the appropriate facility representative and complete the appropriate work.
4. Each person is encouraged to initiate testing for blood-borne disease within 1 hour of exposure.
  - a. This may be done with a health care provider of choice. If the individual has no designated health care provider, an appropriate referral will be made.
5. When an event occurs in the lab the source person will be asked to voluntarily and confidentially share blood-borne disease status with the instructor and exposed person.
6. The exposed person will initiate follow-up care with the Health Care Provider of choice as soon as possible. The recommended time is within 1 hour of exposure for initiation of prophylactic treatment.
7. Each person is responsible for all costs associated with his/her testing and follow-up.
8. Because of each person's right to privacy, one may decide whether to be tested and whether to disclose test results to faculty or other students.
9. If the source person decides not to be tested or does not disclose test results, the Center for Disease Control guidelines recommend.
  - a. HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three, six-, and twelve-months post-exposure.
  - b. Beginning prophylactic treatment within one hour, or as soon as possible.
10. Everyone is encouraged to follow the advice given by the health care provider.
11. South Plains College reserves the right to deny laboratory or clinical privileges to any individual whose health status poses a risk to others.
12. Complete the Exposure Report.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**HEALTH OCCUPATIONS EXPOSURE REPORT**

Each individual should retain a copy of this completed form for his/her personal records and is strongly encouraged to share the information regarding this incident with his/her health care provider.

Faculty member: please assist the individuals completing this form and deliver the original completed form to the nursing office for the student file, a copy given to the facility, and a copy given to the student.

EXPOSED INDIVIDUAL \_\_\_\_\_

FACILITY REPRESENTATIVE \_\_\_\_\_

ATTENDING FACULTY MEMBER \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_

DESCRIBE EXPOSURE INCIDENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FACULTY SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENCY SIGNATURE

\_\_\_\_\_  
DATE

I have read and been informed of the South Plains College Exposure Policy. I have been strongly advised to seek medical attention. I understand all financial obligations regarding testing and follow-up care is my responsibility. I understand I have a right to privacy. I have been encouraged to share any further information regarding this exposure to the appropriate faculty.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**POLICY: MEDICATION ADMINISTRATION**

**PURPOSE:** The following policy identifies the requirements necessary to progress through each level of nursing at South Plains College regarding the administration of medications.

**OBJECTIVES:**

STUDENTS WILL BE ABLE TO:

- Satisfactorily complete a written math examination prior to participating in the administration of medications.
- Complete the objectives pertaining to the administration of medications for each level; Lab practicum prior to administering medications to clients.
- Demonstrate proficiency in attaining clinical objectives pertaining to the administration of medications to clients.

**SEMESTER I:**

All students must pass a clinical math competency exam, missing no more than two (2). If a scheduled clinical math exam is missed it cannot be made up. The missed attempt will count as a failure. Failure on the third exam will result in a clinical failure and thus a failure in RNSG 1160.

The student must achieve clinical objectives from the evaluation tool, utilizing critical criteria.

Prior to clinical experience, the student must demonstrate competency in the administration of medications in lab according to critical criteria. This includes the ability to solve dosage and solution problems.

**SEMESTER II & TRANSITION:**

Prior to clinical experience, the student must satisfactorily complete a Departmental Math Exam. No more than 2 retakes will be permitted. Failure to pass on the 3rd exam will result in a clinical failure and thus a failure in RNSG 2460. Any missed math exam will count as a zero.

Prior to clinical experience, the student must demonstrate competency in the administration of IV medications in the lab according to critical criteria. This includes the ability to solve dosage and calculation problems.

The student must attain clinical objectives related to medication administration from the evaluation tool, utilizing critical criteria.

### **SEMESTERS III & IV:**

Prior to clinical experience, the student must satisfactorily complete a Departmental Math Exam. RNSG 2462 & RNSG 2461 will permit 2 retakes only. Failure to pass the 3rd exam will result in clinical failure and thus failure in these courses. Any missed math exam will count as a zero.

Prior to clinical experience in RNSG 2462, the student must satisfactorily complete a Pedi Math Exam. Two retakes will be allowed. Failure on the 3rd exam will result in a clinical failure.

Prior to clinical experience, the student must demonstrate knowledge of medications and the administering of medications. This includes the ability to solve dosage and calculation problems for the adult and the child.

The student must demonstrate competency and proficiency, utilizing critical criteria, in attaining clinical objectives related to medication administration from the evaluation tool.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**POLICY: MEDICATION ERROR**

**THE POLICY OF SOUTH PLAINS COLLEGE ASSOCIATE DEGREE NURSING PROGRAM IN THE EVENT THAT THE STUDENT MAKES A MEDICATION ERROR IS AS FOLLOWS:**

1. The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.
2. The student must fill out an incident report for the Nurse Manager of the unit, course leader, and the Director of the Associate Degree Nursing Program.
3. The student must submit a drug card on the medication in question to the Director of the Associate Degree Nursing Program.
4. The incident report and the drug card will become a part of the student's permanent record.
5. At the discretion of the instructor and/or Director of the Associate Degree Nursing Program the error will be reviewed by the Admission/Academic Standards Committee. Mandatory review will occur after the third incident.
6. If the student is demonstrating that they are not prepared or safe to give medications, then they may be given a mandatory time to spend in the lab practicing medication administration and could be required to complete pharmacology check off again in order to demonstrate competency and to meet the clinical learning objectives.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**GUIDELINES FOR CLINICAL IN ALL CLINICAL AGENCIES**

**MEDICATIONS/VENIPUNCTURE:**

**All Semesters:**

May not administer intravenous (IV) blood or blood products.

