



Associate Degree Nursing Program

# ADN Nursing Student Handbook

Fall 2026

An Addendum to the Student Guide

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

Reviewed and Revised: 06/2026

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

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

**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.

\*\*\*\*\*

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.

## **Introduction to SPC Associate Degree Nursing Program**

Dear student and future colleague,

On behalf of the faculty and staff of the South Plains College Nursing Department, it is with excitement and joy that we welcome you to your nursing program.

Choosing to become a nurse is a big commitment that takes courage. This profession requires you to have passion and commitment to serve others, and we are honored to walk with you on this important journey. You are now part of an energetic and supportive community that believes in the power of care, compassion, integrity, and lifelong learning. Being a nurse becomes a part of who you are, it is a part of your identity.

The Nursing Department Student Handbook has been thoughtfully developed by our faculty to support you throughout your academic, simulation and clinical experiences. It provides essential information about our policies and procedures and serves as a helpful guide as you navigate the nursing program. We encourage you to also refer to the South Plains College Catalog for additional college-wide policies and resources. South Plains College has many resources available to help you be successful in your journey to becoming a nurse.

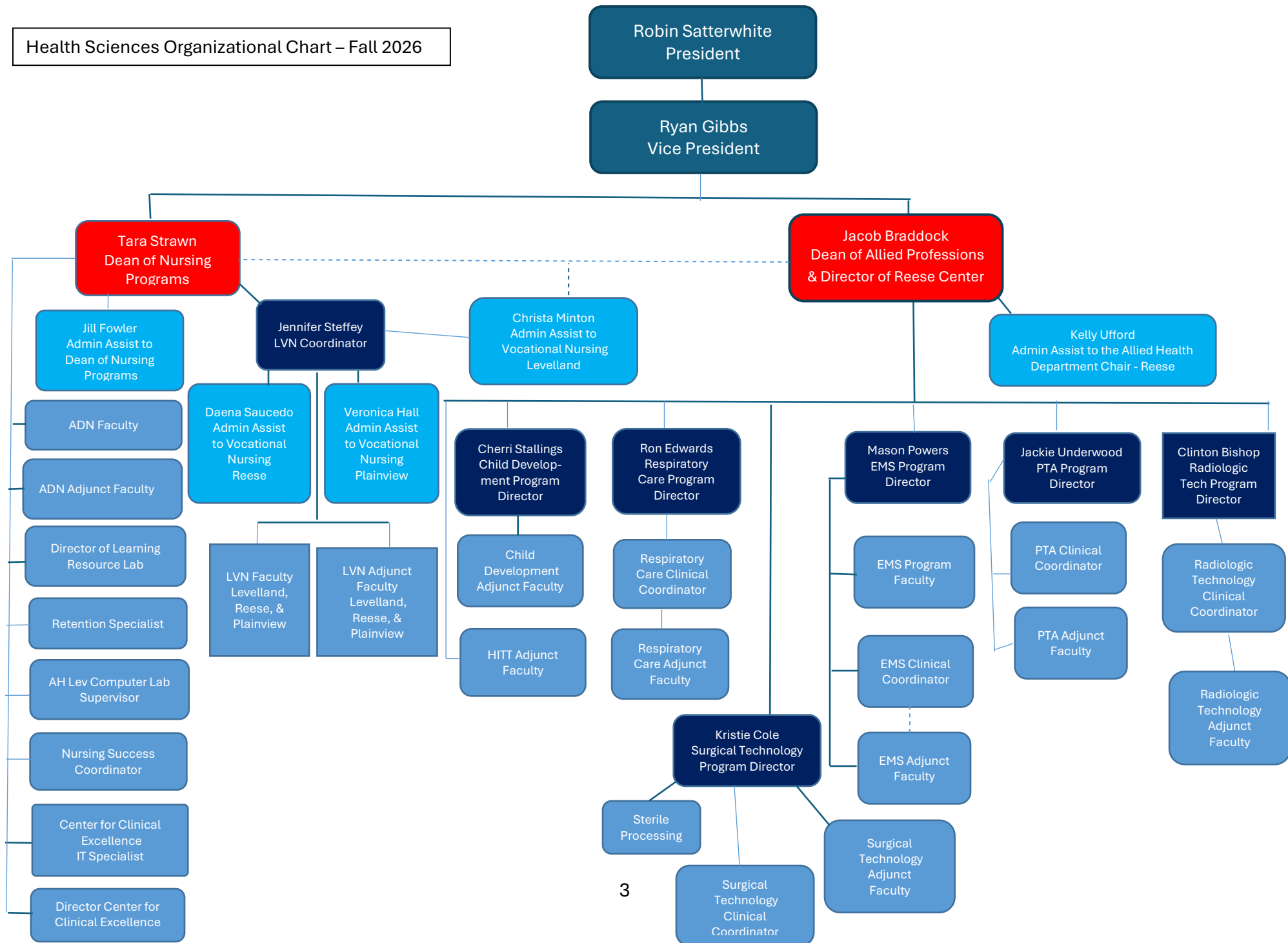
We believe that excellence in nursing education goes beyond textbooks and exams — it involves spreading your wings in learning better communication skills and how to care for others. You will also learn how to be open and receptive by opening your heart, being willing to learn to nurture the heart, mind and soul of yourself and others you care for. You will grow not only in knowledge and skill, but also in empathy, critical thinking, clinical judgement, clinical reasoning as well as cultural awareness, and ethical decision-making. While you are here you may feel pushed to your limits as we will challenge you, inspire you, and prepare you for a career where your care will make a lasting difference in the lives of others.

We are grateful you have chosen South Plains College Nursing, and we wholeheartedly support you in the pursuit of your dreams. We want your experience here to be filled with lifelong friendships, meaningful learning, personal growth, and many moments of personal and professional satisfaction that makes you proud to be a nurse.

Welcome!

South Plains College Nursing Faculty and Staff

# Health Sciences Organizational Chart – Fall 2026



## **MISSION**

The South Plains College Nursing Programs' mission is to develop strong, compassionate nurses and nurse leaders in the community that are hardworking responsible, competent, and caring professionals. We strive to instill the desire for lifelong learning, and after graduation be ready for entry-level practice which provides quality, compassionate care within the respective ADN scope of practice to the diverse community we serve. We, the faculty are committed to implementation of the mission by:

- Facilitating learning and experiences to demonstrate excellence in nursing education by preparing graduates for licensure in a rapidly changing profession in a technological age.
- Providing a strong foundation and many different opportunities for career and education advancement by fostering the development of knowledge, skills, and positive caring attitudes that are needed in the nursing profession.
- Providing access to quality education for a culturally diverse student population and meeting the community needs.
- Having integrity in everything we do by demonstrating legal ethical principles.
- Establishing a learning environment that values personal and professional accountability and responsibility.
- Fostering student success through a variety of educational and financial resources.
- Faculty sharing their vast expertise that is necessary to assist the student in learning and achievement of quality and safety competencies.
- Integrating the use of evidence-based practice and quality improvement to achieve best practice standards.



## 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 worthy of dignity and respect no matter what their personal, spiritual, social, cultural, or political beliefs are. It is the philosophy of the faculty to train new nursing professionals to increase their awareness of global societies and different cultural practices and beliefs that may exist within their own local community. (Kaihlanen et al, 2019).

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 lifespan 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.

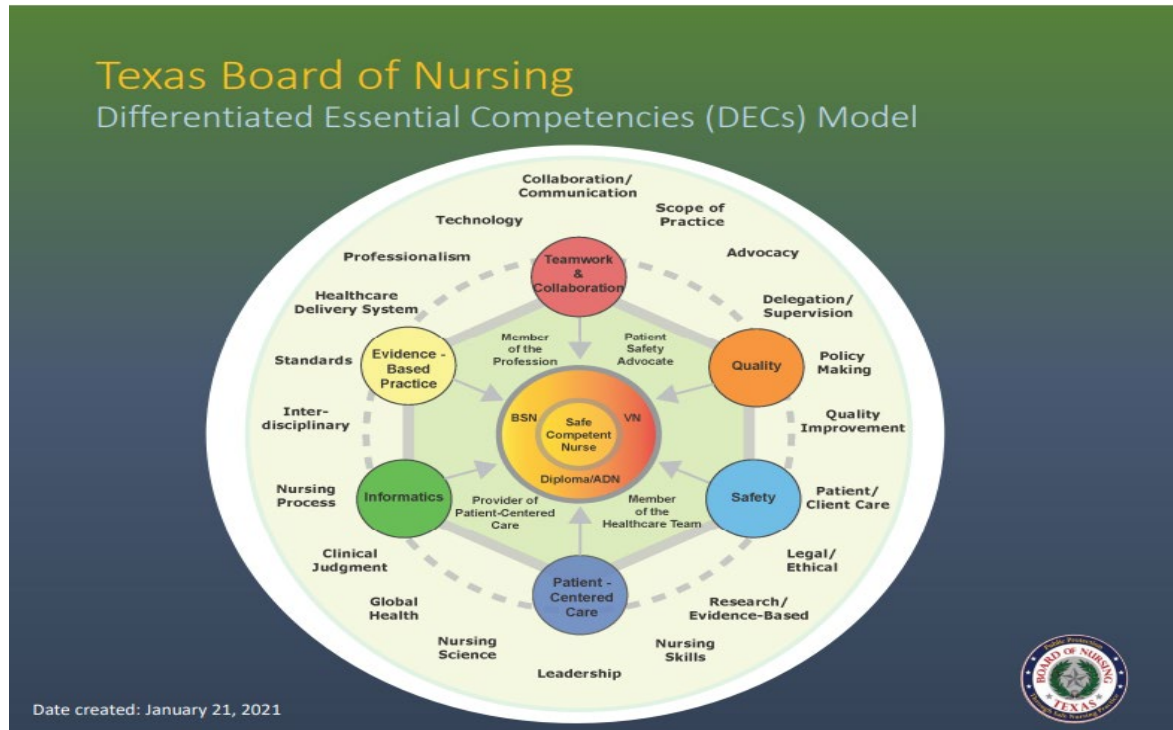
The faculty accepts the responsibility of planning, implementing, evaluating the teaching-learning process, and providing optimal learning experiences for safe clinical practice. We, the faculty, believe that the philosophy and objectives of the nursing program are open to change based on information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

Anu-Marja Kaihlanen, Laura Hietapakka and Tarja Heponiemi (2019) Increasing *cultural awareness: qualitative study of nurses' perceptions about cultural competence training*. BMC Nursing 18(38), pages 1-9, <https://bmcnurs.biomedcentral.com/articles/10.1186/s12912-019-0363-x>

## CONCEPTUAL FRAMEWORK

The conceptual framework for the South Plains College Nursing Program has been derived from the mission and the philosophy of the program. This framework is the basis for the organization and structure of the nursing program, thereby serving as a guide for the selection of nursing content and learning experiences.

The following is an illustration from the Texas Board of Nursing of the DECS of the conceptual framework:



Nurses engage in nursing care through four primary nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

## **Differentiated Essential Competencies (DECS) of Graduates of Texas Diploma and Associate Degree Nursing Education Programs**

Background of the DECs 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 – Differential 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 DECs committee have continued to be sound and useful in making revisions.

1. The DECs are client-focused, rather than institution-focused.
2. The DECs 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 DECs.
5. The DECs are not all-inclusive of all nursing competencies, but list competencies necessary for the nursing graduate to seek licensure and enter nursing practice.
6. Please see link for full 2021 Differentiated Essential Competencies of Graduates of Texas Nursing programs – [Differentiated Essential Competencies of Graduates of Texas Nursing Programs of Graduates of Texas Nursing Programs](#)

## **NLN Competencies will be demonstrated upon completion of the nursing program**

NLN competencies are used to help guide nursing faculty to design curricula that position graduates for practice in a dynamic health care arena. Transitioning to practice the nurse will demonstrate being an informed by a body of knowledge and ensures that all members of the public receive safe, quality care.

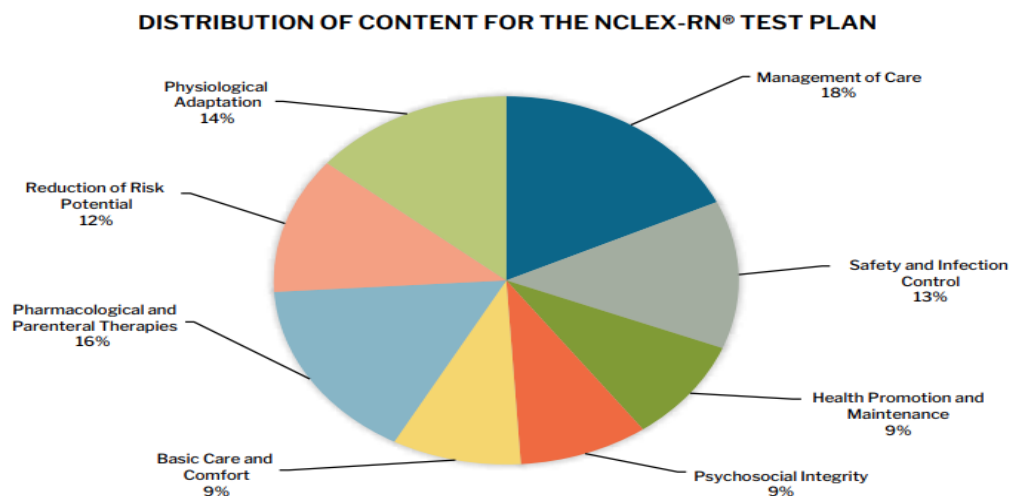
- *Human Flourishing*: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- *Nursing Judgment*: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
- *Professional Identity*: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
- *Spirit of Inquiry*: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families, and communities.

## **Quality and Safety Education for Nurses (QSEN)**

- *Patient Centered Care*: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- *Teamwork and Collaboration*: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
- *Evidence-Based Practice*: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- *Quality Improvement*: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- *Safety*: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- *Informatics*: Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

## National Council of State Board of Nursing (NCSBN) RN Test Plan 2026 to present

The development of the NCLEX-RN Test Plan, which guides the selection of content and behaviors to be tested. The NCLEX-RN Test Plan provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development as well as candidate preparation. The NCLEX® assesses the knowledge, skills, abilities and clinical judgment that are essential for the entry level nurse to use in order to meet the needs of clients requiring the promotion, maintenance or restoration of health. The following sections describe beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the test plan. The following is a diagram that demonstrates the distribution of content areas for the NCLEX-RN exam.



### Program Learning Outcomes

The program learning outcomes can be described by what students are expected to know, be able to do, and should have been able to successfully complete by the end of a course or program. They define the goals of the South Plains College Nursing curriculum and the expected competencies of graduates from the program. Each course has course student learning outcomes (CSLO's) and link to end of program student learning outcomes (EPSLO's).

#### 1. Collaboration and Professionalism –

Collaboration with patients and the healthcare team with clear communication and shared commitment to safe, quality care.

#### 2. Clinical Judgment/Clinical Competency –

Analyze complex clinical information to support safe, evidence-based nursing judgment for diverse patients with predictable and unpredictable health needs.

#### 3. Evidence Based Practice –

Integrate evidence-based practices to support positive outcomes for safety and high-quality client care

#### 4. Legal Ethical Principles and Documentation –

Apply legal and ethical principles within the RN scope of practice to promote client safety and quality of care.

#### 5. Culture –

Create an environment of respect to a culturally diverse client population across the lifespan.

#### 6. Information technology –

Utilize information technology to support safe, effective and client centered nursing care.

Upon completion of the ADN Program, the graduate is prepared to:

#### **PATIENT SAFETY ADVOCATE**

- Adhere to the safety requirements and practice setting standards and comply with mandatory reporting requirements as set forth by the Texas Nursing Practice Act, Texas Board of Nursing Rules and other governing and accrediting agencies.
- Implement and evaluate measures to promote quality and a safe environment for all individuals and seek guidance when performing tasks appropriately or necessary.

#### **PROVIDER OF PATIENT-CENTERED CARE**

- Integrate clinical reasoning skills and the nursing process, guided by evidence-based practice, as a framework for providing care for multiple individuals, and their families, with complex health care needs involving multiple body systems in intermediate and critical care settings, in collaboration with members of the health care team.
- Develop, implement and evaluate teaching plans for individuals and their families to address disease prevention, health promotion, maintenance and restoration.
- Access and manage electronic information and material resources in providing care for individuals and their families.

#### **MEMBER OF THE HEALTH CARE TEAM**

- \* Utilize nursing resources to identify and refer individuals with complex health care needs to resources that facilitate continuity of care, health promotion, maintenance and restoration.
- \* Communicate and collaborate with individuals, their families and members of the health care team to plan, deliver and evaluate safe and effective patient-centered care in a timely manner.
- \* Delegate to other members of the health care team to promote safe, effective and timely care for individuals with complex health care needs involving multiple body systems and their families.

#### **MEMBER OF THE PROFESSION**

- Function within the nurse's legal scope of practice, and assumes accountability and responsibility for the quality of nursing care provided to adult individuals with complex health care needs involving multiple body systems and their families.

## Clinical Program Learning Outcomes

The Associate Degree program developed clinical program outcomes to effectively look at the student's 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 based on the following areas and are measured with a clinical evaluation tool reviewing the following clinical performance areas in clinical weekly:

Expected weekly clinical evaluation outcomes:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                          |                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------|
| <b>Students are expected to meet the competencies and learning outcomes. Competency and Learning Outcome is defined as the following: Competencies are commonly defined as the applied skills and knowledge that enable nursing students to successfully perform in professional, educational, and other life contexts. Outcome: A very specific statement that describes exactly what a student will be able to do in some measurable way.</b> |                        |                          |                                                                  |
| <b>Clinical performance evaluation is to place a student at a level of achievement. A minimum passing grade of 77 is required.</b>                                                                                                                                                                                                                                                                                                              |                        |                          |                                                                  |
| <b>Semester 1 and Semester 2 Clinical Grading Outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                      |                        |                          |                                                                  |
| <b>Exceed Expectations (100)</b>                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Proficient (90)</b> | <b>Satisfactory (85)</b> | <b>Needs Improvement (77)</b>                                    |
| <b>Semester 3 and Semester 4 Clinical Grading Outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                      |                        |                          |                                                                  |
| <b>Exceed Expectations (100)</b>                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Proficient (85)</b> | <b>Competent (77)</b>    | <b>Unsatisfactory (whatever point value = value on the tool)</b> |



## **End of Program Student Learning Outcomes (EPSLO's)**

### **Expected Levels of Achievement (ELAs)**

The following are South Plains College Nursing measurable benchmarks or targets that have been established to indicate how well the program expects the students to achieve the learning outcomes. ELAs are specific, measurable indexes reflecting desired outcomes and are used to evaluate program effectiveness. End of Program Learning Outcomes (EPSLO) were implemented based on NLN, QSEN, Texas DECS, and the NCSBN 2026 Test Plan.