1. Must have knowledge of adverse reactions from the administration of blood or blood products.
2. May not administer IV chemotherapy.
3. May not administer experimental drugs.
4. May not administer Valium/Versed/or any other conscious sedation drugs IV push at any time.
5. May not mix, handle, or adjust epidural drugs at any time.
6. **Nursing students with other licenses or certifications (e.g., licensed vocational nurses, paramedics, medication aides, anesthesia techs, surgical techs, etc.) may not administer medications without the direct supervision of an instructor or facility licensed nursing personnel.**

**Semester I (RNSG 1160) Nursing Students:**

1. No medications will be administered until the student has satisfactorily completed skills lab check offs for medications administration.
2. AFTER having been checked off by the CLINICAL INSTRUCTOR in the CLINICAL AREA, at the instructor's discretion, the student may be allowed to administer **with direct supervision:**
  - a. Scheduled meds
  - b. PRN medications
  - c. One-time only medications
3. Routes of medication administration covered in Pharmacology/Medication Administration units are: Oral, Eye, Ear, Nasal, Vaginal, Rectal, Buccal, and Sublingual. Parenteral - Intramuscular, Subcutaneous, Intradermal, and ZTrack.
4. Drug cards must be submitted on all medications the client is receiving.
5. Students must be knowledgeable about all medications the client is receiving as well as what to look for regarding the adverse effects of any drug or combination thereof regardless of whether responsible for the actual administration of the medications or not.
6. The student must perform the 5 rights and 3 checks prior to administration.
7. **MAY NOT PERFORM VENIPUNCTURE.**
8. **MAY NOT CHANGE IV solutions.**
9. Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.
10. Must know the type of IV Solution ordered.
11. Must notify TPCN when IV fluid level is running low.

**In addition to Semester I Guidelines,**

**Semester II (RNSG 2460) Nursing students are allowed to administer:**

1. Scheduled medications, PRN medications, one-time only medications, after being checked off by clinical instructor.
2. "Stat" and Initial doses may be administered at the discretion of the clinical instructor once competency has been determined.
3. Must have knowledge of all medications the client is receiving as well as what to look for regarding the adverse effects of any drugs or combinations thereof regardless of whether responsible for the actual administration of the medications or not.

**Semester II (RNSG 2460) Nursing students may perform venipuncture for administration of intravenous solution under the supervision of clinical instructor.**

1. May discontinue IV fluids UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.
2. May change IV bags UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
3. May stop or adjust rate the flow of IV solution UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
4. May hang IV piggy-back medications UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
5. Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.
6. Notify TPCN when IV fluid level is running low.
7. May not read CVP.
8. Must know rate of IV solution ordered.
9. Must know rate of IV solution and drops per minute.
10. May convert IV to INT and perform site care and tubing changes UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
11. May add medications to IV fluids as designated by instructor with DIRECT SUPERVISION.
12. MAY NOT DO IV PUSH MEDS EXCEPT FOR HEPARIN FLUSH.

**In addition to Semester I and Semester II Guidelines:**

**Semester III & IV (RNSG 2461 & RNSG 2462) Nursing students are allowed to:**

1. Administer scheduled, PRN, one time only, STAT, and initial doses, under the direct supervision of the instructor or their designee.
2. Must have knowledge of all medications the client is receiving as well as what to look for regarding the adverse effects of any drug incompatibilities regardless of whether responsible for the actual administration of the medications or not.
3. May not mix any type of IV push medications without instructor approval. Doing so may result in dismissal from the program. P.O. and Subcutaneous forms of the medications may be given by the nursing students under the instructor's supervision.
4. Nursing students must be supervised by the clinical instructor when performing venipuncture. At the instructor's discretion, selected staff RN's may supervise those students who have demonstrated competency.  
STUDENTS CANNOT PERFORM VENIPUNCTURE IN PEDIATRICS, PICU, OR NICU AT ANY TIME. FAILURE TO ADHERE TO THIS WILL RESULT IN DISMISSAL.
5. Students may administer IM and SQ meds UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
6. Students may do IV push medications under DIRECT SUPERVISION OF INSTRUCTOR/RN DESIGNEE. EXCEPTIONS: Follow guidelines stated under all Levels.
7. Students must be familiar with preparation, dilution, administration rate, compatibilities, and flushes before administering IVP's.

**Semester III (RNSG 2261) Nursing Students:**

1. Must have knowledge of all medications the client is receiving as well as what to look for regarding the adverse effects of any drugs or combinations thereof regardless of whether responsible for the actual administration of the medications or not.
2. **Will not administer medications during the mental health rotation.**



## **PROCEDURES:**

No procedure may be performed by any ADN student unless there is a written physicians' order in the chart. The agency policy & procedure manual must be read by the student prior to the performance of any clinical procedure. The student must have been checked off by the instructor prior to performing any procedure.

## **IV and IV PUSH MEDICATION DEFINITIONS:**

1. "Piggy-back": Intermittent administration of an intravenous drug by drip method through an existing intravenous infusion. The drug is mixed in a specified volume and administered in a specified period of time.
2. "Drip": Continuous administration by infusion in a large volume (greater than 100mL). A drug is mixed in a specific amount of fluid and administered over a specified period of time.
3. "Push": The medication is administered diluted or undiluted at a specific rate directly into the vein by direct venipuncture or through an administration site of an existing intravenous infusion.
4. "Retrograde": The medication is injected into the intravenous tubing by displacing IV fluid into an empty syringe. This method is useful when the child is small and/or has a slow drip-rate.
5. "Bolus": Medication put in a solution e.g. 50 or 100 mL's and administered over a period of 30 minutes to 2 hours or as physician orders.

The above routes may be utilized for administration by the Semester III & IV nursing students **UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR RN DESIGNEE**. At the instructor's discretion, selected RN personnel may supervise those students who have previously demonstrated competency.

Only those medications approved by the hospital administration as safe for a Registered Nurse to give may be administered by the student.

## **PHONE AND VERBAL ORDERS:**

Nursing students at any level may not receive phone or verbal orders from physicians, residents, interns, or physician assistants.

**ROUTINE ORDERS:**

Students may not use routine orders until the charge nurse transfers them to the chart. All procedures and medications must have a written order prior to the student's implementation and/or administration.

**PERMITS:**

Students may not witness the signing of permits.

**MEDICATIONS PREPARED BY OTHERS:**

Students may give medications prepared by the hospital pharmacist only. Students may never give medications prepared by anyone else.

**MEDICATIONS ADMINISTERED BY OTHERS:**

Students may not supervise any other students in the administration of medications.

**NARCOTICS:**

The nurse must obtain the narcotic from the pyxis. Students may not take possession of narcotics until an instructor is present.

The licensed nurse/instructor must sign with the student when the narcotic is administered to the client.

When a controlled substance is discarded by a student, two licensed nurses must be present. Documentation must be completed according to agency policy.

**Violation of any of these policies or procedures will result in immediate dismissal from the program.**

**PATIENT RECORDS:**

While in the clinical setting you may only access the **medical record for the patient** you are assigned. Should you access the record of another patient, you are in violation of the agency policy and will be immediately dismissed from the program. You also cannot remove any type of patient data from the hospital at any time. If you remove any type of records, you are in violation of the agency policy and will be immediately dismissed from the program.

Revised & Reviewed August 2023

Revised July 2021

Reviewed May 2016

Revised May 2014

Reviewed May 2009

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**STUDENT RECORDS**

Student records will be kept in a locked file in the Nursing Department Office. The permanent transcript will be kept in the Registrar's Office.

Student Records included are:

1. Admission information
2. Transcripts
3. Physical Exams
4. Immunization information
5. CPR information
6. Specific information regarding the individual student.

Provisions shall be made for the protection of records against loss/destruction and/or invasion of privacy. Student records will be kept for two years beyond graduation, after which time they will be shredded. You need to keep a copy of all of your records as the nursing department will not make copies of your CPR and immunization records for you. It is your responsibility to keep up with your own records.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**PROCEDURE AND POLICY FOR EMPLOYMENT IN HEALTH AGENCIES**

The South Plains College Associate Degree Nursing Program supports the Nurse Practice Act of the State of Texas and is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Associate Degree Nursing Program regarding nursing students (who are unlicensed in the State of Texas either as Registered Professional Nurses or as Licensed Vocational Nurse) accepting employment in hospitals or health agencies, is as follows:

1. South Plains College nursing students who accept positions in which they receive compensation for client care, do so as unlicensed individuals and will not wear the school uniform, laboratory coat with insignia, or other indications of their student status, in as much as they are not functioning as nursing students but as paid employees.
2. Students are advised to familiarize themselves with the State of Texas Nurse Practice Act so that they will recognize the full scope and responsibility of nursing as being more than just a collection of skills. South Plains College nursing students who accept a position for pay as a nurse's aide, nursing assistant, or nurse tech must recognize that they may be held legally liable for their actions, and therefore, should not accept responsibilities---nor perform nursing interventions beyond their knowledge and skills, NOR those within the responsibilities of the professional nurse as defined in the Nurse Practice Act.

**BON Rule 224.8 (c)**

**Nursing Tasks Prohibited from Delegation. By way of example, and not in limitation, the following are nursing tasks that are not within the scope of sound professional nursing judgment to delegate:**

- a. **physical, psychological, and social assessment which requires professional nursing judgment, intervention, referral, or follow-up;**
  - b. **formulation of the nursing care plan and evaluation of the client's response to the care rendered;**
  - c. **specific tasks involved in the implementation of the care plan which requires professional nursing judgment or intervention;**
  - d. **the responsibility and accountability for client health teaching and health counseling which promotes client education and involves the client's significant others in accomplishing health goals; and**
  - e. **administration of medications, including intravenous fluids, except by medication aides as permitted under 224.9 of this title (relating to The Medication Aide Permit Holder).**
3. The student is responsible for maintaining the required grade point average and should consider the demands of part-time employment upon the student's time and energies.