#### **Target to achieve:**

- EPSLO #1 Collaboration and Professionalism – Collaboration with patients and the healthcare team with clear communication, mutual respect, and shared commitment to safe, quality care.
- EPSLO #2 Clinical Judgment/Clinical Competency – Analyze complex clinical information to support safe, evidence-based nursing judgment for diverse patients with predictable and unpredictable health needs.
- EPSLO #3 Evidenced Based Practice – Integrate evidence-based practice related to safe and high-quality client care.
- EPSLO #4 Legal Ethical Principles and Documentation – Apply legal and ethical principles within the RN scope of practice to promote client safety and quality care.
- EPSLO #5 Culture – Demonstrate respect to a culturally diverse client-centered nursing care across the lifespan.
- EPSLO #6 Information Technology – Utilize information technology to support safe, effective, and client-centered nursing care.

#### **Measurable Index:**

- 90% of students will receive a grade of 77% or higher in the RNSG 2462 class to demonstrate clinical Safety and competency through evaluation of weekly clinical evaluations, midterm and final evaluation tools.
- 85% or above of the students in RNSG 2130 will demonstrate a potential to pass the NCLEX at a 93% or higher on the ATI final comprehensive predictor.
- 80% of students will receive a satisfactory or higher on the final part of the NGN Progressive Patient for the RNSG 2462 clinical assignment.

### **Evaluation of Program Outcomes**

- 75% or more of students in semester two/transition course, semester three and semester four will score a level two or higher on each final benchmark course exam to demonstrate an appropriate level of knowledge to progress to next semester or graduation.
- 65% or greater of admitted students will complete the program within 4 semesters, for the traditional ADN student track and 3 semesters for the LVN to RN transition track.
- 80% or greater of graduates will pass the NCLEX-RN on the first attempt.
- 80% or greater of graduates will be gainfully employed within 6 months of graduation.

# Nursing Department Leadership

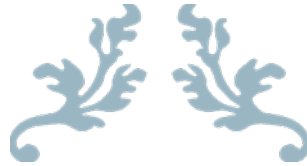
Dean of Nursing Programs / Associate Degree Nursing Director - Tara Strawn, DNP, MSN-Ed, RN

## Semester Leadership

| Leadership - 1st Semester                                                   | Second Semester                                                         | Third Semester                                                          | Fourth Semester                                                         |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Holly Scrivner, DNP, MSN, RN, MNN-BC<br>(Lead Instructor- Foundations Team) | Sarah Gill, MSN, RN<br>(Lead Instructor – Med/Surg Team)                | Jessica Miller, MSN, RN<br>(Lead Instructor – Med/Surg Team)            | Tamera Todd, APRN-FNP, RN<br>(Lead Instructor – Med/Surg Team)          |
| Brenda Jordan, MSN, RN                                                      | Kaitlyn Williams, MSN, RN<br>(Lead Instructor Special Populations Team) | Alicia Arnold, MSN, RN                                                  | Kaitlyn Williams, MSN, RN<br>(Lead Instructor Special Populations Team) |
| Janet Ross, MSN, RN                                                         |                                                                         | Kaitlyn Williams, MSN, RN<br>(Lead Instructor Special Populations Team) |                                                                         |
| Janet Hargrove, MSN, RN                                                     | Shelly Schafer, MSN, RN                                                 |                                                                         | Dianna Rockymore, MSN, RN                                               |
|                                                                             |                                                                         |                                                                         | Kassidy Anderson, BSN, RN                                               |

## Program Support and Operations

| Simulation Lab / Skills Lab                                    | Bridge Transition                                               | Clinical Coordinator       | Student Success Coordinators / Specialists      | Administrative Staff          |
|----------------------------------------------------------------|-----------------------------------------------------------------|----------------------------|-------------------------------------------------|-------------------------------|
| Amanda Ellison, MSN, RN<br>(Lead Instructor – Simulation Team) | Jessica Williams, MSN, RN<br>(Lead Instructor -Transition Team) | Skyelar Eisenberg, MSN, RN | Dorothy Weaver, MS<br>Jessica Williams, MSN, RN | Jill Fowler<br>Christa Minton |
| Jennifer Kubacak, MSN, RN                                      |                                                                 |                            |                                                 |                               |
| Emily Pool, MSN, RN                                            |                                                                 |                            |                                                 |                               |
| Don Sarchet, BS                                                |                                                                 |                            |                                                 |                               |
| Jeremiah Bishop, BS                                            |                                                                 |                            |                                                 |                               |

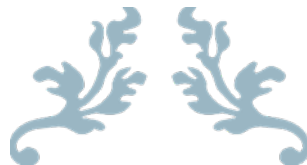


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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## DEGREE PATHWAYS



**Current as of July 1, 2026**

**SOUTH PLAINS COLLEGE**  
**ASSOCIATE DEGREE NURSING PROGRAMS**

**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.

\*\* A&P 2 (Biol 2402) can be enrolled in during the application cycle.

**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**

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>             |

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 LVN/PARAMEDIC to RN  
BRIDGING TRANSITION 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              |
| PSYC 2314*    | Lifespan Human Growth & Development .....3 |
| Humanities    | Humanities .....3                          |

\*These courses must be successfully completed before applying for the nursing program.  
\*\* A&P 2 (Biol 2402) can be enrolled in during application cycle

**Bridging Transition Information (LVN or PARAMEDIC to RN)**

| <u>Fall Transition First Semester</u> |                                           |
|---------------------------------------|-------------------------------------------|
| <u>Course</u>                         | <u>Semester Hours</u>                     |
| RNSG 1327                             | Transition to Professional Nursing..... 3 |
| RNSG 2213                             | Mental Health..... 2                      |
| RNSG 1205                             | Nursing Skills 1..... 2                   |
| RNSG 1244                             | Nursing Skills 2..... 2                   |
| RNSG 1301                             | Pharmacology ..... 3                      |
| RNSG 2260                             | Clinical Nursing I – RN Training ..... 2  |
| <b>TOTAL</b>                          | <b>14</b>                                 |

| <u>Spring Transition Second Semester</u> |                                                               |
|------------------------------------------|---------------------------------------------------------------|
| <u>Course</u>                            | <u>Semester Hours</u>                                         |
| RNSG 1343                                | Complex Concepts of Adult Health .....4                       |
| RNSG 2221                                | Professional Nurse Leadership and Management.....2            |
| RNSG 2201                                | Care of Children and Families .....2                          |
| RNSG 1251                                | Care of Childbearing Family.....2                             |
| RNSG 2261                                | Clinical Nursing III – RN Training.....1                      |
| RNSG 1210                                | Community Nursing OR RNSG 1211 Nursing Pathophysiology .....2 |
| <b>TOTAL</b>                             | <b>13</b>                                                     |

| <u>Summer Transition Third Semester</u> |                                                           |
|-----------------------------------------|-----------------------------------------------------------|
| <u>Course</u>                           | <u>Semester Hours</u>                                     |
| RNSG 1246                               | Legal and Ethical Issues for Nursing .....2               |
| RNSG 2130                               | Professional Nursing Review & Licensure Preparation.....1 |
| RNSG 2432                               | Enhanced Concepts of Adult Health.....4                   |
| RNSG 2162                               | Clinical Nursing IV – RN Training.....1                   |
| <b>TOTAL</b>                            | <b>8</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 the transition program articulated academic credit will be given for RNSG 1413 and RNSG 1441. The total program hours are 60.



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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ADMISSION, READMISSION, AND  
GRADUATION REQUIREMENTS



## Admissions and Progression Criteria

### Associate Degree Nursing Program

South Plains College accepts all students regardless of race, creed, color, non-disqualifying disability, or national origin. College admissions requirements are found in the current General Catalog. All students applying for the ADN Program must be TSI compliant, pass the TEAS exam with qualifying scores and meet the required GPA and prerequisite GPA requirements. All students must also be able to meet the core competency requirements for student and patient safety. Additional Associate Degree Nursing Program requirements are outlined below.

| TRADITIONAL ADN ADMISSION REQUIREMENTS |                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                               | Requirement / Details                                                                                                                                                                                                                                                                                                                                                                             |
| College admission                      | Must be accepted to South Plains College.                                                                                                                                                                                                                                                                                                                                                         |
| Program application                    | Once accepted into South Plains College and required prerequisites are completed for the Associate Degree Nursing Program, apply to the Associate Degree Nursing Program.                                                                                                                                                                                                                         |
| Official transcripts                   | Official high school and college transcripts must be on file with the South Plains College Admissions Department. If they are not on file, applicants must provide official high school and college transcripts with the application. If courses were completed at South Plains College, the official SPC transcript can be retrieved from the South Plains College main campus.                  |
| Entrance Exam                          | Official TEAS scores must be provided to the SPC Nursing Office. TEAS is separate from TSI and is the nursing entrance exam. Required scores: 58.7 for Reading, Math, and English; 50.0 on the Science portion. Must be TSI (Texas Success Initiative) compliant in all areas.                                                                                                                    |
| GPA and science requirements           | Minimum overall GPA: 2.5. Minimum prerequisite GPA: 2.6. Science courses may not be older than 5 years. Only one "C" is allowed in science courses; one "C" may lower the prerequisite GPA below 2.6. The admission committee reviews individual applications for potential acceptance.                                                                                                           |
| Prerequisites                          | All prerequisites must be completed or are currently enrolled to apply to the program. All prerequisites must be completed before beginning the program.                                                                                                                                                                                                                                          |
| Points system                          | Admission is based on a points system that includes GPA, prerequisite GPA, TEAS scores, certifications or degrees awarded, and experience working in the health care industry.                                                                                                                                                                                                                    |
| Letter of Good Standing                | Applicants who are unsuccessful in other nursing or health care programs must submit a letter of good standing. The previous program must email the letter to Jill Fowler at <a href="mailto:jfowler53@southplainscollege.edu">jfowler53@southplainscollege.edu</a> or to the Dean of Nursing Tara Strawn at <a href="mailto:tstrawn@southplainscollege.edu">tstrawn@southplainscollege.edu</a> . |
| Texas Board of Nursing clearance       | Soon after the nursing application is submitted, the applicant's name and personal information will be submitted to the Texas Board of Nursing (TXBON) on a roster. Applicants will receive an email with background procedure information and clearance forms for NCLEX eligibility. TXBON clearance is required for acceptance and participation in the program.                                |
| Notification of acceptance             | Students are notified by email after the admission committee meets and accepts students into the incoming class. Students must apply each time they wish to be considered for admission.                                                                                                                                                                                                          |



| TRADITIONAL ADN ADDITIONAL CRITERIA |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                            | Requirement / Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Health physical examination</b>  | Students must complete an overall health physical examination prior to entering the program. ADNP forms must be completed and returned to maintain acceptance status. Students must have the physical, mental, and emotional health necessary to meet required competencies.                                                                                                                                                                                                                                     |
| <b>Immunizations</b>                | Written proof of required immunizations is required before clinical placement. Required items include MMR, Tdap, Hepatitis B, Varicella, and annual Mantoux/TB testing. COVID and flu vaccine requirements must be met or a declination form completed; students must follow health care facility masking policy. Students vaccinated for TB or with a positive TB test must obtain a chest X-ray. Cost of immunizations, chest x-ray, and any additional medical requirements will be at the student's expense. |
| <b>CPR certification</b>            | CPR certification is required from the American Heart Association Health Care Provider with skills check off for admission and maintained throughout the Associate Degree Nursing Program. CPR certification is at the student's expense.                                                                                                                                                                                                                                                                        |
| <b>Non-nursing courses</b>          | Non-nursing courses may be taken before enrollment in the nursing program, but not later than sequentially required.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Extra non-nursing courses</b>    | All additional non-nursing courses taken while in the program must be evaluated and approved by the Director of the Associate Degree Nursing Program.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Science course age limit</b>     | Credit will not be given for academic science courses more than 5 years old.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Drug testing</b>                 | All conditionally accepted students must undergo drug testing. Failure to submit to drug testing or falsifying the test will result in conditional acceptance being revoked. A positive drug screen or refusal to test will result in forfeiture of the program position.                                                                                                                                                                                                                                        |
| <b>CBD/hemp product notice</b>      | Many products may affect drug testing, including hemp/CBD gummies, oils, vape products, bath products, and lotions. Hemp is defined as cannabis containing no more than 0.3% THC. CBD products made from hemp may contain small amounts of THC even when not listed on the label, and regular use may lead to a positive THC test.                                                                                                                                                                               |

| TRADITIONAL ADN PROGRESSION CRITERIA |                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Progression Area                     | Requirement / Details                                                                                                                            |
| <b>Support/non-nursing courses</b>   | The ADNP student must earn a minimum course grade of "C" in each support/non-nursing course.                                                     |
| <b>Nursing courses</b>               | A minimum grade of 77 is required in each required nursing course. The nursing program does not round grades; for example, 76.99 is not passing. |
| <b>NCLEX preparation course</b>      | A minimum grade of 83 is required in the NCLEX preparation course to continue and graduate from the Associate Degree Nursing Program.            |

| ADVANCED PLACEMENT: LVN/PARAMEDIC TO RN BRIDGE TRANSITION ADMISSION REQUIREMENTS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                                                                         | Requirement / Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| College admission                                                                | Must be accepted to South Plains College.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Program application                                                              | Once accepted into South Plains College and required prerequisites are completed for the Associate Degree Nursing Program, apply to the Associate Degree Nursing Program.                                                                                                                                                                                                                                                                                                                                        |
| Official transcripts                                                             | Official high school and college transcripts must be on file with the South Plains College Admissions Department. If they are not on file, applicants must provide official high school and college transcripts with the application. If courses were completed at South Plains College, the official SPC transcript can be retrieved from the South Plains College main campus.                                                                                                                                 |
| Entrance exams                                                                   | Official TEAS scores must be provided to the SPC Nursing Office. TEAS is separate from TSI and is the nursing entrance exam. Required score stated: 58.7 for Reading, Math, English, and Science portion. A critical thinking exam is required. If a 50% or higher is obtained, additional points will be given to the application process. Must be TSI (Texas Success Initiative) compliant in all areas.                                                                                                       |
| Prerequisites                                                                    | All prerequisites must be completed or are currently enrolled to apply to the program. All prerequisites must be completed before beginning the program.                                                                                                                                                                                                                                                                                                                                                         |
| GPA and science requirements                                                     | Minimum overall GPA: 2.7. Minimum prerequisite GPA: 2.7. Science courses may not be older than 5 years. Only one "C" is allowed in science courses; one "C" may lower the prerequisite GPA below 2.7. The admission committee reviews individual applications for potential acceptance.                                                                                                                                                                                                                          |
| Points system                                                                    | Admission is based on a points system including GPA, prerequisite GPA, TEAS scores, certifications or degrees awarded, and experience working in the health care industry.                                                                                                                                                                                                                                                                                                                                       |
| Experience requirement                                                           | Must have a minimum of 1 year of experience working as an LVN or Paramedic.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Letter of Good Standing                                                          | Applicants who are unsuccessful in other nursing or health care programs must submit a letter of good standing. The previous program must email the letter to Jill Fowler at <a href="mailto:jfowler53@southplainscollege.edu">jfowler53@southplainscollege.edu</a> or to the Dean of Nursing Tara Strawn at <a href="mailto:tstrawn@southplainscollege.edu">tstrawn@southplainscollege.edu</a> .                                                                                                                |
| Texas Board of Nursing clearance                                                 | Soon after the nursing application is submitted, the applicant's name and personal information will be submitted to the Texas Board of Nursing (TXBON) on a roster. Applicants will receive an email with background procedure information and clearance forms for NCLEX eligibility. TXBON clearance is required for acceptance and participation in the program.                                                                                                                                               |
| Notification of acceptance                                                       | Students are notified by email after the admission committee meets and accepts students into the incoming class. Students must apply each time they wish to be considered for admission.                                                                                                                                                                                                                                                                                                                         |
| Health physical examination                                                      | Students must complete an overall health physical examination prior to entering the program. ADNP forms must be completed and returned to maintain acceptance status. Students must have the physical, mental, and emotional health necessary to meet required competencies.                                                                                                                                                                                                                                     |
| Immunizations                                                                    | Written proof of required immunizations is required before clinical placement. Required items include MMR, Tdap, Hepatitis B, Varicella, and annual Mantoux/TB testing. COVID and flu vaccine requirements must be met or a declination form completed; students must follow health care facility masking policy. Students vaccinated for TB or with a positive TB test must obtain a chest X-ray. Cost of immunizations, chest x-ray, and any additional medical requirements will be at the student's expense. |
| CPR certification                                                                | CPR certification is required from the American Heart Association Health Care Provider with skills check off for admission and maintained throughout the Associate Degree Nursing Program. CPR certification is at the student's expense.                                                                                                                                                                                                                                                                        |

|                                  |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Non-nursing courses</b>       | Non-nursing courses may be taken before enrollment in the nursing program, but not later than sequentially required.                                                                                                                                                                                                               |
| <b>Extra non-nursing courses</b> | All additional non-nursing courses taken while in the program must be evaluated and approved by the Dean/Director of the Associate Degree Nursing Program.                                                                                                                                                                         |
| <b>Science course age limit</b>  | Credit will not be given for academic science courses more than 5 years old.                                                                                                                                                                                                                                                       |
| <b>Drug testing</b>              | All conditionally accepted students must undergo drug testing. Failure to submit to drug testing or falsifying the test will result in conditional acceptance being revoked. A positive drug screen or refusal to test will result in forfeiture of the program position.                                                          |
| <b>CBD/hemp product notice</b>   | Many products may affect drug testing, including hemp/CBD gummies, oils, vape products, bath products, and lotions. Hemp is defined as cannabis containing no more than 0.3% THC. CBD products made from hemp may contain small amounts of THC even when not listed on the label, and regular use may lead to a positive THC test. |