**Any student found to be in violation of these rules may be dismissed from the ADNPN.**

## **GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS**

Nursing students, as well as many other college students, may seek employment in the nursing department. The Board suggests the following for consideration, which will enable the employer to utilize nursing students in an appropriate manner to contribute to client care and yet not jeopardize the welfare of the client, OR legally implicate the institution or the nursing student.

### Recommended Practices

1. require the completion of the usual employment application.
2. require a current health record.
3. review the written job description for the nursing position with the student.
4. arrange for an appropriate orientation to the position.
5. require the nursing student to wear the identification and the regular uniform of the position in which employed.
6. schedule as any other employee

School of Nursing or Department of Nursing in a College or University:

Schools of nursing should state their broad general policies on student employment in relation to the scholastic standards to be maintained in the school, the wearing of the school uniform, and other requirements that the school may stipulate. Their policies should be clearly stated in the Student Handbook and School Catalog. The performance of students when working for compensation is the legal responsibility of the employing agency and the individual student.

## **ETHICAL AND LEGAL BEHAVIOR**

The nursing faculty at South Plains College strongly believes that the graduate of the nursing program should: Assume ethical and legal responsibility for actions taken in the course of nursing practice" (Program Educational Objective). Further, it is the responsibility of the nursing faculty and administration to recommend only those students who meet these program objectives to the Texas Board of Nursing to write the examination for Registered Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab to the graduate nurse in the work setting, any student who is involved in cheating is in direct violation of the stated program objective. This places the student in great jeopardy regarding the successful completion of the nursing program and subsequent recommendation to the Texas Board of Nursing.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**STATEMENT OF UNDERSTANDING OF POLICIES AND PROCEDURES**

I, the undersigned, have read the South Plains College ADN Student Handbook and I am aware of the Policies and Procedures.

During Associate Degree Nursing Program new student orientation, the handbook has been discussed and policies have been covered. I am fully aware that I am responsible for all policies and procedures contained herein. I have also been made aware that should a clinical agency policy differ from the ADN policy; the agency policy takes priority. I have been made aware that I am responsible for reading all agency policies and procedures prior to performing any procedure in the clinical setting.

**Included in this handbook are the policies governing licensure in Texas by the Board of Nursing. I have been informed by the program director that program policies may change at any time based on policy changes by any of our accrediting agencies. I have been made aware that policies may change at any time during my tenure in the program following a decision of the full program faculty. I have read this information and understand these policies.**

I have an understanding of the Curriculum Requirements of the Nursing Program and I am aware of the Graduation Requirements of the Associate Degree Nursing Program.

I have also been given a copy of the Board of Nursing Rules and Regulations governing RN licensure eligibility which has been explained to me at orientation.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Printed Name

# APPENDIX

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
TESTING DURING ADN PROGRAM**

As you progress through your education here at South Plains College you will be given several standardized tests. These are given on the computer at the end on each specialty. Each student should score a Level 2 on each specialty exam. Each ATI exam will count as an exam grade.

**It is scored as follows: Level 3—95, Level 2—85, Level 1—70, less than Level 1—60.**

The specialty exams you will be given are:

- Fundamentals
- Medical/Surgical
- Maternity
- Pediatric
- Mental Health
- Leadership
- Pharmacology

RNSG 2130 you must have a grade of 83 or higher in order to meet the requirements of the NCLEX preparation course. You will complete your weekly required UWorld questions and completed weekly laundry list as well as completing the ATI capstone requirements. This course will require multiple exams as well as remediation homework in between to enhance your knowledge and help you to demonstrate improvement in your content knowledge on each exam.

Upon completion of exams, you will receive a printed profile to assist you in identifying any areas of need prior to taking the NCLEX exam. It can also be utilized as a predictor of success on the NCLEX.

**THE TESTING IS MANDATORY. Remember this is done to improve your chances to pass the NCLEX. The better you do on each of these improves your chances to pass the NCLEX.**

Revised & Reviewed August 2023  
Reviewed & Revised July 2020  
Revised November 2016  
Revised January 2018  
Revised February 2018



**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**NURSING LEARNING RESOURCE LAB**

**Purpose**

The Nursing Learning Resource Lab is available to assist faculty and students with the educational and technical resources needed to enhance and support classroom and clinical instruction.

**Location**

The Nursing Learning Resource Lab (NLRL) is located in the Allied Health Building, Room 114. The NLRL Directors office is located at 114A. Lab hours are announced at the beginning of each semester and are subject to change.

**Staff**

The NLRL staff are available to provide assistance in reserving and locating resources. Appointments may be made with faculty members for assistance with procedures and the use of equipment. All activities in the NLRL must be scheduled. Only faculty members can record activities on the schedule. The Skills lab schedule is kept on the board by the login computer. The Computer Lab schedule is on the table inside of the computer lab. The schedule is set up on a first come, first served basis, so schedule early. Students must log in and out of the NLRL each time they use it. The log-in computer is located to the left of the front door. The instructors will be sent a notice of what students fail to keep their appointments.

**General Use of Resources and Equipment**

The mannequins and other equipment are all available for use in the NLRL only.

Reservations are required for lab time and for specific equipment. All supplies are recycled. The student is responsible for repackaging supplies, so they are ready for use. Most of the equipment can be checked out to the classroom if needed.

While participating in activities in the NLRL the student is expected to behave in a professional manner. The rules listed below will be followed or the student will risk forfeiting his/her lab time.

1. No food, drink, or tobacco products allowed.
2. No children allowed at all.
3. Clean work area after use. This includes repackaging supplies, making the bed, picking up trash etc.
4. No cell phones or ear buds are allowed and be respectful with the noise level.
5. Adherence to the SPC ADNP dress code is required for all Skills Lab activities. You must follow the dress code policy for practice and check offs.
6. Handle all equipment and computers with care.
7. Treat the mannequins with respect, these are your patients so treat them as such (keep covered at all times, handle gently).

8. If you sign up to practice skills, you are not to sit at the tables and socialize with your peers. Anyone seen socializing and not practicing will be asked to leave the lab. If you are going to miss your appointment, then you must call or email and cancel so your spot can be given to another student who needs it. If you do not show up for tape time as scheduled, then that will count as one of your tape times.

### **Computer Lab**

The computer lab consists of 40 workstations in lab I (106A) and 40 workstations in lab II (106C). These workstations have computer aided instructional programs (CAI) and Internet access. The computer lab is utilized throughout the curriculum for testing purposes also. If you have testing accommodations, please remember you must complete the required paperwork and you must set up an appointment with your instructor for each class the accommodation is needed.

### **Reservations must be made in advance to use the computer lab.**

### **Skills Labs**

The skill labs are available as space permits for all students needing to practice various skills and for check-off purposes. Reservations are required for space and equipment.

### **Recording**

ADN students will record their skill checkoffs. There is a maximum of 13 slots available for taping. The student must arrive 10 minutes early and prepare all supplies and equipment prior to tape time. The camera will automatically start and stop upon entry and exit from the taping suite. Check offs are not a scheduled teaching time as they are created for you to demonstrate skill proficiency. Faculty cannot come watch parts of your tape to identify pass or fail. It is up to you to identify if the tape is appropriate to submit for grading.

### **Lab Kits**

Students purchase lab kits as part of their tuition and fees. The kits will be the responsibility of the student. The lab kits contain new supplies that are to be used for check-off of skills. The lab will furnish all practice supplies. If a student uses all of their furnished supplies, they will have to purchase the necessary supplies from the front office and bring their paid receipt to the lab coordinator.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**TERRORIST THREAT/VIOLENT BEHAVIOR POLICY**

Any student who makes a direct or implied terrorist threat or threat of violence of any nature will be reported to the SPC campus police for investigation. During the investigative process, and, if applicable, the appeal process, the student will not be allowed in class, lab, or clinical. If the student is exonerated, the faculty will provide any missed material to the student. Any missed clinical experiences will be made up. If the allegations are substantiated by the college investigation, he/she will be dismissed from the nursing program without eligibility for readmission. The incident will be promptly reported to the Texas Board of Nursing. If the student is exonerated and makes any future terrorist threat or threat of violence of any nature, the student will be immediately dismissed from the nursing program without eligibility for readmission. The threat will be reported to the appropriate authorities/agencies.

Students are encouraged to report threats, whether direct or implied, unusual behavior, suspicious persons, or objects immediately to the campus police and/or nursing faculty.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**DRUG TESTING POLICY**

All students conditionally accepted for admission/readmission into the ADN or VN program will be required to undergo drug screening. This will be done at the lab identified by the program and the \$50.00 will be paid by the student to the nursing department. The results will be submitted directly to the Department of Nursing by the lab. Failure to submit to drug testing will result in forfeiture of their admission into the program. Any conditionally admitted student whose drug screen is positive will forfeit their admission into the program.

If a student is arrested for any drug/alcohol offense while in the nursing program, they will be immediately withdrawn from the program and must go through the Declaratory Order process before the student can continue in the program. Once the student is cleared for licensure by the Texas Board of Nursing, they may request readmission to the program. The request will go before the Admissions/Academic Standards Committee for a final decision.

Any time there is a complaint or report of a student suspected of being impaired, the student will be required to undergo drug testing for probable cause and will be observed during the testing process. This process may be done by a UA or by hair sample.

Should a student refuse to be tested, this will be considered a positive screen and treated in the same manner as an actual positive screen. Should a student leave the facility and not complete the test then this will be considered a positive screen and treated in the same manner as an actual positive screen. A drug screen which shows the presence of an adulterant will be considered a positive screen. Any of these occurrences will result in immediate dismissal from the program.