| <b>INFORMATION SPECIFIC TO LVN/PARAMEDIC TO RN BRIDGE TRANSITION STUDENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category</b>                                                               | <b>Requirement / Details</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Applicant education</b>                                                    | The licensed vocational/practical nurse applicant requesting advanced placement must be a graduate of an accredited/approved Texas Vocational Nursing Program or an out-of-state accredited program.                                                                                                                                                                                                              |
| <b>Current experience</b>                                                     | Applicants must have a minimum of one year of current nursing practice work experience or one year of current paramedic work experience.                                                                                                                                                                                                                                                                          |
| <b>Current license</b>                                                        | Must hold a current Texas LVN license or current Texas paramedic license.                                                                                                                                                                                                                                                                                                                                         |
| <b>Letter of Good Standing</b>                                                | Students requesting advanced placement/transfer from other professional nursing programs must submit a letter of good standing. The previous program must email the letter to Jill Fowler at <a href="mailto:jfowler53@southplainscollege.edu">jfowler53@southplainscollege.edu</a> or to the Dean of Nursing Tara Strawn at <a href="mailto:tstrawn@southplainscollege.edu">tstrawn@southplainscollege.edu</a> . |
| <b>Readmission eligibility</b>                                                | All students requesting to transfer into the ADN from another nursing program must be eligible for readmission to the former nursing program or previous health care program.                                                                                                                                                                                                                                     |

| <b>LVN/PARAMEDIC TO RN BRIDGE TRANSITION PROGRESSION AND AWARDING OF CREDIT</b> |                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Progression Area</b>                                                         | <b>Requirement / Details</b>                                                                                                                                                                                                                                   |
| <b>Transition semester enrollment</b>                                           | All LVNs requesting advanced placement who are not currently enrolled in a professional nursing program must enroll in the transition semester of the advanced placement program. These courses are leveling courses for advancement to other nursing courses. |
| <b>Transition RNSG course progression</b>                                       | Students must pass all transition RNSG courses for levels 1, 2, and 3 with a grade of 77 to progress to an advanced level and graduate.                                                                                                                        |
| <b>RNSG 2130 requirement</b>                                                    | RNSG 2130 must be passed with an 83 or higher to meet course objectives and graduate.                                                                                                                                                                          |
| <b>Readmission option</b>                                                       | Students with a grade below 77 in RNSG transition courses may request one readmission to the program.                                                                                                                                                          |
| <b>RNSG 2130 retake</b>                                                         | Students whose grade falls below 83 in RNSG 2130 must retake the course. The readmit policy applies to this course.                                                                                                                                            |
| <b>Awarding of credit</b>                                                       | Advanced credits for LVN/Paramedic to RN students: 8 credit hours will be awarded for RNSG 1413 and RNSG 1441 at the completion of the ADN program.                                                                                                            |
| <b>Advanced placement credit</b>                                                | Eight credit hours for advanced placement will be granted to qualifying students according to prior nursing education, nursing experience, and/or completion of the Associate Degree Nursing Program.                                                          |
| <b>Course credit determination</b>                                              | Credit for specific nursing courses will be granted individually and in accordance with the nursing curriculum, examinations, and evaluation.                                                                                                                  |

## ADN Program Readmission and Returning Student Policy

### Course Unsuccessful or Withdrawal Policy

If a student is unsuccessful in one course, or withdraws from the program, the student must return within one academic year. Upon returning, the student must be successful in all remaining coursework throughout the program. If the student does not return within that time frame, they must reapply to the program as a new student and repeat all nursing coursework.

| Policy Section                 | Requirement / Outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Returning Student Requirements | Students that are returning must submit a letter to request readmission to the program. Depending on success plan outlined by the ADN admission committee, the student may need to sign a contract agreeing to readmission and complete an Academic Success Plan in order to remain in the ADN Program.                                                                                                                                                                                                                                                                                                                         |
| Readmission to the ADN Program | If a student is unsuccessful in two or more courses, or withdraws from any course as a returning student, then they will be dismissed from the program. The student must wait four years to reapply. At that time, they will be required to apply as a new student and repeat any previous nursing courses. All policies specified by South Plains College and the Nursing Program for readmitting students will apply (see the College Catalog). If coming back from another nursing school, a letter of Good Standing will have to be sent to the Dean of Nursing Programs.                                                   |
| Permanent Ineligibility        | Students who were dismissed from the nursing program for unsafe practice or unprofessional conduct are not eligible for admittance to either South Plains College ADN or VN programs. This can include unsafe clinical performance, behavioral/conduct problems, dishonest or unethical behavior in or out of the classroom/clinical setting, failing or refusing drug testing or being in violation of Texas Board of Nursing Rules and regulations related to Texas BON rule 213.27, 213.29 related to professional character and fitness to practice, exhibits incivility or does not follow the ANA nursing code of ethics. |

| CRITERIA FOR GRADUATION ASSOCIATE IN APPLIED SCIENCE |                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                                 | Graduation Criteria Summary                                                                                                                                                                                                                                                                        |
| Eligibility Statement                                | 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.                                                                                                                |
| SPC Catalog Requirement                              | Criteria                                                                                                                                                                                                                                                                                           |
| General graduation requirement                       | Completion of entrance requirements.                                                                                                                                                                                                                                                               |
| Degree hours                                         | Satisfactory completion of the course of study for the declared major. Candidates for the Associate of Applied Science degree must complete 60 semester hours as stated on degree pathway.                                                                                                         |
| Minimum GPA                                          | A minimum cumulative grade point average of 2.00 ("C") in all courses in prerequisite courses. Minimum of a 77 in all courses except RNSG 2130 must have an 83 to pass the course.                                                                                                                 |
| Residence requirement                                | Completion of at least 15 semester hours of work in residence at South Plains College. The semester in which the student graduates must be in residence at SPC.                                                                                                                                    |
| Financial standing                                   | Be in good financial standing with the college.                                                                                                                                                                                                                                                    |
| TSI completion                                       | Associate of Applied Science Degree candidates must pass all parts of TSI.                                                                                                                                                                                                                         |
| Graduation application deadlines                     | Complete formal application for graduation, your nursing pin, payment to the Texas BON and Pearson Vue for NCLEX testing by stated dates given to you by the front office                                                                                                                          |
| Support / Non-Nursing Courses                        | The ADN student must receive a minimum grade of "C" in each support or non-nursing course. For admission BIOL 2401 and BIOL 2402 may only have one "C" to be considered for admission to the ADN program.                                                                                          |
| Nursing Courses                                      | The ADN student must earn a 77.0 or above in each nursing course to be eligible for program progression and to meet nursing program graduation requirements. All courses are concurrent and even if one class is failed you must retake the whole semester, so all courses are taken concurrently. |
| RNSG 2130                                            | The ADN student must earn an 83.0 or higher in RNSG 2130.                                                                                                                                                                                                                                          |
| Grade Rounding Policy                                | Nursing grades are not rounded.                                                                                                                                                                                                                                                                    |

## DRUG TESTING POLICY

### Requirement / Policy Detail

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 will be paid by the student to the nursing department. Results will be submitted directly to the Department of Nursing by the lab. Failure to submit to drug testing will result in forfeiture of admission. Any conditionally admitted student whose drug screen is positive will forfeit admission into the program.

If a student is arrested for any drug/alcohol offense while in the nursing program, the student will be immediately withdrawn from the program and must go through the Declaratory Order process before continuing. Once cleared for licensure by the Texas Board of Nursing, the student may request readmission. The request will go before the Admissions/Academic Standards Committee for 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 testing. This may be done by urinalysis or hair sample. If a sample is inconclusive or a student is sent for cause, there may be an additional drug screening fee that is the student's responsibility to pay directly to the business office at South Plains College Levelland.

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, this will be considered a positive screen and treated in the same manner as an actual positive screen. A drug screen showing the presence of an adulterant will be considered a positive screen. Any of these circumstances will result in immediate dismissal from the program.

Missing a scheduled drug screening time, or allowing the testing time to expire, may result in dismissal from the program. The time due is provided on every order and the student must allow an hour prior to expiration or may miss the screening time.

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

Students will be randomly selected during each semester and may be selected more than once in a semester. A negative screen is required to remain in the program. If sent for cause, the student may have an observed urinalysis, hair follicle test (which can show drug usage from the past 3 to 6 months), or both. If sent for extra testing and for cause, it is at the student's expense and must be paid to the business office.

Please note that there are many products on the market that can impact testing, including hemp/CBD products such as gummies, oils, vape, bath products, lotions, etc. Hemp is defined as any part of a cannabis plant that contains no more than 0.3% THC. CBD products made from hemp could have small amounts of THC even if the label does not say so. People using CBD regularly could build up high enough THC levels in their body to test positive.

If a student tests positive at any point and the lab determines the positive result is not related to the current medication list, the student may be immediately dismissed from the program and will not be allowed readmission.

## International Student English Proficiency Requirements for all Students

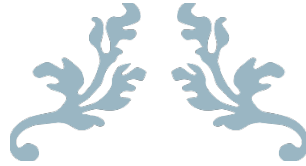
Students who are:

- Coming from an English-speaking country scores may be waived
- Non-US resident students are required to demonstrate English Proficiency by taking one of the following English language exams.

Evidence of proficiency on the English language is required and can be satisfied by submitting results from the:

- Test of English as a Foreign language (**TOEFL**)
- International English Language Testing Service (**IELTS**)
- Duolingo English Test (**DET**)
- Manchester Exam (**MEXAM**)
- or by completing the highest level in an English as a Second Language (**ESL**) program

Minimum score for the TOEFL is **550** (paper exam), **213** (computer exam), or **79** (internet-based exam), for **DET** the minimum score is **100**, for **MEXAM** the minimum score is **400**, and for **IELTS**, the minimum score is 6.5 for the academic version, general training results are not acceptable. The **TOEFL**, **DET**, **MEXAM**, and **IELTS** scores are only valid for 2 years.



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## GRADING AND ATTENDANCE POLICY AND PROCEDURES





## GRADING SYSTEM POLICY

| GRADING SYSTEM          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Area             | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Grade assignment</b> | A grade is assigned for all courses in which a student is regularly enrolled during any semester. The nursing program does not have grades that follow the usual grading scale. See each syllabus for grading criteria. Passing in nursing school is a "77" or higher except for RNSG 2130 which is an "83" or higher                                                                                                                                                                                                                                                                                                                                             |
| <b>Grade changes</b>    | A grade, once earned and entered upon a student's record, cannot be removed and may not be changed without approval of the instructor and the appropriate Divisional Dean/Director.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Repeated course</b>  | If a student repeats a course, it is with the understanding that the last grade earned is the one counted toward fulfillment of degree requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Incomplete Grade</b> | 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. The student must be passing and in good standing. An "I" 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". A student cannot be given an "X" in lieu of an "F". |

| ADN Program Grading Scale<br>Associate Degree Nursing Program |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Numerical Value                                               | Letter Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Grade Points |
| 90-100                                                        | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4.0          |
| 80-89.99                                                      | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3.0          |
| 77-79.99                                                      | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2.0          |
| 60.0 - 76.99 and below                                        | D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1.0          |
| 0 -59.99                                                      | F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0            |
| <b>No Rounding of Grades</b>                                  | There is no rounding of grades in the ADN Program. In all courses, both nursing and non-nursing that count toward graduation, the minimum passing grade is a "C" = 77.0 or above or 2.0 on the 4.0 scale. Further grading criteria can be found in each course outline.                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <b>Incomplete Grade</b>                                       | <p>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. The student must be passing all coursework and in good standing.</p> <p>An "I" 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". A student cannot be given an "X" in lieu of an "F".</p> |              |

### Critical Skill Performance Mastery, ADN Program

All students are required to demonstrate skill mastery according to established departmental criteria in each level as outlined in the syllabus. If a student has not demonstrated mastery of a skill, the student may not perform that skill in the hospital setting. When a student reenters the program, the student will perform skill mastery with each entry during scheduled skills performance check-offs. Mastery Skills Check-Offs are scheduled according to departmental guidelines at the beginning of each Fall and Spring semester or upon re-entry.

### Skill Demonstration Progression

| Attempt / Result                         | Required Conference / Documentation                                                                                                                                                                                                                                                                                             | Required Next Step / Outcome                                                                                                                                                                                                                                              |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First unsuccessful demonstration</b>  | <ul style="list-style-type: none"><li>• Student meets with the instructor for a formal performance conference on a Letter of Success.</li><li>• Documentation of the deficiency is reviewed.</li><li>• Criteria for meeting performance mastery requirements are reviewed.</li><li>• A remediation plan is developed.</li></ul> | <ul style="list-style-type: none"><li>• Student repeats the skill demonstration at a specified time after remediation has been completed.</li></ul>                                                                                                                       |
| <b>Second unsuccessful demonstration</b> | <ul style="list-style-type: none"><li>• Student meets with the instructor for a formal probation report on the Letter of Success.</li><li>• Documentation of the deficiency is reviewed.</li><li>• Criteria for meeting performance mastery requirements are reviewed.</li><li>• A remediation plan is developed.</li></ul>     | <ul style="list-style-type: none"><li>• Student repeats the skill demonstration at a specified time after remediation has been completed.</li></ul>                                                                                                                       |
| <b>Third unsuccessful demonstration</b>  | <ul style="list-style-type: none"><li>• Student meets with the team lead and instructor to discuss educational options.</li></ul>                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• Student may voluntarily withdraw from the course or will be withdrawn by the instructor.</li><li>• If the occurrence is past the official college withdrawal date, the student will receive a performance grade of "D."</li></ul> |

Important: If a student misses a skills demonstration, regardless of previous attempts made, it is considered an unsuccessful demonstration, and grades are given according to the syllabus.

| Dosage Calculation Proficiency, ADN Program                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students must demonstrate continued proficiency in dosage calculations by passing a dosage calculations exam with a minimum score of 90% in each clinical course prior to medication administration. Students have three (3) opportunities to demonstrate proficiency. |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                            |
| Dosage Calculation Exam Progression                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                            |
| Attempt / Result                                                                                                                                                                                                                                                       | Required Conference / Documentation                                                                                                                                                                                                                                                           | Required Next Step / Outcome                                                                                                                                                                                               |
| <b>First unsuccessful score</b><br><b>Exam score &lt; 90%</b>                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Student meets with the instructor in a formal performance conference on a Letter of Success.</li> <li>• Written documentation and criteria for meeting proficiency requirements are reviewed.</li> <li>• A remediation plan is developed.</li> </ul> | <ul style="list-style-type: none"> <li>• Student retests within a specified time period.</li> </ul>                                                                                                                        |
| <b>Second unsuccessful score</b><br><b>Exam score &lt; 90%</b>                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Student meets with the instructor for a formal probation conference/report on a Letter of Success.</li> <li>• Documentation, criteria for meeting requirements, and a remediation plan are reviewed.</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Student retests within a specified time period.</li> </ul>                                                                                                                        |
| <b>Third unsuccessful score</b><br><b>Exam score &lt; 90%</b>                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Student meets with the team lead and instructor to discuss educational options.</li> </ul>                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Student must withdraw from the course.</li> <li>• If the occurrence is past the official college withdrawal date, the student will receive a performance grade of "D."</li> </ul> |
| Important: Failure to keep an appointment for a repeat demonstration is the same as an unsuccessful demonstration.                                                                                                                                                     |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                            |

### Testing During ADN Program

As students progress through the South Plains College ADN Program, they will complete several course benchmark exams. Remediation policy for each benchmark is listed in the course syllabus. Benchmarks are given on the computer at the end of each specialty. Each student should score a Level 2 or equivalent as specified in the course syllabus on each specialty exam to demonstrate content knowledge. If a student scores below Level 2 or the equivalent, the student may be required to complete additional remediation and/or tutoring as outlined in syllabus guidelines. Each ATI benchmark grade is outlined in the syllabus.

| Benchmark / Specialty Area                                                | Course Syllabus Requirements                                                                                  |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Fundamentals</b>                                                       | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Medical/Surgical</b>                                                   | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Maternity</b>                                                          | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Pediatric</b>                                                          | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Mental Health</b>                                                      | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Leadership</b>                                                         | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>Pharmacology</b>                                                       | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |
| <b>NCLEX Prep ATI Comprehensive Predictors and UWorld Readiness Exams</b> | Scoring, grade weight, remediation, and tutoring requirements are outlined in the applicable course syllabus. |

### Nursing Licensure by Examination

In the fourth semester, students will be given a date to complete registration and required payment for NCLEX fees and Texas Board of Nursing licensing fees.

| Requirement                                  | Action Needed                                                                                                                                                 |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Texas Board of Nursing application</b> | File an application and pay the required fee to the Texas Board of Nursing.                                                                                   |
| <b>2. Program director certification</b>     | The ADN Program Director certifies successful completion of the prescribed curriculum by submitting an Affidavit of Graduation to the Texas Board of Nursing. |
| <b>3. Pearson Vue application</b>            | Complete the NCLEX-RN application form with the required fee to Pearson Vue.                                                                                  |
| <b>4. NCLEX-RN examination</b>               | Score a "Pass" on the NCLEX-RN Examination.                                                                                                                   |

| Grade Or Academic Discipline Appeal Process                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                     |                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Area                                                                                                                                                                                                                                                                                                                                                                 | Policy Summary                                                                                                                                                      | Required Action / Limitations                                                                                          |
| <b>Grade appeal responsibility</b>                                                                                                                                                                                                                                                                                                                                   | The faculty member assigned to the nursing course and clinical course is responsible for determining grades and judging the quality of academic performance.        | Appeals or questions concerning assigned grades should first be directed to the faculty member who assigned the grade. |
| <b>Basis for final course grade appeal</b>                                                                                                                                                                                                                                                                                                                           | A student may initiate an appeal of an assigned final course grade only when contending that the grade is clearly erroneous or was assigned in an arbitrary manner. | Students are encouraged to initiate the process as soon as possible.                                                   |
| <b>What may be appealed</b>                                                                                                                                                                                                                                                                                                                                          | Only final grades or dismissals resulting from academic discipline will be considered.                                                                              | The instructor's teaching ability or expertise will not be considered during the hearing.                              |
| <b>Time limit</b>                                                                                                                                                                                                                                                                                                                                                    | No grade or disciplinary action can be formally appealed after six (6) months from the date the student is informed.                                                | Students must follow all outlined steps in the appeals process.                                                        |
| <b>Chain of command</b>                                                                                                                                                                                                                                                                                                                                              | Students may not overstep the chain of command.                                                                                                                     | Students must refer to and follow this policy.                                                                         |
| <b>Final course grade appeal procedure</b>                                                                                                                                                                                                                                                                                                                           | Students should refer to the South Plains College procedure for final grade appeals.                                                                                | Reference: Enrollment in Courses - South Plains College - Modern Campus Catalog™.                                      |
| For more information regarding student appeals see the attached link:<br><a href="https://catalog.southplainscollege.edu/content.php?catoid=66&amp;navoid=2735&amp;hl=due+process&amp;returnto=search#discipline_appeals">https://catalog.southplainscollege.edu/content.php?catoid=66&amp;navoid=2735&amp;hl=due+process&amp;returnto=search#discipline_appeals</a> |                                                                                                                                                                     |                                                                                                                        |

| Content Mastery Benchmark and NCLEX-RN Prep |                                                                                                                                                                                        |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Testing Requirement                         | Program Statement                                                                                                                                                                      |
| <b>Purpose of Benchmark Testing</b>         | As students progress through their education at South Plains College, course benchmark exams are administered to identify gaps in individualized learning and support student success. |
| <b>Testing Format and Timing</b>            | Benchmark exams are completed on the computer at the end of specific designated courses. Testing requirements and timelines are outlined in the applicable course syllabus.            |
| <b>Expected Benchmark Performance</b>       | Each student should score a Level 2 or the equivalent, as specified in the course syllabus, on each specialty exam to demonstrate common content knowledge.                            |
| <b>Remediation Expectations</b>             | If a student scores below Level 2 or the equivalent, the student may be required to complete additional remediation and/or tutoring as outlined in the course syllabus guidelines.     |
| <b>ATI Benchmark Grade</b>                  | Each ATI benchmark grade is outlined in the applicable course syllabus.                                                                                                                |

| Scoring Per Course Syllabi | Benchmark / Exam Area                                              |
|----------------------------|--------------------------------------------------------------------|
| Course Area 1              | Fundamentals                                                       |
| Course Area 2              | Mental Health                                                      |
| Course Area 3              | Pediatrics                                                         |
| Course Area 4              | Medical/Surgical                                                   |
| Course Area 5              | Leadership / Legal-Ethical                                         |
| Course Area 6              | Maternity                                                          |
| Course Area 7              | Pharmacology                                                       |
| Course Area 8              | NCLEX Prep ATI Comprehensive Predictors and UWorld Readiness Exams |

| NCLEX Preparation Course          | Requirements and Expectations                                                                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Requirement</b>         | In RNSG 2130, students must earn a grade of 83 or higher to meet the requirements of the NCLEX preparation course.                                                                                               |
| <b>Weekly UWorld Requirements</b> | Students will complete the required weekly UWorld questions and a weekly laundry list.                                                                                                                           |
| <b>ATI Module Requirements</b>    | Students must complete the required ATI module assignments as outlined in the course syllabus.                                                                                                                   |
| <b>Exams and Remediation</b>      | This course requires multiple exams and remedial homework between exams to help students identify gaps and strengthen content knowledge in each content area.                                                    |
| <b>Course Goal</b>                | The goal of the course is to adequately prepare students to be successful on the NCLEX-RN licensure exam.                                                                                                        |
| <b>Outcome of weekly testing</b>  | Upon completion of exams, students will receive a printed profile to assist in identifying areas of need prior to taking the NCLEX-RN exam. The profile may also be utilized as a predictor of NCLEX-RN success. |

#### TESTING IS MANDATORY

Benchmark testing is designed to improve each student's opportunity for success on the NCLEX-RN exam. Strong performance on each benchmark supports readiness and increases the student's likelihood of passing the NCLEX-RN licensure exam.

| Nursing Student Success Support Roles    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                 |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                     | Nursing Student Success Specialist (NSSS)/Retention Specialist                                                                                                                                                                                                                                              | Nursing Success Coordinator (NSC)                                                                                                                                                                                                                                               |
| <b>Primary Purpose</b>                   | Addresses academic concerns and collaborates with nursing faculty to facilitate student success for students enrolled in the Nursing Program through academic assistance and structured support. It may be mandatory as part of the student's admission or as part of their retention plan to see the NSSS. | Addresses non-academic barriers that may affect retention, progression, and program completion by connecting students with appropriate campus and community resources. It may be mandatory as part of the student's admission or as part of their retention plan to see the NSC |
| <b>Student Support Focus</b>             | Academic performance, success planning, faculty referrals, student accountability, and assistance connected to a Letter of Success Plan.                                                                                                                                                                    | Financial concerns, employment demands, childcare, transportation, housing, food insecurity, emergency needs, financial literacy, and other barriers outside of tutoring or study-skill instruction.                                                                            |
| <b>How Students Are Connected</b>        | Students may seek assistance independently or may be referred by nursing faculty when additional academic support is needed. Students with a Letter of Success may be required to meet with the NSSS. (See Letter of Success form in Appendix)                                                              | Students may be referred by faculty, staff, the NSSS, or program leadership when non-academic concerns are affecting admission readiness, motivation, attendance, or retention.                                                                                                 |
| <b>Key Responsibilities</b>              | Works with students to review academic concerns, clarify success expectations, reinforce course and program requirements, and coordinate with faculty regarding referred students.                                                                                                                          | Acts as a case-management resource by helping students navigate campus services, emergency aid, housing resources, financial support, and other retention-related resources.                                                                                                    |
| <b>Not the Primary Role</b>              | Does not replace the instructor, course lead, formal tutoring services, and it is the student's responsibility to meet course outcomes and program expectations not the NSSS.                                                                                                                               | Does not provide tutoring, academic remediation, test review, or study-skills coaching as the primary service.                                                                                                                                                                  |
| <b>Admission and Program Progression</b> | Students may be required to meet with the NSSS prior to admission or during program enrollment when academic success planning is mandated or a need is identified.                                                                                                                                          | Students may be required to meet with the Nursing Success Coordinator prior to admission or during enrollment when non-academic retention barriers are identified.                                                                                                              |

## Student Referral Guide and Success Statement

| Referral to NSSS May Be Appropriate When:                                                                                                                                                                                                                                                                                                                                                                                                       | Referral to Nursing Success Coordinator May Be Appropriate When:                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• A student requests academic assistance or support with success planning.</li><li>• Faculty identify academic performance concerns or refer the student for additional academic support.</li><li>• A Letter of Success or Plan of Success requires the student to meet with the NSSS.</li><li>• The student needs help understanding expectations for academic progression and accountability.</li></ul> | <ul style="list-style-type: none"><li>• A student reports financial hardship, employment conflict, housing instability, food insecurity, or childcare concerns.</li><li>• A non-academic barrier may interfere with attendance, admission readiness, persistence, or retention.</li><li>• The student needs connection to campus resources, emergency aid, financial literacy support, or the Office of Student Affairs.</li><li>• The students' Plan of Success requires additional non-academic resource coordination.</li></ul> |

**Success Statement:** Students may be required to meet with one or both support roles prior to admission or during enrollment in the Nursing Program based on admission requirements, faculty referral, identified student needs, or Letter of Success / Plan of Success expectations. The purpose of these referrals is to strengthen student retention, promote accountability, reduce barriers to completion, and support successful progression through the program.



## ATTENDANCE POLICY

| General Attendance        |                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Area                      | Policy                                                                                                                      |
| <b>General attendance</b> | Punctual and regular attendance, as stated in the SPC Handbook, is required of all students attending South Plains College. |
| <b>Excused absences</b>   | There are no excused absences.                                                                                              |

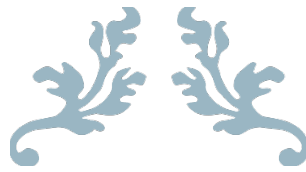
| Lecture                                |                                                                                                                                                                                                                                                            |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                   | Policy                                                                                                                                                                                                                                                     |
| <b>Mandatory attendance</b>            | Lecture attendance is mandatory.                                                                                                                                                                                                                           |
| <b>Missed hours</b>                    | The number of hours that can be missed before instructor-initiated withdrawal will depend on the credit hours for the course.                                                                                                                              |
| <b>Instructor-initiated withdrawal</b> | 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. |
| <b>Individual review</b>               | Withdrawal, and possible reinstatement, will be handled on an individual basis based on identified circumstances.                                                                                                                                          |
| <b>Referral</b>                        | The referral will be made to the Admissions Academic Standards Committee.                                                                                                                                                                                  |

| Clinical                                 |                                                                                                                                                                                                                              |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clinical Requirement                     | Policy / Expectation                                                                                                                                                                                                         |
| <b>Scheduled clinical days</b>           | 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.                               |
| <b>Absence information</b>               | Information regarding absences can be found in the syllabus for each clinical course.                                                                                                                                        |
| <b>Exceeding allotted absences</b>       | 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.                               |
| <b>Concurrent courses note</b>           | Courses that must be taken concurrently, refer to individual syllabi, will have to be repeated if the student fails one or more of those courses.                                                                            |
| <b>Removal or remediation</b>            | 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.                        |
| <b>Unsafe/unsatisfactory performance</b> | A student will be removed from the clinical area for Unsafe/Unsatisfactory clinical performance. Any incidence of Unsafe/Unsatisfactory clinical performance may result in a clinical failure and/or dismissal from the ADN. |

| <b>Skills / Computer Lab</b>      |                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area</b>                       | <b>Policy / Expectation</b>                                                                                                                                                              |
| <b>Required attendance</b>        | Students are expected to attend all scheduled skills/computer lab experiences.                                                                                                           |
| <b>Absence classification</b>     | A skills/computer lab absence counts as a course or clinical absence as determined by the course leader.                                                                                 |
| <b>Makeup requirement</b>         | If the activity is required to successfully pass clinical, makeup for the missed lab must be completed within two weeks of the absence or within the required time as stated by faculty. |
| <b>Extenuating circumstances</b>  | Makeup timing may be granted due to an extenuating circumstance and is determined on a case-by-case basis by the student and course/clinical instructor.                                 |
| <b>Failure to complete makeup</b> | Failure to complete required makeup may result in a written contract outlining specific completion dates and may result in clinical failure.                                             |
| <b>Clinical restriction</b>       | The student cannot perform missed skills/computer lab procedures in the clinical setting until successful completion is demonstrated to the course instructor.                           |

| <b>Tardiness To Clinical, Class, Or Skills / Computer Lab</b> |                                                                                                                             |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Area</b>                                                   | <b>Policy / Expectation</b>                                                                                                 |
| <b>Tardiness</b>                                              | When a student is tardy, this exhibits inappropriate behavior.                                                              |
| <b>Course instructor process</b>                              | For tardiness to clinical, class, or skills/computer lab, the course instructor will follow the guidelines of the syllabus. |

| <b>TRANSPORTATION</b>         |                                                                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area</b>                   | <b>Policy / Expectation</b>                                                                                                                  |
| <b>Student responsibility</b> | Transportation to class, clinical facilities, and community agencies is the sole responsibility of the student.                              |
| <b>Clinical locations</b>     | Clinical facilities can include learning experiences located in adjacent towns if clinical placement in Lubbock/Levelland becomes difficult. |
| <b>Travel readiness</b>       | Students should be prepared to accommodate travel to any facility deemed applicable to meeting course objectives.                            |
| <b>Ride arrangements</b>      | Students should make their own transportation arrangements before school starts to avoid creating a hardship on other students.              |



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## STUDENT CONDUCT POLICY AND PROCEDURES



| Student Conduct                         |                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conduct Area                            | Policy Expectations                                                                                                                                                                                                               |
| <b>Purpose of Rules and Regulations</b> | Rules and regulations relating to students at South Plains College are made to protect the best interests of the individual, the general welfare of the student body, and the educational objectives of the college.              |
| <b>Expected Standard</b>                | A high standard of conduct is expected of all students. The college community must be guided by standards that prevent disorder while providing an atmosphere conducive to intellectual and personal development.                 |
| <b>Student Obligations</b>              | When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions.              |
| <b>Guiding Principles</b>               | Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.                         |
| <b>Applicable Laws and Rules</b>        | Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. |
| <b>Disciplinary Action</b>              | Students are subject to reasonable disciplinary action as the administration may consider appropriate, including suspension and expulsion in appropriate cases for breach of law or college rules and regulations.                |
| <b>Off-Campus Conduct</b>               | This principle extends to conduct off-campus that is likely to have adverse effects on the college or educational process and that identifies the offender as an unfit associate for fellow students.                             |
| <b>Withdrawal</b>                       | Any student who fails to perform according to expected standards may be asked to withdraw.                                                                                                                                        |

| Nursing Student Code of Conduct |                                                                                                                                                                                           |                                                                                                                            |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Component                       | Expectation                                                                                                                                                                               | Application to Nursing Students                                                                                            |
| <b>Purpose</b>                  | South Plains College Nursing Programs expect students to conduct themselves responsibly and in a manner that reflects favorably upon themselves, the college, and the nursing profession. | Violations of college policies, rules, regulations, or standards of conduct may result in formal disciplinary action.      |
| <b>Professional Standard</b>    | The conduct process reflects the nursing department's expectation that students maintain high standards and present themselves as professionals.                                          | Students are expected to demonstrate professional accountability in classroom, clinical, lab, online, and public settings. |
| <b>Rationale</b>                | The code provides a centralized and unifying policy of conduct for nursing students and nursing faculty.                                                                                  | The policy supports professional accountability and patient safety.                                                        |
| <b>Ethical Foundation</b>       | Students are expected to demonstrate ethical behavior as specified in the ANA Code of Ethics.                                                                                             | The ANA Code of Ethics provides a nonnegotiable ethical standard and expresses nursing's commitment to society.            |

| ANA Code of Ethics Provisions                                                                                                                                                                                                                  |                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision                                                                                                                                                                                                                                      | Ethical Expectation                                                                                                                                                                                                     |
| <b>Provision 1</b>                                                                                                                                                                                                                             | Practice with compassion and respect for the inherent dignity, worth, and unique attributes of every person.                                                                                                            |
| <b>Provision 2</b>                                                                                                                                                                                                                             | Primary commitment is to the patient, whether an individual, family, group, community, or population.                                                                                                                   |
| <b>Provision 3</b>                                                                                                                                                                                                                             | Promote, advocate for, and protect the rights, health, and safety of the patient.                                                                                                                                       |
| <b>Provision 4</b>                                                                                                                                                                                                                             | Authority, accountability, and responsibility for nursing practice; make decisions and take action consistent with the obligation to promote health and provide optimal care.                                           |
| <b>Provision 5</b>                                                                                                                                                                                                                             | Owe the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. |
| <b>Provision 6</b>                                                                                                                                                                                                                             | Establish, maintain, and improve the ethical environment of the work setting and conditions of employment conducive to safe, quality health care.                                                                       |
| <b>Provision 7</b>                                                                                                                                                                                                                             | Advance the profession through research and scholarly inquiry, professional standard development, and generation of nursing and health policy.                                                                          |
| <b>Provision 8</b>                                                                                                                                                                                                                             | Collaborate with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.                                                                            |
| <b>Provision 9</b>                                                                                                                                                                                                                             | Through professional organizations, articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.                                     |
| <b>Reference Note</b><br>American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements. Washington, DC.<br>The original handbook text references Professional Nursing Student Handbook Revised 7/17/25, page 44. |                                                                                                                                                                                                                         |

| Student Civility: Civility and Incivility Defined |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term                                              | Definition                                                                                                                                                                                                                                                                         |
| <b>Civility</b>                                   | Courtesy, politeness, and good manners. Civility is the awareness and recognition of others in all interactions and demonstration of a high level of respect and consideration. Students must recognize that actions have consequences and choose to act responsibly and caringly. |
| <b>Incivility</b>                                 | Acts of rudeness, disrespect, and breaches of common rules of courtesy. Incivility ranges from disrespectful verbal and nonverbal behaviors to physical threats to another's well-being and may be intended or unintended.                                                         |

## Behaviors of Incivility

- Inattentiveness in class
- Absenteeism or arriving late, leaving early
- Yelling at a professor in classroom or clinical setting
- Touching a professor in objectionable physical contact
- Dishonesty/lack of integrity
- Disrespectful retorts
- Righteous anger
- Threats to well-being
- Intimidating behaviors such as pointing a finger in the face of professor, staff, or peers
- Monopolizing interactions with faculty or other students
- Persistent argumentation or refusal to comply with a direct request
- Nonverbal disrespectful behavior such as eye rolling, groaning, or inappropriate gestures
- Attire that may be perceived as offensive to other students or faculty
- Gross and/or inappropriate behavior such as foul and/or inappropriate language
- Using cell phones during class
- Holding distracting conversations in class
- Making sarcastic remarks
- Demanding make-up exams, extensions, or other factors
- Falsely accusing faculty of misplacing academic work such as assignments or exams

## Ethical And Legal Behavior

| Policy Area                                     | Summary / Requirement                                                                                                                                                                                                                                         |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Professional responsibility</b>              | 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).                    |
| <b>Recommendation to Texas Board of Nursing</b> | 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 (take) the examination for becoming a Registered Nurse in the work setting.      |
| <b>Cheating and program objective violation</b> | Any student who is involved in cheating is in direct violation of the stated program objective. This places the student in great jeopardy regarding successful completion of the nursing program and subsequent recommendation to the Texas Board of Nursing. |