Should you miss your scheduled drug screening time, or the time expires, then this may result in dismissal from the program. The time due is provided on every order and you must allow an hour prior to expiration or you may miss your screening time.

If you try and manipulate the screening in any way, bribe or coerce any lab testing official will result in immediate dismissal from the program. Negative drug screenings are a mandatory requirement for our program, to meet compliance with our clinical partners.

Students will be randomly selected during each semester, and you may be selected more than once in a semester. A negative screen is required to remain in the program.

Revised & Reviewed August 2023  
Revised January 2023  
Revised January 2021  
Reviewed July 2020  
Reviewed May 2014  
Revised Nov. 2010  
Written May 2007

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**CRIMINAL BACKGROUND CHECK**

Once conditionally accepted into the Associate Degree Nursing Program, each student is required to have a Criminal Background Check before the student may attend class. **The criminal record check is mandatory; students who refuse the check forfeit the class position in the Associate Degree Nursing Program.**

Once the class roster is confirmed, the roster will be sent to the BON for a DPS/FBI Criminal Background Check. The BON will notify the school that it has received the roster. The BON will notify Identigo. The student will receive an email from Identigo. The student will arrange a fingerprint scanning appointment with Identigo and pay the required fee. Identigo will electronically submit the finger scan to the Texas Department of Public Safety to initiate the background check. DPS will transmit the results of the scan to the BON. Once the BON receives the DPS/FBI criminal background check, the BON will do the following:

- a. Mail a postcard directly to those students who have a clear background check.
- b. Correspond with those students who have a positive background check and request a petition for a Declaratory Order, or
- c. Correspond with those students who have a rejected fingerprint scan and request another fingerprint scan.

Students who have a positive criminal history will be required to go through the declaratory order process provided by the BON. Because this process may take from three (3) months to two (2) years, **the student will not be allowed to enter the ADN program until the student receives a clear Declaratory Order from the BON.** Once the student has received approval for licensure, the student may re-apply for admission to the ADN.

Once students have been entered into the BON system, any future arrest will automatically be transmitted to the BON for review. Therefore, *if at any time during the year, the student's criminal history changes, the student must notify the Director of the ADN. The student will be required to withdraw from the ADN and go through the DO process BEFORE the student can continue. Should it be later discovered that the student has had a change in their criminal background that was not disclosed to the Director of the ADN, the student will be immediately dismissed with no option for readmission.* The ADN must be able to assure clinical affiliates that all students have a clear background!

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**CELL PHONE USE IN CLINICAL & CLASSROOM**

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule or to the main nursing department office at 806-716-2391.

A student may use their cell phone in clinical, sim lab and/or skills lab **ONLY** during lunch break. Cell phones are not permitted to be used at all at any other time. If a student is seen with a cell phone or if the instructor hears a phone ring or vibrate, the student will be sent home from clinical resulting in a clinical absence for the day. Students may not use any type of ear buds or smart watches in clinical settings or during testing times. If use occurs during clinicals the student will be sent home from clinical resulting in a clinical absence for the day. This policy is also in effect for the clinical prep day.

No ear buds during class time and use of cell phones during class is not permitted. If you need to take a call, please step out of the room quietly. Texting during lecture is distracting to your learning and others learning. Please be respectful.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
EBOLA POLICY**

Students in the Nursing Programs of South Plains College will not provide care to any patient diagnosed with Ebola. Care at this intensive level should be provided by professional nursing staff and not student nurses. Students will not provide ANY care for an Ebola patient, nor act as a witness to the removal of protective gear from professional staff. Students will not participate in the environmental cleanup of an Ebola patient. Observation of any of these procedures should occur at distances greater than 18 feet. Students will continue to care for other clients in routine isolation situations, following ALL precautions as posted at the room, regardless of whether staff follow the guidelines or not. Students will review routine isolation precautions.

**POLICY FOR OUTPATIENT CLINICS:**

1. Screening for Ebola should be done at patient check in and if positive, that patient will be directed to an isolated area. Clients in the isolated area should be cared for by professional staff; student nurses will NOT provide care to these clients.
2. Students will continue to follow all other clinic guidelines.
3. Students in specific outpatient clinics may use electronic vital sign machines for the measurement of vital signs. Gloves should be worn.
4. Students should be aware of the risk factors for Ebola
  - a. Fever of greater than 38.0 C or 100.4 F
  - b. Severe headache, muscle pain, vomiting, diarrhea, abdominal pain, unexplained hemorrhage.
  - c. Risk factors for Ebola within the past 3 weeks which include:
    - i. Contact with blood or body fluids of a patient known to have or suspected to have Ebola
    - ii. Residence in or travel to a country where an Ebola outbreak is occurring.
    - iii. Direct handling of bats or nonhuman primates from a diseased area  
(<http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-clients-known-suspected-united-states> )
5. Should the student be in the patient room getting information and taking vital signs and becomes suspicious of an Ebola exposure, the student should act in the following manner:
  - a. Immediately excuse self from the patient, telling the patient that the student is going to get the staff nurse.
  - b. BEFORE leaving the patient room, remove gloves, wash hands with soap and running water for 20 seconds, leave room (be sure to use a paper towel to open door).
  - c. IMMEDIATELY after leaving the patient room, wash hands with soap and running water for 20 seconds.
  - d. Report suspicion to nurse and allow nurse to assume care of this patient.
  - e. Wipe shoes with Clorox or infection control wipes. Clean any other instrumentation used during this assessment.
  - f. Dispose of any pens or papers in appropriate infection control waste container.