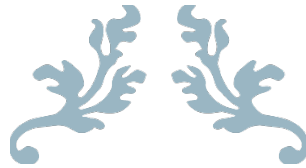
| Honesty Policy                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY ALERT</b>                    | All violations of the academic integrity/honesty policy may result in dismissal from the program. This policy covers cheating during testing, plagiarizing another's work, using AI to write your assignments and falsifying records of any type (school or hospital records included).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Violation Category                     | Policy Detail / Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Testing violations</b>              | <p>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.</p> <p>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, students will follow the same guidelines and leave belongings at the front of the classroom. Students are not allowed to have cell phones or smart devices (including, but not limited to, watches and glasses) of any kind on their person during exams, even if on silent. Students caught using cell phones or smart devices may receive an automatic zero on the exam and may be dismissed from the program.</p> <p>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 the test. A grade of zero will be recorded and averaged into the final grade.</p> <p>Any verbal, nonverbal, or electronic communication between students during a testing situation will be grounds for termination of the test. A grade of zero will be recorded and averaged into the final grade.</p> <p>Should a student need to communicate with the instructor, the student should remain seated and raise his/her hand.</p> <p>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.</p> |
| <b>Plagiarism violations</b>           | <p>A student found to commit any type of plagiarism, including but not limited to copying other students' work, self-plagiarizing, not citing APA format appropriately, and using any type of artificial intelligence usage, may be dismissed from the program. AI should be used as a resource and tool such as idea generation, helping with study guide creation, and writing assistance. AI can be wrong and have flaws, so anything used from AI should be double checked for accuracy. Remember AI is not going to be the nurse you are, so it doing your work does not help you later. Reference for citing ChatGPT in APA: <a href="https://apastyle.apa.org/blog/how-to-cite-chatgpt">https://apastyle.apa.org/blog/how-to-cite-chatgpt</a>. See Appendix.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Record falsification violations</b> | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Classroom Conduct               |                                                                                                                                                                 |                                                                                |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Category                        | Expected Conduct                                                                                                                                                | Possible Response/Notes                                                        |
| <b>Professional Preparation</b> | Students in nursing programs are preparing for professional practice guided by the ANA Code of Ethics and ANA Standards of Professional Practice.               | Students are held to professional standards that emphasize respect for others. |
| <b>Respectful Communication</b> | All communication with faculty and students should always be respectful, even when disagreement or conflict exists.                                             | Respectful communication applies in class, clinical, lab, and online settings. |
| <b>Faculty Address</b>          | Address faculty members appropriately by title or Mr. or Mrs.                                                                                                   | Use professional forms of address in person and in writing.                    |
| <b>Attendance/Punctuality</b>   | Arrive to class on time. Notify faculty and leave a voice message or email in the event of tardiness or absence prior to class.                                 | Failure to meet expectations may be addressed according to course procedures.  |
| <b>Disruption/Incivility</b>    | Students who are disruptive or uncivil may be asked to leave the classroom.                                                                                     | Behavior may be reported to Nursing Director and/or college administration.    |
| <b>Guests/Children</b>          | Students are not permitted to bring a guest or children to class.                                                                                               | Applies to the classroom learning environment.                                 |
| <b>Electronic Devices</b>       | Electronic equipment or devices shall not be used without express permission and consent of faculty.                                                            | Online conduct reflects the same requirements as classroom conduct.            |
| <b>Disruptive Behaviors</b>     | Intimidating behavior, persistent argumentation, refusal to comply with a direct request, yelling, or gross/lewd/offensive behavior or gestures are disruptive. | May result in referral and further sanctions.                                  |
| <b>Threats</b>                  | Any threats made against faculty will be reported to the Dean of Health Sciences and the Dean of Students.                                                      | Sanctions may be imposed.                                                      |
| <b>Online Conduct</b>           | Courtesy, politeness, and good manners must be used in online education and communication.                                                                      |                                                                                |

| Unsafe / Unsatisfactory Clinical Performance |                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance Concern                          | Evidence / Description                                                                                                                             |
| <b>Physical or emotional jeopardy</b>        | Places a client, self, or others in physical or emotional jeopardy.                                                                                |
| <b>Nursing process</b>                       | Inadequately and/or inaccurately utilizes the nursing process.                                                                                     |
| <b>Mastered principles / objectives</b>      | Violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical function.                 |
| <b>Inappropriate independence</b>            | Assumes inappropriate independence in action or decisions.                                                                                         |
| <b>Limitations and responsibilities</b>      | Fails to recognize own limitations, incompetence, and/or ethical legal responsibilities.                                                           |
| <b>Professional integrity</b>                | Fails to accept moral and legal responsibility for his/her actions; thereby, violating professional integrity as expressed in the Code for Nurses. |
| <b>Substance concern</b>                     | Is under or appears to be under the influence of any type of substance that can impact or impair one's judgment and performance.                   |



| Additional Clinical Removal / Suspension Criteria |                                                                                                                                                                                                                    |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria                                          | Policy / Consequence                                                                                                                                                                                               |
| <b>Safety and policy adherence</b>                | 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. |
| <b>Hygiene / clinical attire</b>                  | 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.                                                                    |
| <b>Noncompliance</b>                              | 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.         |



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## PROGRAM POLICY AND PROCEDURES



| Confidentiality Agreement              |                                                                                                                                                                                                                                                                |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                  | Policy / Expectation                                                                                                                                                                                                                                           |
| <b>Florence Nightingale Pledge</b>     | The pledge states, "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." |
| <b>Confidential information</b>        | Any information gained by the nurse/student during examination, treatment, observation, or conversation with the client or family is confidential.                                                                                                             |
| <b>Disclosure limits</b>               | Unless authorized by the client or ordered by a court, the nurse/student has a moral obligation to keep information private and confidential.                                                                                                                  |
| <b>Use of knowledge</b>                | The nurse/student may use knowledge to improve the quality of client care, but must not share information with anyone not involved in the client's care.                                                                                                       |
| <b>Discussion precautions</b>          | Students must be extremely cautious that information is not shared around persons not involved in the client's care.                                                                                                                                           |
| <b>Clinical experience discussions</b> | There shall be no discussion of clinical experiences in verbal, written, or electronic form, including Facebook, Twitter, Instagram, SnapChat, TikTok, Rumble, text message, email, voicemail, or other media. This list is not all-inclusive.                 |
| <b>Permitted settings</b>              | Clinical experiences may only be discussed with the clinical instructor at post-conference, in nursing courses for educational purposes, in a private setting with faculty, or through written/electronic coursework.                                          |
| <b>HIPAA education</b>                 | All students have been educated about HIPAA rules and regulations.                                                                                                                                                                                             |
| <b>Client records</b>                  | No copies of client records may be removed from the clinical setting. Any copies used during clinical must be returned to the instructor before leaving the unit. No copies may be taken from medical records.                                                 |
| <b>Violation consequence</b>           | Any breach of confidentiality or HIPAA violation of any type may be grounds for immediate dismissal from the program with no opportunity for readmission to any nursing program at South Plains College.                                                       |
| <b>Legal penalties</b>                 | HIPAA violations may also include federal fines and penalties.                                                                                                                                                                                                 |

| Terrorist Threat / Violent Behavior Policy |                                                                                                                                                                                                                                                                                      |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Situation                                  | Required Action / Consequence                                                                                                                                                                                                                                                        |
| <b>Direct or implied threat</b>            | Any student who makes a direct or implied threat or threat of violence of any nature will be reported to SPC campus police for investigation.                                                                                                                                        |
| <b>During investigation / appeal</b>       | During the investigative process and, if applicable, the appeal process, the student will not be allowed in class, lab, or clinical.                                                                                                                                                 |
| <b>If exonerated</b>                       | If the student is exonerated, faculty will provide any missed material. Any missed clinical experiences will be made up.                                                                                                                                                             |
| <b>If substantiated</b>                    | If allegations are substantiated by the college investigation, the student will be dismissed from the nursing program without eligibility for readmission.                                                                                                                           |
| <b>Future threat after exoneration</b>     | 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. |
| <b>Reporting expectations</b>              | Students are encouraged to report threats, whether direct or implied, unusual behavior, suspicious persons, or objects immediately to campus police and/or nursing faculty.                                                                                                          |

| Inclement Weather & Instructional Continuity                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                                                      | Required Statement / Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Student Inclement Weather &amp; Instructional Continuity Statement</b> | In the event South Plains College cancels on-campus classes or closes campus due to inclement weather, the following procedures will apply to ensure learning objectives and required class hours remain on track for successful course completion. Students should be prepared for potential changes in date, time, or location to complete required class hours. All changes and instructional plans will be determined collaboratively by the instructor, Course Lead, and Dean. Students must check their South Plains College email and Blackboard within two (2) hours of the cancellation for specific instructions. |
| <b>Face-to-Face Classes</b>                                               | Face-to-face class sessions will transition to an alternative format at the instructor's discretion. This may include synchronous or asynchronous instruction, recorded lectures, added coursework, or a live virtual meeting through Teams or Zoom.                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Hybrid Classes</b>                                                     | Hybrid classes may meet fully online, replacing in-classroom meetings with synchronous or asynchronous options. Scheduled online synchronous portions of the class, or added assignments that cover class information, may be moved to asynchronous delivery. These adjustments are feasible because students enrolled in hybrid classes should already have the necessary technology available and know how to use it.                                                                                                                                                                                                     |
| <b>Fully Online Classes</b>                                               | Fully online classes will continue to meet online. If the normal delivery method for the class is asynchronous, that method will be retained. Synchronous classes or synchronous portions of classes may be moved to asynchronous delivery when appropriate.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Student Acknowledgment &amp; Responsibilities</b>                      | Students must review all expectations and may be required to agree to changes and responsibilities necessary to meet student outcomes and complete the required course hours within the South Plains College ADN Program. If changes are not agreed upon, this may delay the student's ability to meet course objectives.                                                                                                                                                                                                                                                                                                   |
| <b>Childcare Expectations</b>                                             | Students who have school-aged children should have childcare arrangements in place if public schools are delayed or canceled and South Plains College remains open. No exceptions will be made for absences related to lack of childcare on these days.                                                                                                                                                                                                                                                                                                                                                                     |

| ADVISING EACH SEMESTER        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advising Each Semester</b> | All incoming students are required to attend a mandatory advising day in person and on the scheduled day. Failure to do so could result in forfeiting your place in the program. In the remaining semesters you will be required to come on your assigned advising day the week before school starts. Again, failure to show up in person may result in dismissal from the program. Bring all required documents such as required CPR, immunizations and official transcripts. |

## Employment Regulations in Health Agencies

| Policy Section                                                | Professional Policy Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procedure and Policy for Employment in Health Agencies</b> | <p>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 Licensed Vocational Nurses) accepting employment in hospitals or health agencies is as follows:</p> <ol style="list-style-type: none"><li>1. South Plains College nursing students who accept positions in which they receive compensation for client care, do so as unlicensed individuals and must not wear the school uniform, laboratory coat with insignia, school badge, or any other indication of student status because they are functioning as paid employees and not as nursing students.</li><li>2. Students are advised to familiarize themselves with the State of Texas Nurse Practice Act so they 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 actions beyond their knowledge and skills, and for performing activities that are within the responsibilities of the professional nurse as defined in the Nurse Practice Act.</li></ol> <p>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:</p> <ol style="list-style-type: none"><li>a. physical, psychological, and social assessment which requires professional nursing judgment, intervention, referral, or follow-up;</li><li>b. formation of the nursing care plan and evaluation of the client's response to the care rendered;</li><li>c. specific tasks involved in the implementation of the care plan which requires professional judgment or intervention;</li><li>d. the responsibility and accountability for client education and involves the client's significant others in accomplishing health goals; and</li><li>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).</li></ol> <ol style="list-style-type: none"><li>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 energy.</li></ol> <p>Any student found to be in violation of these rules may be dismissed from the ADNP.</p> |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Guidelines for the Employment of Nursing Students</b> | <p>Nursing students, like other college students, may seek employment in nursing departments. The Board suggests the following for consideration, to help employers utilize nursing students appropriately in contributing to client care while protecting client welfare and avoiding legal risk to the institution or the nursing student.</p> <p><b>Recommended Practices:</b></p> <ol style="list-style-type: none"> <li>1. Require completion of the usual employment application.</li> <li>2. Require a current health record.</li> <li>3. Review the written job description for the nursing position with the student.</li> <li>4. Arrange for an appropriate orientation to the position.</li> <li>5. Require the nursing student to wear the identification and the regular uniform of the position in which employed.</li> <li>6. Schedule as any other employee.</li> </ol> <p><b>School of Nursing or Department of Nursing in a College or University:</b></p> <p>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.</p> |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Liability Insurance

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Liability Insurance</b> | <p>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.</p> |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Student Employment During the Nursing Program

**Purpose:** Employment while enrolled in the nursing program may be needed, it may also be somewhat difficult. It will require dedication, motivation, and strong time-management skills. Nursing students are responsible for planning work, study, classroom, lab, simulation, and clinical obligations in a manner that supports safe patient care and successful progression in the program.

| Area                                              | Program Expectation / Explanation                                                                                                                                                                                                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Professional Expectation</b>                   | Students are expected to manage employment responsibilities without compromising attendance, preparation, academic performance, clinical judgment, or safe patient care.                                                                          |
| <b>Time Management and Preparation</b>            | Students must plan adequate rest, study time, assignment completion, and clinical preparation. Employment schedules should be arranged so students can meet all program requirements and arrive prepared for learning experiences.                |
| <b>Overnight Work Restriction Before Clinical</b> | Students may not work overnight immediately before attending clinical learning experiences. Reporting to the clinical setting after being awake all night is considered unsafe for patient care and you will be sent home and acquire an absence. |
| <b>Clinical Safety Requirement</b>                | Students must report to clinical rested, alert, prepared, and capable of providing safe nursing care under faculty supervision. Fatigue may impair clinical judgment, communication, medication safety, and patient-care performance.             |
| <b>Failure to Meet Safety Expectations</b>        | A student who reports to clinical after working overnight or being awake all night may be removed from the clinical setting, marked on evaluation for a safety violation, and marked absent for the clinical day.                                 |
| <b>Student Responsibility</b>                     | Students are responsible for making employment decisions that support program success. Work obligations do not excuse missed clinical time, unsafe performance, lack of preparation, or failure to meet course and clinical objectives.           |

**Important Safety Statement:** *Clinical learning experiences involve direct or indirect patient care. Because fatigue can create patient-safety risks, students must not attend clinical after working overnight or after remaining awake all night. Faculty may remove a student from clinical when fatigue or lack of rest creates a safety concern at any point.*

| Student Planning Expectations                                                                                                                                                                                                                                                                                                                             | Examples of Appropriate Planning                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Arrange work schedules around clinical requirements.</li> <li>• Allow time for sleep and clinical preparation.</li> <li>• Communicate concerns early with faculty if employment is interfering with success.</li> <li>• Use campus and program resources when non-academic barriers affect retention.</li> </ul> | <ul style="list-style-type: none"> <li>• Avoid overnight shifts before clinical days.</li> <li>• Schedule study time before exams and skills check-offs.</li> <li>• Plan childcare, transportation, and employment responsibilities in advance.</li> <li>• Seek assistance before attendance, performance, or safety concerns develop.</li> </ul> |

## Criminal Background Check Process

### Criminal Background Check Process

Students are required to pass the Texas Board of Nursing (TBON) background check process by a deadline to be admitted to the program in that admission period. Students must also meet Health Care facility background check standards throughout the program. Students may be dismissed from the program if barred from practicing in any clinical facility. Students must notify the Clinical Coordinator if their employment at one of our partnering healthcare facilities is terminated, while they are in the nursing program. This could lead to an issue with the facility allowing the student to attend clinical there. It is the responsibility of the student to report to the Nursing Department Chair within 30 days of any offense with or without arrest, or the new diagnosis for any condition as specified in item 6 of the BON Licensure questions. Failure to comply with this reporting requirement can result in immediate dismissal from the program. Depending on the nature of the offense, the student may be subject to immediate dismissal from the program until approval by the TBON and/or agency standards is given.

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 IdentoGO. The student will receive an email from IdentoGO. The student will arrange a fingerprint scanning appointment with IdentoGO and pay the required fee. IdentoGO will electronically submit the fingerprint 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:

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

The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in Texas. All students receive the eligibility requirements upon admission. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with 22 Texas Administrative Code §213.30(a) of the Nursing Practice Act. Further instructions and forms can be obtained at [www.bon.state.tx.us](http://www.bon.state.tx.us)

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 Dean/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.



**Licensure**

All students seeking licensure as a registered nurse must pass the NCLEX-RN administered by the Texas Board of Nursing. The Board may delay or refuse to admit persons to their examination or refuse to issue a license or certificate of registration for any of the following reasons:

To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you: (You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)
  - been arrested and have a pending criminal charge? been convicted of a misdemeanor? been convicted of a felony?
  - pled nolo contendere, no contest, or guilty?
  - received deferred adjudication?
  - been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - been sentenced to serve jail, prison time, or court-ordered confinement?
  - been granted pre-trial diversion?
  - been cited or charged with any violation of the law?
  - been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

\* NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

\* NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.
5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                                        | <p>6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?</p> <p>7. Are you currently the target or subject of a grand jury or governmental agency investigation?</p> <p>8. Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)</p> <p><i>*NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Jurisprudence Examination</b>                       | The Texas Board of Nursing will administer a mandatory jurisprudence exam, to students who apply to take the NCLEX exam. This exam must be passed prior to taking the NCLEX exam (see the TBON application process for specific details). The exam will cover the laws in the Nursing Practice Act and Board Rules that regulate the education and practice of nursing in Texas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Special Accommodations for the NCLEX Exam</b>       | In compliance with the Americans with Disabilities Act (ADA), the Texas Board of Nursing provides reasonable accommodations for candidates with disabilities that may interfere with their performance on the National Council Licensure Examination for Registered Nurses (NCLEX- RN). Disability is defined in the Americans with Disabilities Act as a “physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.” Major life activities mean “functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.” (28CFR35.104-Nondiscrimination on the Basis of Disability in State and Local Government).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Accommodations Documentation Required for NCLEX</b> | <p>Candidates requesting special accommodation must submit the following documentation to support the request:</p> <ol style="list-style-type: none"> <li>1. A completed Special Accommodations Request form.</li> <li>2. A Professional Documentation of Disability form completed by an appropriate professional within the last three years. Please see Qualifications for Diagnostician. Complete a Consent to Release Information form and together with the Qualifications for Diagnostician form give it to the diagnostician who will be completing the Professional Documentation of Disability. This will enable the Board and the National Council of State Boards of Nursing, Inc. to obtain additional information or clarification from the diagnostician, if necessary, while processing the request.</li> <li>3. A Nursing Program Verification form completed by the dean or director of the nursing program attended.</li> <li>4. Candidates requesting special accommodations are urged to submit their requests and supporting documentation as early in the application process as possible, preferably before submitting the registration to the testing service, to facilitate the review. If there is a need for further verification of the disability from the applicant or the professional verifying the disability and the need for modification, it is possible that the decision on granting the modification will be delayed and consequently the date when the candidate can take the examination. Once the request is received together with all the required documentation, the Board will process the request and notify the candidate of the decision. If you have any questions, please contact the Board of Nursing examination staff.</li> </ol> <p><b>For more information regarding accommodations documentation:</b></p> <p><a href="https://www.bon.texas.gov/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/nclex_special_accommodations_pdfs/SPECACC.pdf">https://www.bon.texas.gov/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/nclex_special_accommodations_pdfs/SPECACC.pdf</a></p> |

## INFECTION CONTROL

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Infection Control Policy</b> | <p>During the performance of clinical laboratory duties, nursing students shall comply with standard precautions for preventing the spread of infection to clients, themselves, and others. The following measures shall be employed:</p> <ol style="list-style-type: none"><li>1. Hands should always be washed before and after contact with patients, even when gloves have been worn. If hands are exposed to blood, body fluid, human tissue, or contaminated surfaces, they should be washed immediately with soap and water.</li><li>2. Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces is anticipated.</li><li>3. Gowns or plastic aprons are indicated if spattering with blood or other potentially infectious materials is likely.</li><li>4. Masks and goggles should be worn if aerosolization or splattering is likely to occur, such as in certain oral and surgical procedures, wound irrigations, suctioning, and bronchoscopy.</li><li>5. Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle-disposal box.</li><li>6. Blood spills should be cleaned up promptly according to agency policy.</li><li>7. Blood specimens should be considered biohazardous and be so labeled.</li><li>8. At the start of each new clinical rotation, students need to locate emergency equipment. These measures are recommended by the Centers for Disease Control and Prevention. All needle-stick accidents, mucosal splashes, contamination of open wounds, or other possible infection control accidents must be reported immediately to the instructor.</li></ol> |
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## STUDENT SUBSTANCE ABUSE PREVENTION POLICY

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| <b>Student Substance Abuse Prevention Policy</b> | <p>South Plains College is committed to a policy of prevention of the use of any controlled substance by students while they are engaged in College and College-sponsored activities. Alcohol and Drugs The possession, use, distribution or sale of alcoholic beverages or illegal drugs or controlled substances except on bona fide prescription, on the campus, or at any college activity is cause for disciplinary action. This is also true of a student who comes on campus or to a college activity while under the influence of alcohol, illegal drugs, or controlled substances. Violations will result in disciplinary action, up to and including suspension, and/or criminal prosecution. Expectations of Student Performance All students at South Plains College are expected to conform to this policy, and to refrain from any substance abuse.</p> <p>Refer to the Alcohol and Drugs section of the webpage for further information about South Plains College Policy. <a href="https://www.southplainscollege.edu/human_resources/policy_procedure/fg.php">https://www.southplainscollege.edu/human_resources/policy_procedure/fg.php</a></p> <p>Because nursing students are preparing for a career in health care, this student substance abuse prevention policy carries special importance:</p> <ol style="list-style-type: none"><li>1. Health care providers are expected to know the major differences between reasonable practices related to personal health care and practices which are detrimental to personal health care;</li><li>2. Health care providers have an obligation to present themselves at a work site prepared to undertake their respective assignments. As such, they have an obligation to not use any substance prior to arrival at the work site, or while at the work site, which may impair their job performance.</li></ol> |
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|  | <p>Given the importance to South Plains College that students in the nursing program conduct themselves as future health care providers, the program mandates that those students certify, in writing, that they are not engaging in substance abuse behaviors. Further, their signature will acknowledge the drug testing policy and that the student will be sent every semester for random drug testing and will be sent for cause if there is a cause situation. Note: “for cause” includes indicators such as, but not limited to, impaired behavior such as erratic movement; dilated eyes; slurred speech pattern; loud, abusive, or uncharacteristic speaking; or the presence of an alcohol, marijuana, or other substance-related odor. Reports of use will be followed up on and actions taken dependent on the findings of the concerns. Refusing to submit or trying to bribe the technicians may lead to an automatic dismissal from the program. All positive test results are also reported to the Texas BON per mandatory reporting requirements.</p> |
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| MEDICAL TREATMENT POLCY                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Medical Treatment Policy</b>          | <p>Due to non-coverage of immediate medical care by the program or at the clinical site, a “Medical Treatment Policy” has been developed. Although faculty are licensed nurses, they are serving in the role of educator rather than in the role of the student’s nurse. Faculty will initiate lifesaving measures if deemed necessary but otherwise will initiate appropriate medical services for the incident. This is to be instituted with options for the student in the event of a clinical incident requiring medical treatment. The clinical and/or classroom instructor will strongly encourage the student to seek medical care. The option of immediate care at the clinical site should be presented with the understanding by the student that he/she will assume all costs for the treatment. The student may also elect to seek his/her own private medical care elsewhere and assume all costs of the treatment. Neither the clinical facility nor South Plains College will assume responsibility for any costs associated with treatment. A final option will be to decline total medical treatment. In such an event, the instructor may dismiss the student from the clinical site and require a medical release before the student may return to class or clinical activities. The instructor is to report the incident and complete any needed documentation.</p> <p>Personal health insurance may be mandated by some facilities and is highly encouraged in case of illness, injury or some type of treatment becomes necessary. It is the student’s financial responsibility to pay and keep up with all required health needs and immunizations.</p> <p>It is a requirement of the program to have all updated immunizations and CPR (by the American Heart Association) at the cost of the student.</p> |
| <b>Current Student Medication Policy</b> | <p>Students are responsible for disclosing all medications being taken and providing a prescription or a bottle of the medication and it must be in date. Failure to disclose could result from dismissal from the program or could create a positive drug test. If it comes up positive on a drug test and there is a legal perception for the medication, then the drug screen may not be looked at. If placed on a new medication after classes start or after advising the faculty advisor must be notified and the picture or new prescription must be submitted for the student file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## POLICY FOR MEDICATION ADMINISTRATION

| Policy                                    | Objective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Purpose</b>                            | <p>The following policy identifies the requirements necessary to progress through each level of nursing at South Plains College regarding the administration of medications.</p> <p>STUDENTS WILL BE ABLE TO:</p> <ol style="list-style-type: none"><li>1. Satisfactorily complete a written math examination prior to participating in the administration of medications.</li><li>2. Complete the objectives pertaining to the administration of medications for each level; Lab practicum prior to administering medications to clients.</li><li>3. Demonstrate proficiency in attaining clinical objectives pertaining to the administration of medications to clients.</li></ol>                                                                                                                                                                                                                                                                                      |
| <b>Semester 1</b>                         | <p>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, and utilizing critical criteria.</p> <p>Prior to clinical experience, the student must demonstrate knowledge and competency in the administration of medications in lab according to critical criteria. This includes the ability to solve dosage and solution problems.</p>                                                                                                                                                                                                                                                                                                                  |
| <b>Semester 2 &amp; Bridge Transition</b> | <p>Prior clinical experience, the student must satisfactorily complete a Departmental Math Exam. No more than 2 retakes will be permitted. Failure to pass the 3<sup>rd</sup> exam will result in a clinical failure and thus a failure in RNSG 2360. Any missed math exam will count as a zero.</p> <p>Prior to clinical experience, the student must demonstrate knowledge and competence in the administration of medications in the lab according to critical criteria. This includes the ability to solve dosage and calculation problems.</p> <p>The student must attain clinical objectives related to medication administration from the evaluation tool, utilizing critical criteria.</p>                                                                                                                                                                                                                                                                        |
| <b>Semester III &amp; IV</b>              | <p>Prior to clinical experience, the student must satisfactorily complete a Departmental Math Exam. RNSG 2462 and RNSG 2461 will permit 2 retakes only. Failure to pass the 3<sup>rd</sup> exam will result in clinical failure and thus failure in these courses. Any missed math exam will count as a zero.</p> <p>Prior to clinical experience in RNSG 2462, the student must satisfactorily complete a Pedi Math Exam. Two retakes will be allowed. Failure on the 3<sup>rd</sup> exam will result in a clinical failure.</p> <p>Prior to clinical experience, the student must demonstrate knowledge and competence of medications and the administering of medications. This includes the ability to solve dosage and calculation problems for the child.</p> <p>The student must demonstrate competency and proficiency, utilizing critical criteria, in attaining clinical objectives related to medication administration from the clinical evaluation tool.</p> |

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| <b>Medication Error</b>              | <p><b>The policy of South Plains College Associate Degree Nursing Program in the event that the student makes a medication error is as follows:</b></p> <p>The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.</p> <p>The student must fill out an incident report for the Nurse Manager of the unit, course leader, and the Director of the Associate Degree Program.</p> <p>The student must submit a drug card on the medication in question in question to the Director of the Associate Degree Program.</p> <p>The incident report and the drug card will become a part of the student's permanent record.</p> <p>At the discretion of the instructor and/or Director of the Associate Degree Nursing Program the error will be reviewed by the Admissions/Academic Standards Committee. Mandatory re-view will occur after the third incident.</p> <p>If the student is demonstrating that they are not prepared or safe to give medications in the simulation lab or in any type of clinical setting, then they are 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.</p> |
| <b>Errors and Near Misses Policy</b> | <p>If there is any type of medication or procedural error, then a near miss or error form as well as an incident report form will be completed by the student and the faculty. There may be the need for further remediation and counseling dependent on the level of severity with the error. If a student causes harm to a patient due to carelessness or neglect related to not following policy and procedures, then the student may be dismissed immediately.</p> <p>The South Plains College Nursing Programs follow all of the policies of the Texas Board of Nursing and the Nurse Practice Act.</p> <p><b>*See Near Miss and Error Form in Appendix.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Guidelines for Clinical in All Clinical Agencies

### Medication/Venipuncture

#### All Semesters

May not administer intravenous (IV) blood or blood products.  
Must have knowledge of adverse reactions from the administration of blood or blood products.  
May not administer IV chemotherapy.  
May not administer experimental drugs.  
May not administer Valium/Versed/or any other conscious sedation drugs IV push at any time.  
May not mix, handle, or adjust epidural drugs at any time.

**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:

No medications will be administered until the student has satisfactorily completed skills lab check offs for medications administration.

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**:

- Scheduled meds per policy of the facility and the SPC Nursing Program.
- PRN medications per policy of the facility and the SPC NURSING Program
- One-time only medications per policy of the facility and the SPC Nursing Program.

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.

Drug cards must be submitted on all medications the client is receiving.

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.

The student must perform the 5 rights and 3 checks prior to administration.

MAY NOT PERFORM VENIPUNCTURE.

MAY NOT CHANGE IV solutions.

Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.

Must know the type of IV solution ordered.

Must notify TPCN when IV fluid level is running low.

**In Addition to Semester 1 Guidelines,**

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

Scheduled medications, PRN medications, one time only medications, after being checked off by clinical instructor.

“Stat” and initial doses by be administered at the discretion of the clinical instructor once competency has been determined.

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 or not.

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

May discontinue IV fluids UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.

May change IV bags UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.

May stop or adjust flow rate of IV solution UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.

May hang IV piggy-back medications UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.

Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.

Notify TPCN when IV fluid level is running low.

May not read CVP.

Must know rate of IV solution ordered.

Must know rate of IV solution and drops per minute.

May convert IV to INT and perform site care and tubing changes UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.

May add medications to IV fluids as designated by instructor with DIRECT SUPERVISION.

MAY NOT DO IV PUSH MEDS EXCEPT FOR HEPARIN FLUSH.

**In Addition to Semester 1 and Semester 2 Guidelines:**

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

Administer scheduled, PRN, one time only, STAT, and initial doses, under the direct supervision of the instructor or their designee.



May transcribe orders for beginning and discontinued medications UNDER THE DIRECT SUPERVISION OF A LICENSED RN WHO MUST SIGN OFF THE ORDER.

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.

Pitocin, Magnesium Sulfate, Terbutaline, and may not be mixed or administered IV push by nursing students. PO and Subcutaneous forms of the medications may be given by the nursing students under the instructor's supervision.

Nursing students must be supervised by the clinical instructor when performing venipuncture. At the instructor's discretion, selected staff RNs 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.

Students may administer IM and SQ meds UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.

Students may do IV push medications under DIRECT SUPERVISION OF INSTRUCTOR/RN DESIGNEE.

**EXCEPTIONS: Follow guidelines stated under all Levels.**

Students must be familiar with preparation, dilution, administration rate, compatibilities, and flushes before administering IVs.

### **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 drug 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 physician's order in the chart. The agency policy and 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:**

"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 specific period of time.

"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 specific period of time.

**“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.

**“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.

**“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 a physician orders.

The above routes may be utilized for administration by the Semester III and 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.

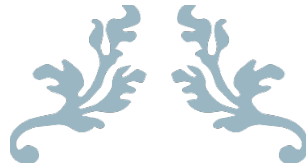
#### **NARCOTICS:**

The nurse must obtain the narcotic from the pyxis. Students may not take possession of narcotics until an instructor is present and must follow each facility policy regarding administration as a student.

The licensed nurse/instructor must sign with the student when the narcotic is administered to the client if allowed by the facility per policy.

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 may result in immediate dismissal from the program.**



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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DRESS CODE FOR CLASSROOM & CLINICAL  
REQUIREMENTS



| General Appearance                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                                 | Policy / Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Hygiene and scents</b>            | Appropriate general hygiene measures should be followed prior to clinical. These measures include bathing/showering and use of effective deodorant and antiperspirant. Students should be mindful that spices ingested may come out of pores and make a patient feel sick. Students should not use or wear strong-scented soap or lotions. Sick patients may be very sensitive to smells.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Smoking/vaping odor</b>           | Students must not smell from smoking or vaping.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Make-up, fragrance, Eyelashes</b> | Make-up is to be used in moderation and should be becoming of a nursing professional. No perfume or cologne may be worn. False eyelashes are permitted if they appear natural, are mid-length, and have good adhesion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Hair and facial hair</b>          | Hair must be pulled back neatly with no messy buns and secured off the collar. Ponytails should be secured up off the collar while in the clinical setting, simulation lab, or skills lab. Hair ornaments for containment must blend with the student's hair color. Hair color must be natural, such as brown, black, red, or blonde, with no harsh or bold coloring. Hair should be secured off the face with bobby pins so there is no loose hair or loose ponytail hanging past the collar. Males should be clean-shaven or have a neatly trimmed beard or moustache. The beard shall be no longer than 1/2 inch and must look neat and well-groomed. Male hair must not touch the collar. Hair may be secured with a bun, ponytail holder, and/or bobby pins the same color as hair and should not touch the collar or be in the eyes. |
| <b>Rings</b>                         | Plain wedding bands may be worn. Rings can harbor microorganisms and can tear skin. No rings with gemstones may be worn in the skills lab, simulation lab, or any clinical setting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Earrings and piercings</b>        | Earrings should be small studs, limited to one per ear, and not dangling. Pediatric and confused clients can tear off earrings. Hoop earrings can be caught by a stethoscope and tear the earlobe. Solid skin-colored ear plugs are allowed. No rings or jewelry will be worn in other conspicuous areas of the face or body, including nose, lips, cheeks, forehead, tongue, eyebrows, or similar areas. Tongue piercings must be a transparent stud or plug and must not interfere with clear speech. If the student has gauges or nose piercings, only a clear spacer may be worn.                                                                                                                                                                                                                                                      |
| <b>Fingernails</b>                   | Fingernails must be short, neat, and clean, and not visible over the tip of the finger from the palm view. Long, unkempt nails can tear skin and introduce pathogens. No artificial nails of any sort are allowed, including gel polish, tips, solar/acrylic nails, inked or dip-powdered nails, polished nails, beading, or gems. If a student wears these in the lab, simulation lab, or clinical setting, the student may be given an absence and may be sent home for the day, which may result in a zero.                                                                                                                                                                                                                                                                                                                             |
| <b>Tattoos</b>                       | Tattoos that are visible outside the uniform must be covered while in clinical, either with makeup, such as Dermablend, an adhesive bandage, or a scrub jacket. Tattoos on hands are an exception.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Non-compliance consequence</b>    | Any non-compliance with the dress code and general appearance regulations may result in being sent home and accruing an absence for the day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Dress Code Overview        |                                                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                   | Key Requirement                                                                                                                                                |
| <b>Purpose</b>             | To promote a professional image, students will abide by the Dress Code in the classroom and clinical area.                                                     |
| <b>Classroom Uniforms</b>  | Clean, professional scrubs or approved SPC/SPC nursing T-shirt with scrub bottoms, appropriate tennis shoes, and required SPC badge.                           |
| <b>Clinical Uniforms</b>   | Designated black slacks or skirt, charcoal gray top with SPC monogram, nametag, appropriate under-scrub shirt, and approved shoes/socks.                       |
| <b>General Appearance</b>  | Professional hygiene, no strong scents, appropriate hair/nails/jewelry, and visible tattoo coverage as required.                                               |
| <b>Clinical Guidelines</b> | Professional conduct, assigned unit restrictions, procedure limits, safety expectations, cell phone limits, and alcohol prohibition while in uniform/lab coat. |

| Classroom Uniforms             |                                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                           | Policy / Requirement                                                                                                                                                                               |
| <b>Classroom scrubs</b>        | Nursing is a uniformed profession. For classroom attire, students are required to wear scrubs of their choice, provided they are clean and professional looking.                                   |
| <b>SPC shirts</b>              | Students may wear an official SPC T-shirt or SPC nursing T-shirt with scrub bottoms and appropriate tennis shoes. Students cannot make their own shirts due to college restrictions with branding. |
| <b>SPC badge</b>               | All students must wear an SPC badge as part of the professional uniform and for safety measures.                                                                                                   |
| <b>Forgotten badge/Key fob</b> | If a student forgets their badge or key fob, the student must sign in at the front office and must not let others into the building who do not have a key fob.                                     |
| <b>Non-compliance</b>          | Students may be sent home and accrue a tardy or an absence in the course if they come to class out of dress code.                                                                                  |