- g. Wash hands again.
  - h. Page instructor and notify instructor of student actions.
  - i. If there were body fluids exposed to the student in the patient room, the student should follow the clean-up procedures as directed by the staff.
6. Students in contact with an Ebola patient will do the following.
- a. Notify the facility of the exposure and follow the facility's policy as well as notify the instructor and program director, completing an Exposure Report for SPC
  - b. If there was direct exposure to body fluids, the student must wash the affected area with soap and water; mucous membranes should be irrigated with a large amount of water or eyewash solutions.
  - c. Monitor fever twice daily for 21 days after the last known exposure. Students may continue to attend class while receiving the twice daily fever checks; attendance in clinicals will depend on individual agency guidelines; alternative clinical experiences may be substituted during the 21-day exposure period.  
<http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-clients-known-suspected-united-states>
7. Students who develop sudden onset of fever, intense weakness or muscle pains, vomiting diarrhea or signs of hemorrhage after the exposure to a suspected or confirmed Ebola case should
- a. Immediately isolate self and call 911 clearly indicating a suspected or confirmed Ebola exposure and current symptoms.
  - b. Notify instructor or program director (who will notify Dean, SPC Health officials, local and state health departments and the agency where exposure occurred)
  - c. Follow agency post-exposure protocols.
  - d. Comply with school/clinical exclusions until they are deemed no longer infectious to others.



**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**CORONAVIRUS/COVID-19 POLICY FOR CLINICAL ROTATION**

Students in the Nursing Programs of South Plains College will not provide care to any patient diagnosed with Coronavirus/COVID-19. Care at this intensive level should be provided by professional nursing staff and not student nurses. Students will not provide ANY care for a Coronavirus/COVID-19 patient, nor act as a witness to the removal of protective gear from professional staff. Students will not participate in the environmental cleanup of a Coronavirus/COVID-19 patient. Observation of any of these procedures should occur at distances greater than 18 feet. Students will continue to care for other clients in routine isolation situations, following ALL precautions as posted at the room, regardless of whether staff follow the guidelines or not. Students will review routine isolation precautions.

**POLICY FOR CLINICAL:**

1. Screening for Coronavirus/COVID-19 should be done at patient check in and if positive, that patient will be directed to an isolated area. Clients in the isolated area should be cared for by professional staff; student nurses will NOT provide care to these clients.
2. Students will continue to follow all other clinic guidelines.
3. Students in the clinical areas may use electronic vital sign machines for the measurement of vital signs. Face Mask and Gloves must be worn.
4. Students should be aware of symptoms and the risk factors for Coronavirus/COVID-19
  - a. Fever of greater than 37.7 C or 100 F.
  - b. Headache, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea.
  - c. Symptoms for Coronavirus/COVID-19 include a wide range of symptoms, from mild to severe and may occur within 2-14 days after exposure.
  - d. Risk factors for contracting Coronavirus/COVID-19 include but not limited to the following:
    - i. Contact with a patient known to have or suspected to have Coronavirus/COVID-19.
    - ii. Residence in or travel to a “hotspot” or country where a Coronavirus/COVID-19 outbreak is occurring.  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
5. Should the student be in the patient room getting information and taking vital signs and becomes suspicious of a Coronavirus/COVID-19 exposure, the student should act in the following manner:
  - a. Immediately excuse self from the patient, telling the patient that the student is going to get the staff nurse.
  - b. BEFORE leaving the patient’s room, remove gloves, wash hands with soap and running water for 40 seconds, leave room (be sure to use a paper towel to open door).
  - c. IMMEDIATELY after leaving the patient room, use waterless bacterial hand cleanser then wash hands again with soap and running water for 40 seconds.

- d. Report suspicion to nurse and allow nurse to assume care of this patient.
  - e. Wipe or spray shoes with Clorox or infection control wipes or spray. Clean any other instrumentation used during this assessment.
  - f. Dispose of any pens or papers in appropriate infection control waste container.
  - g. Wash hands again.
  - h. Immediately notify instructor of student actions.
  - i. If there was exposure to the student in the patient room, the student should follow the exposure procedures as directed by the staff.  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
6. Students in contact with a Coronavirus/COVID-19 patient will do the following:
- a. Notify the facility of the exposure and follow the facility's policy as well as notify the instructor and program director, completing an Exposure Report for SPC.
  - b. If there is exposure to any type of respiratory fluids, the student must wash the affected area with soap and water; mucous membranes should be irrigated with a large amount of water or eyewash solutions.
  - c. Monitor temperature for fever twice daily for 14 days after the last known exposure. Students may continue to attend class while performing the twice daily temperature checks for fever and monitoring for any associated Coronavirus/COVID-19 symptoms; attendance in clinical will depend on individual agency guidelines; alternative clinical experiences may be substituted during the 14-day exposure period.  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
7. Students who develop sudden onset of fever, intense weakness or muscle pains, vomiting diarrhea or signs of difficulty breathing after the exposure to a suspected or confirmed Coronavirus/COVID-19 case should:
- a. Immediately isolate self and contact a primary care provider as soon as possible, clearly indicating a suspected or confirmed Coronavirus/COVID-19 exposure and current symptoms.
  - b. Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately.**
    - i. Trouble breathing
    - ii. Persistent pain or pressure in the chest
    - iii. New confusion
    - iv. Inability to wake or stay awake.
    - v. Bluish lips or face