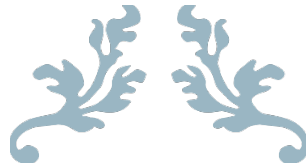
| Clinical Uniforms                      |                                                                                                                                                                                                                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                                   | Policy / Requirement                                                                                                                                                                                                                                                             |
| <b>Required uniform</b>                | Students will wear designated black slacks or skirt and the charcoal gray top with a plain charcoal gray under-scrub shirt that is short or long sleeve. The top will have the South Plains College monogram on the upper left and the nametag is to be worn on the upper right. |
| <b>Top length</b>                      | Uniform top must cover the buttocks.                                                                                                                                                                                                                                             |
| <b>Skirt length</b>                    | Uniform skirt must meet the knee.                                                                                                                                                                                                                                                |
| <b>Pant hems</b>                       | Pant hems must be above sole-of-shoe level. If dragging, the student will be asked to fix the hem and may be considered out of dress code.                                                                                                                                       |
| <b>Undergarments</b>                   | Appropriate undergarments are required.                                                                                                                                                                                                                                          |
| <b>Clinical unit/academic business</b> | Clinical uniforms with a nametag must be worn while on the clinical unit, when getting an assignment, or for any academic business. A plain gray scrub cardigan-type jacket may be worn to keep warm.                                                                            |
| <b>Uniform condition</b>               | All uniforms must be clean, neat, pressed, and well-fitting, not too tight or too loose.                                                                                                                                                                                         |

|                                   |                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shoes and socks</b>            | Shoes must be white, gray, or black professional-style leather shoes, with no open toes or heels. Shoes must be closed toe per OSHA regulation. Shoes and laces should be white, gray, or black to go with the shoe color and should be clean. Students must have solid white or black socks to go appropriately with the uniform. |
| <b>Hospital policy</b>            | If the hospital dress code policy differs from SPC policy, the student at that facility will be required to adhere to additional regulations stipulated by the hospital.                                                                                                                                                           |
| <b>Course exceptions</b>          | Any exception to this policy will be specified in the course syllabus.                                                                                                                                                                                                                                                             |
| <b>Full uniform policy</b>        | Any occasion that the student is in the SPC nursing student uniform, the entire uniform policy must be met, including hair, nails, and related requirements.                                                                                                                                                                       |
| <b>Fanny packs/personal items</b> | Fanny packs are not to be worn with the uniform. Students should identify a safe area for safekeeping of personal items and should not leave valuables unattended.                                                                                                                                                                 |

| General Clinical Guidelines                |                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                                       | Policy / Requirement                                                                                                                                                                                                                                                                                            |
| <b>Leaving/returning to unit</b>           | Students are to report to the instructor and TPCN when leaving and upon returning to the unit.                                                                                                                                                                                                                  |
| <b>Personal calls</b>                      | Students are not to make personal telephone calls while in the clinical area. Must follow the cell phone policy as outlined in the syllabus.                                                                                                                                                                    |
| <b>Family emergency contact</b>            | The student should notify family that in case of an emergency during clinical rotations, they should call and leave a message or text, including who they are and who they need to contact for an emergency, to the number or numbers provided in the clinical course syllabus and/or clinical course schedule. |
| <b>Required equipment</b>                  | 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 allowed in the clinical setting, lab setting, or testing setting.                                                                                                  |
| <b>Eating/drinking/gum</b>                 | Eating, drinking, or chewing gum in the skills lab, simulation lab, and any clinical patient care area is not acceptable. Chewing gum is unprofessional and prohibited.                                                                                                                                         |
| <b>Assigned unit only</b>                  | A student is not to visit units other than the assigned unit unless it involves transfer of clients or accompanying the 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.                        |
| <b>Hospital policy/procedure</b>           | It is the student's responsibility to follow hospital policy and procedures. Policy and procedure information is available on every unit and must be reviewed before each procedure.                                                                                                                            |
| <b>Procedures allowed</b>                  | The student may only perform procedures for which they have had classroom instruction, practiced, and been checked off in the Skills Lab.                                                                                                                                                                       |
| <b>Verbal orders/telephone information</b> | Students are not permitted to take a doctor's verbal order. The student should instruct the doctor that they are 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.                     |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use of clinical time</b>  | Upon completion of client care assignments, students should maximize time by sitting and talking with, or listening to, clients; assisting other students on the unit who need help with clients; and conducting research about the assigned client or topic for the clinical objectives for the day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alcohol in uniform</b>    | While in the SPC ADNP uniform and/or lab coat, there will be no consumption of alcohol. Any reports of this behavior will result in dismissal from the program. Students are representing South Plains College and the nursing profession.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Cell phones and iPads</b> | Cell phones are permissible but must be kept in silent mode and used only with faculty permission. They may not be used in patient care areas, hallways, or nurses' stations. Cell phones may only be used on lunch breaks in the break room, cafeteria, and only on scheduled breaks. This applies to any clinical environment, including but not limited to the skills lab, simulation lab, clinics, and hospital. This includes texting, social media, emails, and phone calls. Failure to use responsibly will result in deductions for the clinical day. Exception: iPad checked out to students by SPC ADNP. The same rules apply to using social media, texting, photos, emails, and phone calls on the iPad. Students assume responsibility for loss or damage to their property. |
| <b>Emergency Messages</b>    | 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 or (806) 716-2193. 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.<br>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/numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.                                                                                                             |





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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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COMMUNICATION AGREEMENT,  
SOCIAL MEDIA, and STUDENT RECORDS



| Communication Expectations    |                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Communication Standard        | Requirement                                                                                                                          |
| <b>Professional Respect</b>   | All communication must be respectful and adhere to standards of professional nursing.                                                |
| <b>Face-to-Face and Phone</b> | Communication must be civil and use the highest professional level of courtesy, politeness, and good manners.                        |
| <b>E-mail Awareness</b>       | E-mail is rapid and efficient, but tone and context may be misinterpreted. Care should be taken to avoid unintended interpretations. |
| <b>Response Time</b>          | E-mails should be responded to promptly by checking the official South Plains College e-mail account daily.                          |
| <b>Account Maintenance</b>    | Accounts must be maintained to ensure functionality, including routine archiving and deleting unnecessary e-mails.                   |
| <b>Content and Style</b>      | E-mail content must be respectful and courteous and written in a style appropriate for a business and/or educational environment.    |
| <b>Writing Mechanics</b>      | Use proper spelling, punctuation, grammar, and salutation.                                                                           |

| Communication via E-mail Guidelines |                                                                                                                                                                     |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guideline                           | Details                                                                                                                                                             |
| <b>Use SPC E-mail</b>               | The South Plains College e-mail address is the only appropriate method for sending college-related information. E-mails from personal accounts may not be answered. |
| <b>Professional Greeting</b>        | Address faculty, staff, administration, and fellow students with "Dear [Name]" or "Hello [Name]." Use proper titles such as Professor, Dr., Mr., or Mrs.            |
| <b>Response Standard</b>            | All e-mails should be responded to within 24-48 business hours. If not possible, an automatic response should state when the sender can expect a response.          |
| <b>Discoverability</b>              | E-mail content is discoverable by law. Correspondence should remain professional and pertinent to the topic, including information shared on social network sites.  |
| <b>Avoid All Caps</b>               | A message written in all capital letters is considered shouting.                                                                                                    |
| <b>Proofread</b>                    | Review e-mails for grammar, spelling, punctuation, and tone before sending.                                                                                         |
| <b>Reply All</b>                    | Do not use "Reply all" unless necessary. Using it sparingly gives the message more meaning when used.                                                               |
| <b>Further Information</b>          | Review professional communication resources such as How to Keep Your Communications Professional and Nursing Email Etiquette resources.                             |

| Social Media Guidelines and Policies                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Social Media Requirement</b><br>Social media professionalism is expected at all times. Students may not post patient information, patient experiences/interactions, identifying information about clinical sites, or comments about other professionals, faculty, or fellow students. No photos or videos may be taken in the Nursing Simulation Lab or anywhere on clinical agency campuses. |                                                                                                                                                                                             |
| Area                                                                                                                                                                                                                                                                                                                                                                                             | Policy Summary                                                                                                                                                                              |
| <b>Policy Basis</b>                                                                                                                                                                                                                                                                                                                                                                              | Students are expected to follow Texas Board of Nursing Position Statement 15.29, Use of social media by Nurses.                                                                             |
| <b>Professionalism</b>                                                                                                                                                                                                                                                                                                                                                                           | Posting certain information or images on social media may be unethical, unprofessional, and in some cases illegal.                                                                          |
| <b>Clinical/Confidential Information</b>                                                                                                                                                                                                                                                                                                                                                         | Students must not post information regarding clinical, lab, or any confidential information.                                                                                                |
| <b>Violations</b>                                                                                                                                                                                                                                                                                                                                                                                | Violations should be reported to the clinical instructor or Department Chair, Nursing. Clinical facilities may bar students from practice, which will result in dismissal from the program. |
| <b>Employment Impact</b>                                                                                                                                                                                                                                                                                                                                                                         | Future employment opportunities can be seriously jeopardized by nonprofessional behavior in this area.                                                                                      |

| Social Media Guidelines Checklist         |                                                                                                                                                                                                                        |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guideline                                 | Student Requirement                                                                                                                                                                                                    |
| <b>Monitor Online Presence</b>            | Maintain up-to-date privacy settings and remember that those with permission to view information may share it without consent. All postings should be considered public and potentially visible to anyone at any time. |
| <b>Assume Permanence</b>                  | Posting information and images online should be considered permanent. Deleting a post does not ensure removal; data may be archived or recorded by others.                                                             |
| <b>Represent Yourself Professionally</b>  | Students should represent themselves maturely, professionally, and responsibly. Uncivil or disrespectful language is unprofessional. Cyberbullying is not tolerated.                                                   |
| <b>Electronic Statements Carry Weight</b> | Statements made online are considered to represent the individual as if spoken or written. It is unprofessional to criticize classmates, peers, preceptors, or college faculty/staff.                                  |
| <b>Avoid Defamation</b>                   | Damaging another person's reputation is unprofessional and may result in personal liability if defamatory. Consider all possible consequences before posting/sharing.                                                  |
| <b>Do Not Post Patient Information</b>    | Students may not post or disclose patient information in violation of federal or state law, professional ethics, or facility policy. Removal of a name does not properly de-identify protected health information.     |
| <b>Do Not Share Program Content</b>       | Students should not share program curriculum or exam information. Permission to record or stream a lecture is at faculty discretion. Recordings are for individual studying only.                                      |
| <b>No Misrepresentation</b>               | Students may not present themselves as official representatives or spokespersons for South Plains College or the nursing program.                                                                                      |
| <b>No Harassment/Discrimination</b>       | Students may not post harassing or discriminatory content.                                                                                                                                                             |
| <b>Acceptable Use Policy</b>              | All social media activity involving South Plains College computer/network resources and electronic systems must comply with appropriate usage.                                                                         |
| <b>Professional Boundaries</b>            | It is unethical to establish non-professional relationships with patients, including social network invitations or groups.                                                                                             |
| <b>No Medical Advice</b>                  | Students are not licensed nurses and should not offer medical advice as medical professionals, diagnose, manage, or medically advise individuals on social media.                                                      |
| <b>Class Recordings</b>                   | Video or audio recording of classes is prohibited unless faculty permission is granted or official accommodation exists. Recording during quiz/exam discussion or review is never permitted.                           |

| Student Records                 |                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Record Requirement              | Details                                                                                                                                                                                                                                                                                                                          |
| <b>Storage</b>                  | 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.                                                                                                                                                                                 |
| <b>Records included</b>         | Admission information; transcripts; physical exams; immunization information (copies of immunizations and/or declination forms); CPR information; medication list; and specific information regarding the individual student.                                                                                                    |
| <b>Medication list</b>          | The medication list must be kept current, and it is the student's responsibility to notify the office of any changes to this list.                                                                                                                                                                                               |
| <b>Protection and retention</b> | Provisions shall be made for 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. However, it is the student's responsibility to retain all of their own records.                                    |
| <b>Student responsibility</b>   | Students are responsible for their own documents and must keep a copy of all records. The nursing department will not make copies of CPR and immunization records for students. It is the student's responsibility to keep up with their own records. The front office will not copy them after the first submission of records. |

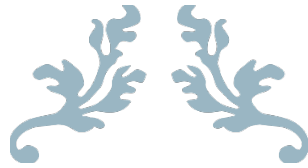
## CAMPUS CONCEALED CARRY STATEMENT

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 on their persona 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 Concealed Carry page at: <http://www.southplainscollege.edu/campuscarry.php>.

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



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# SOUTH PLAINS COLLEGE

## ASSOCIATE DEGREE PROGRAM

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ACCOMMODATIONS,  
NON-COMPLIANCE POLICY,  
DISABILITY SERVICES,  
FINANCIAL AID POLICY,  
COUNSELING & SUICIDE PREVENTION  
HEALTH & WELLNESS



| Accommodations                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                               | Policy / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Practice discipline                 | Nursing is a practice discipline with cognitive, sensory, effective, and psychomotor performance requirements for the provision of safe, quality client care. The following competencies identify essential performance requirements for participation in the nursing program.                                                                                                                                                                                                                                                                         |
| Accommodation/modification requests | If at any time throughout the program you believe that you cannot meet one or more of these standards without accommodations or modifications, you may request appropriate assistance and guidance. Accommodation and modification requests will be evaluated individually to determine whether they can reasonably be implemented.                                                                                                                                                                                                                    |
| Applicability                       | All applicants and students in the South Plains College Nursing programs must be able to adhere to and perform the essential skills included in this document either with or without ADA accommodation. These core performance standards are congruent with Texas State Board of Nursing expectations for a registered nurse/licensed vocational nurse. The use of trained intermediaries is not permissible, because the candidate's judgment would be mediated by someone else's power of observation and selection.                                 |
| Core performance standards          | <ul style="list-style-type: none"> <li>• The Differentiated Essential Competencies of Graduates of Texas Nursing Programs (2021).</li> <li>• Criteria and guidelines for evaluation of Associate Degree programs established by Accreditation Commission for Education in Nursing (ACEN).</li> <li>• Standards of Clinical Nursing Practice established by the American Nurses Association.</li> <li>• Social Policy Statement of the American Nurses Association.</li> <li>• National Institute for Occupational Safety and Health (2015).</li> </ul> |
| Program responsibility              | To practice nursing, a licensee must possess a multitude of knowledge, skills, and abilities to provide safe and effective patient care (National Council of State Boards of Nursing, Inc., 1992). It is the nursing program's responsibility to ensure that these requirements are met before a graduate can be certified.                                                                                                                                                                                                                            |
| Student Responsibility              | You must be able to meet the core competencies in order to care safely for yourself and for patients. You will be required to meet an attest so that you can meet these guidelines for safety reasons.                                                                                                                                                                                                                                                                                                                                                 |

| Noncompliance with Program Policies |                                                                                                                                                                               |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Area                         | Program Standard                                                                                                                                                              |
| Noncompliance with Program Policies | Noncompliance with the policies and procedures of the Professional Nursing Program, faculty guidelines, or clinical affiliates may be grounds for dismissal from the program. |

## Disability Services

Students needing academic accommodation should contact disability services. See link below:

<https://www.southplainscollege.edu/health/disabilityservices.php>

Students needing pregnancy accommodations contact Student Health. See link below:

<https://www.southplainscollege.edu/health/studenthealth.php>

## Financial Aid Policy

Your financial aid is affected by many factors, including your Cost of Attendance, Student Aid Index (SAI) as determined by the FAFSA, and aid you may receive apart from federal aid programs such as Pell and Direct Loans. There are many different types of financial aid assistance.

Students needing financial aid assistance, see link below:

[https://www.southplainscollege.edu/admission-aid/paying-for-school/financial\\_aid.php](https://www.southplainscollege.edu/admission-aid/paying-for-school/financial_aid.php)

## Counseling and Suicide Prevention at South Plains College

Licensed professional mental health counseling is available free of charge to students. Counseling services in-person are available on the Levelland Campus and Lubbock Downtown Center. Virtual Appointments are available for all campuses.

**Offices hours are Monday - Friday 8:00am - 4:00pm**

**To Schedule an Appointment Call: 806-716-2529**

## Suicide Prevention

**Contact Lubbock Suicide Hotline**

**24 Hour Hotline: (800) 273-8255**

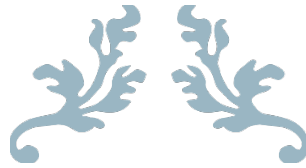
**National Text Line: 741741**

## Health and Wellness

The Health and Wellness Center at South Plains College oversees the provision of mental health services, student health services, and disability services to its students. Please click below for more information on these services.

For more information, please see the link below:

<https://www.southplainscollege.edu/health/studenthealth.php>

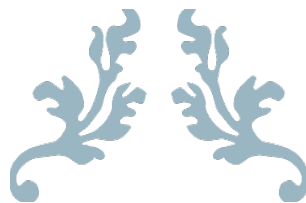


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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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ADVISORY PROGRAM FOR STUDENTS  
AND COMMUNITY STANDARDS



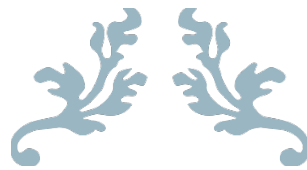


## PROGRAM STUDENT GOVERNANCE

| Purpose                | Student Participation                                                                                                                                                                                                                                                        | Program Goal                                                                                                                                                                                                           |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student input</b>   | Student input is considered an integral part of governing the South Plains College School of Nursing and creating effective changes. Students also have end of the semester course/instructor evaluations and end of program evaluation is sent six months after graduation. | A student is selected from each course level to attend monthly faculty and curriculum meetings. Faculty encourage students to provide professional feedback in order to help improve the course, teaching and program. |
| <b>Cohort feedback</b> | Students are encouraged to bring input from their cohort regarding courses, clinical activities, faculty, and community activities occurring within the School of Nursing.                                                                                                   | Student participation provides a safe environment for students to have ownership in their learning outcomes.                                                                                                           |
| <b>Open dialogue</b>   | Student governance is designed to open dialogue about positive aspects of the Nursing Program and changes students feel would benefit their learning and educational journey.                                                                                                | Feedback should be constructive and focused on program improvement.                                                                                                                                                    |

## CURRICULUM CONTENT ADVISORY

| Advisory Area                | Student Notice                                                                                                                                                                                                                                              |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sensitive content</b>     | The nursing program wants all students to be aware that course content may include material that is sensitive in nature to some individuals. There is an advisory placed in all syllabi to alert students to sensitive content material and graphic photos. |
| <b>Professional handling</b> | Content that is sensitive in nature will be handled professionally, with sensitivity to others and appropriately according to the situation.                                                                                                                |
| <b>Rationale</b>             | These topics must be shown and/or discussed in certain courses due to the patients' nurses care and the learning outcomes required in the curriculum.                                                                                                       |