\*This list is not inclusive of all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&Emergency-Warning-Signs>

- c. Notify instructor or program director (who will notify Dean, SPC Health officials, local and state health departments and the agency where exposure occurred).
- d. Follow agency post-exposure protocols.
- e. Comply with school/clinical exclusions until they are deemed no longer infectious to others.

**SOUTH PLAINS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
CAMPUS CONCEALED CARRY STATEMENT**

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). **All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).**

Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy. Individuals may not carry a concealed handgun in restricted locations.

For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**Board-Appointed Committee:**

**Texas Board of Nursing Liaison:** Tamara Rhodes, MSN, RN

**Texas Board of Nursing Staff:**

Virginia Ayars, EdD, MS, RN, CNE, Nursing Consultant for Education Jackie Ballesteros, Administrative Assistant

Kristin Benton, DNP, RN, Director of Nursing

Alexandria Chamberlain, MSN, RN, Nursing Consultant for Practice

Janice Hooper, PhD, RN FRE, CNE, FAAN, ANEF, Lead Nursing Consultant for Education Elise

McDermott, MSN, RN, Lead Nursing Consultant for Practice

Timothy Sherman, MSN, APRN, FNP-C, Nursing Consultant for Practice Beverly Skloss, MSN, RN, Nursing Consultant for Education

Gayle Varnell, PhD, APRN, CPNP-PC, Nursing Consultant for Education

## **Texas Board of Nursing Information Texas Occupation Code**

**Texas Occupation Code: License Application Sec. 301.252**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.252](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.252)

**Texas Occupation Code: Declaratory Order of License Eligibility Sec. 301.257**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.257](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.257)

**Texas Occupation Code: Physical and Psychological Evaluation Sec. 301.452**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.452](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.452)

**Texas Occupation Code: Disciplinary Authority of Board; Methods of Discipline**

**Sec. 301.453** [https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.453](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.453)

**Texas Occupation Code: Notice and Hearing Sec. 301.454**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.454](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.454)

**Texas Occupation Code: Temporary License Suspension or Restriction Sec. 301.455**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.455](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.455)

**Texas Occupation Code: Evidence Sec. 301.456**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.456](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.456)

**Texas Occupation Code: Complaint and Investigation Sec. 301.457**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.457](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.457)

**Texas Occupation Code: Initiation of Formal Charges; Discovery Sec. 301.458**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.458](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.458)

**Texas Occupation Code: Formal Hearing Sec. 301.459**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.459](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.459)

**Texas Occupation Code: Access to Information Sec. 301.460**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.460](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.460)

**Texas Occupation Code: Assessment of Costs Sec. 301.461**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.461](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.461)

**Texas Occupation Code: Voluntary Surrender of License Sec. 301.462**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.462](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.462)

**Texas Occupation Code: Agreed Disposition Sec.301.463**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.463](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.463)

**Texas Occupation Code: Informal Proceedings Sec. 301.464**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.464](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.464)

**Texas Occupation Code: Subpoena; Request for Information Sec. 301.465**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.465](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.465)

**Texas Occupation Code: Confidentiality Sec. 301.466**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.466](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.466)

**Texas Occupation Code: Reinstatement Sec. 301.467**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.467](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.467)

**Texas Occupation Code: Probation Sec. 301.468**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.468](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.468)

**Texas Occupation Code: Notice of Final Action Sec. 301.469**

[https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act\\_2013.asp.html#Sec.301.469](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.469)

## **Texas Board of Nursing Information Texas Administrative Code**

**Texas Administrative Code: Good Professional Character Rule 213.27**

[https://www.bon.texas.gov/rr\\_current/213-27.asp.html](https://www.bon.texas.gov/rr_current/213-27.asp.html)

**Texas Administrative Code: Licensure of Individuals with Criminal History Rule 213.28**

[https://www.bon.texas.gov/rr\\_current/213-28.asp.html](https://www.bon.texas.gov/rr_current/213-28.asp.html)

**Texas Administrative Code: Fitness to Practice Rule 213.29**

[https://www.bon.texas.gov/rr\\_current/213-30.asp.html](https://www.bon.texas.gov/rr_current/213-30.asp.html)

**Texas Administrative Code: Declaratory Order of Eligibility for Licensure Rule 213.30**

[https://www.bon.texas.gov/rr\\_current/213-30.asp.html](https://www.bon.texas.gov/rr_current/213-30.asp.html)