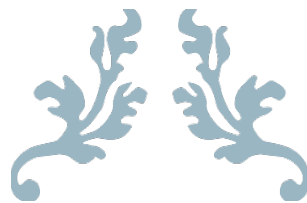


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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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SKILLS LAB, COMPUTER LAB, EXPOSURE,  
AND COVID 19 POLICY AND PROCEDURES



| NURSING LEARNING RESOURCE LAB (NLRL) |                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                             | Details                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose</b>                       | 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.                                                                                                                                                                                        |
| <b>Location</b>                      | The Nursing Learning Resource Lab (NLRL) is located in the Allied Health Building, Room 114. The NLRL Director's office is located at 114A. Lab hours are announced at the beginning of each semester and are subject to change. There are faculty present in the lab to help with remediation, demonstrations, teaching and questions of all skills related materials and content. |
| <b>Staff support</b>                 | 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. They are part of the faculty team and are to be treated with respect.                                                                                                                |
| <b>Recording reservations</b>        | To schedule the skills lab for recordings, students must go to bookings.com.                                                                                                                                                                                                                                                                                                        |
| <b>Student sign-in</b>               | Students must log in and out of the NLRL each time they use it. The log-in computer is to the left of the lab front door.                                                                                                                                                                                                                                                           |
| <b>Missed appointments</b>           | Instructors will be sent a notice of which students fail to keep their appointments.                                                                                                                                                                                                                                                                                                |

| NURSING RESOURCE LAB RULES                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Requirement / Guideline                                                                                                                                                                                                            |  |
| No food, drink, or tobacco products are allowed.                                                                                                                                                                                   |  |
| No children are allowed at any time.                                                                                                                                                                                               |  |
| Clean the work area after use. This includes repackaging supplies, making the bed, picking up trash, and related cleanup.                                                                                                          |  |
| No cell phones or earbuds are allowed. Students must be respectful of the noise level.                                                                                                                                             |  |
| Adherence to the SPC ADN P dress code is required for all Skills Lab activities. Students must follow the dress code policy for practice and checkoffs.                                                                            |  |
| Handle all equipment and computers with care.                                                                                                                                                                                      |  |
| Treat the mannequins with respect. These are your patients, so treat them as such by keeping them covered at all times and handling them gently. Inappropriate behavior will not be tolerated.                                     |  |
| No lying in bed or being inappropriate in the skills lab or taping rooms. This can include language, being rude, making inappropriate comments regarding mannequins or fellow students and/or bringing food or drink into the lab. |  |

| GENERAL USE OF RESOURCES AND EQUIPMENT |                                                                                                                                                                                                                            |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resource / Equipment Expectation       | Requirement                                                                                                                                                                                                                |
| Use location                           | The mannequins and other equipment are available for use in the NLRL only. They do not have availability for check out but there is some skills equipment in the lab that can be checked out for students for student use. |
| Reservations                           | Reservations are required for lab time and for specific equipment.                                                                                                                                                         |
| Supplies                               | All supplies are recycled. The student is responsible for repackaging supplies, so they are ready for use.                                                                                                                 |
| Classroom checkout                     | Most equipment can be checked out to the classroom, if needed.                                                                                                                                                             |
| Professional behavior                  | While participating in activities in the NLRL, the student is expected to behave in a professional manner. Failure to follow the rules may result in forfeiting lab time.                                                  |

| COMPUTER LAB           |                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                  | Requirement                                                                                                                                                                                                                                                                                                                                                                                |
| Computer lab resources | 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.                                                                                                                                                                                                |
| Testing use            | The computer lab is utilized throughout the curriculum for testing purposes.                                                                                                                                                                                                                                                                                                               |
| Testing accommodations | Students with testing accommodation must complete the required paperwork with disabilities services each semester. It is the student's responsibility to set up an appointment with the instructor for each class and each semester when accommodation is needed. If the student does not set up the appointment with each instructor, then the accommodations will not be put into place. |
| Reservations           | Reservations must be made in advance to use the computer lab.                                                                                                                                                                                                                                                                                                                              |

| SKILLS LABS       |                                                                                                                                                                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area              | Requirement                                                                                                                                                                                                                                       |
| Availability      | The Skills Labs are available as space permits for all students needing to practice various skills and for check-off purposes.                                                                                                                    |
| Reservations      | Reservations are required for space and equipment. If you do not cancel you are taking up space for others and this could count against you. Ensure you cancel your appointment in the lab as soon as you know you cannot make that day and time. |
| Schedule Lab Time | If you are scheduled a lab time by your faculty, you cannot be switching with other students. The only schedule changes can be made by the faculty.                                                                                               |

| LAB KITS               |                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Topic                  | Details                                                                                                                   |
| Purchase               | Students purchase lab kits as part of their tuition and fees.                                                             |
| Student responsibility | The kits are the responsibility of the student.                                                                           |
| Use of supplies        | The lab kits contain new supplies that are to be used for checkoff of skills. The lab will furnish all practice supplies. |

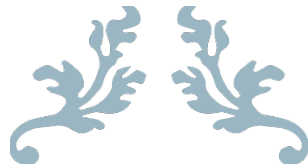
| RECORDING of SKILLS       |                                                                                                                                 |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Recording Requirement     | Details                                                                                                                         |
| Skill checkoffs           | ADN students will record their skill checkoffs as outlined in the syllabus.                                                     |
| Available slots           | There is a maximum of 12 slots available for taping. You are not allowed to switch times with another student without approval. |
| Arrival and preparation   | The student must arrive 10 minutes early and prepare all supplies and equipment prior to tape time.                             |
| Camera process            | The camera will automatically start and stop upon entry and exit from the taping suite.                                         |
| Purpose of checkoffs      | Checkoffs are not scheduled teaching time; they are created for the student to demonstrate skill proficiency.                   |
| Faculty review limitation | Faculty cannot come watch parts of the tape to identify pass or fail.                                                           |
| Student responsibility    | It is the student's responsibility to identify whether the tape is appropriate to submit for grading.                           |

## POLICY AND PROCEDURE FOR EXPOSURE

The policy is to be followed exactly when a person's experiences may lead to unwanted exposure, including needlestick, blood, body fluids, or respiratory exposure, while participating in any clinical or lab activity. A form will be completed and any other necessary intervention related to exposure which may be at the student's expense.

| Step | Required Action                                                                                                                                                                                                                                                                                                             |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Report the incident to the instructor.                                                                                                                                                                                                                                                                                      |
| 2    | Treat immediately using CDC guidelines: wash needlesticks and cuts with soap and water; flush splashes to the nose, mouth, or skin with water; 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. 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, CDC guidelines recommend HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three-, six-, and twelve-month post-exposure; and 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.                                                                                                                                                                                                                                                                                               |

| CORONAVIRUS/COVID-19 POLICY                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                                   | Policy / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Policy statement</b>                                 | 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. Observation of any of these procedures should occur at distances greater than 18 feet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Routine isolation care</b>                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Screening and isolation</b>                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Clinic guidelines</b>                                | Students will continue to follow all other clinic guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Vital signs</b>                                      | Students in the clinical areas may use electronic vital sign machines for the measurement of vital signs. Face mask and gloves MUST be worn.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Masking</b>                                          | Students who have not been vaccinated must follow masking policy at the facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Symptoms and risk factors</b>                        | <ul style="list-style-type: none"> <li>• Fever of greater than 37.7 C or 100 F.</li> <li>• 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, and/or diarrhea.</li> <li>• Symptoms include a wide range of symptoms from mild to severe and may occur within 2-14 days after exposure.</li> <li>• Risk factors include contact with a patient known or suspected to have Coronavirus/COVID-19, or residence in/travel to a hotspot or country where an outbreak is occurring. CDC resource: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>If exposure is suspected while in a patient room</b> | <ul style="list-style-type: none"> <li>• Immediately excuse self from the patient and tell the patient that the student is going to get the staff nurse.</li> <li>• Before leaving the room, remove gloves, wash hands with soap and running water for 40 seconds, leave room using a paper towel to open the door.</li> <li>• Immediately use a waterless bacterial hand cleanser, then wash hands again with soap and running water for 40 seconds.</li> <li>• Report suspicion to nurse and allow nurse to assume care of the patient.</li> <li>• Wipe or spray shoes with Clorox or infection control wipes/spray. Clean any instrumentation used during the assessment.</li> <li>• Dispose of any pens or papers in the appropriate infection control waste container.</li> <li>• Wash hands again.</li> <li>• Immediately notify instructor of student actions.</li> <li>• If there was exposure to the student in the patient room, follow exposure procedures as directed by staff. CDC resource: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a></li> </ul> |
| <b>Students in contact with a COVID-19 patient</b>      | <ul style="list-style-type: none"> <li>• Notify the facility of the exposure and follow the facility policy; notify the instructor and program director; complete an Exposure Report for SPC.</li> <li>• If exposed to respiratory fluids, wash affected area with soap and water; mucous membranes should be irrigated with a large amount of water or eyewash solution.</li> <li>• Monitor temperature for fever twice daily for 14 days after last known exposure. Students may continue to attend class while monitoring; clinical attendance depends on agency guidelines. Alternative clinical experiences may be substituted during the 14-day exposure period.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>If symptoms develop after exposure</b>               | <ul style="list-style-type: none"> <li>• Immediately isolate self and contact a primary care provider as soon as possible, clearly indicating suspected or confirmed exposure and current symptoms.</li> <li>• Seek emergency medical care immediately for trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face.</li> <li>• Call 911 or call ahead to the local emergency facility and notify the operator that care is being sought for someone who has or may have COVID-19. CDC resource: <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></li> <li>• Notify instructor or program director, who will notify the Dean, SPC Health officials, local and state health departments, and the agency where exposure occurred.</li> <li>• Follow agency post-exposure protocols.</li> <li>• Comply with school/clinical exclusions until deemed no longer infectious to others.</li> </ul>                                                        |



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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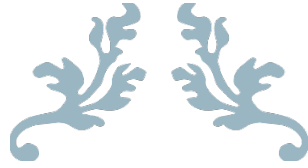
REQUIREMENTS FOR  
ASSOCIATE DEGREE NURSING  
ADMISSION, PROGRESSION, AND GRADUATION  
PER THE TEXAS BOARD OF NURSING





| ESSENTIAL REQUIREMENTS OF CANDIDATES FOR ADN ADMISSION, PROGRESSION, AND GRADUATION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                                                               | Policy / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Degree and practice preparation</b>                                              | South Plains College Associate of Applied Science (AAS) Nursing signifies that the holder of that degree has been educated to competently practice the profession in all healthcare settings and to apply for licensure with the Texas Board of Nursing (TBON). The education of a registered nurse requires assimilation of knowledge, acquisition of skills, and development of clinical judgment through patient care experiences in preparation for practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Professional nursing definition</b>                                              | The practice of professional nursing is defined by the TBON as the performance of an act that requires substantial specialized judgment and skill, based on knowledge and application of the principles of biological, physical, and social science. (Texas Administrative Code 301.002 Definitions). Professional nursing also emphasizes collaboration among health care professionals and the client.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Use of standards</b>                                                             | The South Plains College Associate Degree Nursing Program utilizes state and national standards to determine Essential Requirements for admission, progression, and graduation. Failure to meet Essential Requirements may result in being denied admission or being dismissed from the program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>TBON 213.29 Fitness to Practice</b>                                              | Each individual who seeks to practice nursing in Texas must possess current fitness to practice. This applies to individuals seeking to obtain or retain a license or privilege to practice nursing in Texas and applies in eligibility and disciplinary matters. Each individual has a duty to self-evaluate fitness to practice before providing nursing care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>TBON Rule 213.27 Good Professional Character</b>                                 | Every individual who seeks licensure to practice professional nursing in Texas must have good professional character. The Board defines good professional character as an integrated pattern of personal, academic, and occupational behaviors indicating the individual can consistently conform conduct to the Nursing Practice Act, Board rules and regulations, and generally accepted standards of nursing practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Factors:</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Factors used to evaluate Good Professional Character</b>                         | <ul style="list-style-type: none"> <li>• Ability to distinguish right from wrong.</li> <li>• Ability to think and act rationally.</li> <li>• Ability to keep promises and honor obligations.</li> <li>• Accountability for own behavior and/or acceptance of responsibility for actions.</li> <li>• Ability to recognize and honor interpersonal boundaries appropriate to therapeutic relationships or health care settings.</li> <li>• Ability to make appropriate judgments and decisions that could affect patients/clients and/or the public.</li> <li>• Any other behaviors bearing on honesty, accountability, trustworthiness, reliability, or integrity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>TBON Rule 217.11 Standards Applicable to All Nurses</b>                          | <ul style="list-style-type: none"> <li>• Know and conform to all rules and laws affecting professional nursing practice.</li> <li>• Provide for the safety of the client and others.</li> <li>• Know the reasons for and effects of drugs administered.</li> <li>• Accurately report and document client care.</li> <li>• Respect a client's right to privacy.</li> <li>• Obtain instruction and supervision as needed when performing tasks.</li> <li>• Maintain professional boundaries.</li> <li>• Not commit abuse, exploitation, or fraud.</li> <li>• Demonstrate knowledge, skill, judgment, and conscientiousness when performing client care.</li> <li>• Provide professional nursing care without discrimination.</li> <li>• Collaborate with the client, family, and members of the health care team to provide continuity of care.</li> <li>• Utilize the nursing process to provide patient-centered care.</li> <li>• Delegate responsibility appropriately.</li> <li>• Be responsible for one's own continuing competence and professional growth.</li> </ul> |
| <b>Texas Board of Nursing Rules</b>                                                 | The Texas Board of Nursing Rules and Regulations may be found in their entirety at: <a href="https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp">https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| ANA CODE OF ETHICS AND INCIVILITY POSITION STATEMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                                | Policy / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ANA Code of Ethics</b>                            | The American Nurses Association (ANA) Code of Ethics establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting.                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Nine provisions</b>                               | <ul style="list-style-type: none"> <li>• Provision 1: Respect for Others.</li> <li>• Provision 2: Commitment to the Patient.</li> <li>• Provision 3: Advocacy for the Patient.</li> <li>• Provision 4: Accountability and Responsibility for Practice.</li> <li>• Provision 5: Duty to Self and Duty to Others.</li> <li>• Provision 6: Contribution to Healthcare Environments.</li> <li>• Provision 7: Advancement of the Nursing Profession.</li> <li>• Provision 8: Promotion of Community and World Health.</li> <li>• Provision 9: Promotion of the Nursing Profession.</li> </ul>                                           |
| <b>ANA position statement - incivility</b>           | ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect. Nurses must also be afforded the same level of respect and dignity as others. The nursing profession will no longer tolerate violence of any kind from any source.                                                                                                                                                                                                   |
| <b>Shared responsibility</b>                         | All registered nurses and employers in practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; promote health, safety, and wellness of registered nurses; and ensure optimal outcomes across the health care continuum.                                                                                                                                                                                       |
| <b>Stakeholders</b>                                  | This position statement is relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders with a relationship to the worksite have a responsibility to address incivility, bullying, and workplace violence. Resource: <a href="https://www.nursingworld.org/practice-policy/nursing-excellence/officialposition-statements/id/incivility-bullying-and-workplace-violence/">https://www.nursingworld.org/practice-policy/nursing-excellence/officialposition-statements/id/incivility-bullying-and-workplace-violence/</a> |

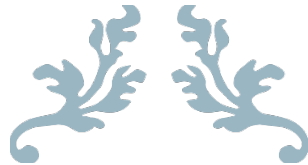


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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## REQUIRED CORE PERFORMANCE STANDARDS



| Core Performance Standards          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Performance Standards Overview | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Applicability                       | All applicants and students at the South Plains College Nursing programs must be able to adhere to and perform the essential skills included in this document either with or without AFDA accommodations. These core performance standards are congruent with the Texas State Board of Nursing expectations for a registered nurse/licensed vocational nurse. The use of trained intermediaries is not permissible, in that the candidate's judgement would be mediated by someone else's power of observation and selection.                                           |
| Foundational Standards              | <ul style="list-style-type: none"> <li>• The Differentiated Essential Competencies of Graduates of Texas Nursing Programs (2021).</li> <li>• The criteria and guidelines for the evaluation of Associate Degree programs established by Accreditation Commission for Nursing Education (ACEN).</li> <li>• The Standards of Clinical Nursing Practice established by the American Nurses Association.</li> <li>• The Social Policy Statement of the American Nurses Association.</li> <li>• The National Institute for Occupational Safety and Health (2015).</li> </ul> |
| Program Responsibility              | To practice nursing, a licensee must possess a multitude of knowledge, skills, and abilities in order to provide safe and effective patient care (National Council of State Boards of Nursing, Inc., 1992). It is the nursing program's responsibility to assure that these requirements are met before a graduate can be certified.                                                                                                                                                                                                                                    |

| Requirements  | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication | <ul style="list-style-type: none"> <li>• Must be able to communicate effectively and sensitively with patients and their families.</li> <li>• Must be able to professionally communicate with other students, staff, faculty, and other health care disciplines.</li> <li>• Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.</li> <li>• Communication abilities sufficient for verbal, written, and electronic formats.</li> </ul> | <ul style="list-style-type: none"> <li>• Document client data and nursing care completely and accurately using correct medical terminology.</li> <li>• Obtain health history information from client/family.</li> <li>• Interpret nonverbal cues and behaviors.</li> <li>• Write and speak English effectively in order to be understood clearly by the public.</li> <li>• Communicate therapeutically with clients, families, and groups in a variety of settings.</li> <li>• Communicate appropriately with faculty, peers, and other health care professionals.</li> <li>• Provide health teaching information based on assessed needs, resources, age, lifestyle, and cultural considerations.</li> <li>• Remember pertinent information and communicate to interdisciplinary team members, client, and family where consented.</li> </ul> |

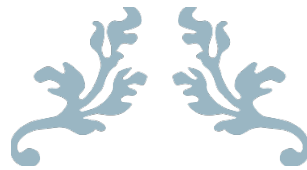
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|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical Ability            | <ul style="list-style-type: none"> <li>Physical abilities sufficient for movement from room to room and in small spaces.</li> <li>Gross and fine motor abilities for providing safe, effective nursing care.</li> </ul> | <ul style="list-style-type: none"> <li>Move quickly for any type of emergency.</li> <li>Administration of rescue procedures, including cardiopulmonary resuscitation.</li> <li>Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or self.</li> <li>Stoop, bend, squat, and reach overhead as required to safely reach equipment and provide nursing care.</li> <li>Correctly administer oral and parenteral medications to maintain client safety.</li> <li>Calibrate and use equipment.</li> <li>Provide or assist with activities of daily living such as bathing, hygiene, toileting, positioning clients, and making occupied or unoccupied beds.</li> <li>Use motor skills of lifting, carrying, pushing, and pulling.</li> <li>Physical ability to lift and transfer 50 pounds and carry objects up to 25 pounds.</li> </ul>                                                                                                                                                                  |
| Gross and Fine Motor Skills | <ul style="list-style-type: none"> <li>Gross and fine motor skills are sufficient to provide safe and effective nursing care.</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Perform basic fundamental nursing skills such as putting on sterile gloves, donning mask and gown, operating blood pressure cuffs, and using sterile technique.</li> <li>Perform correct hand washing technique and behaviors.</li> <li>Provide or assist with activities of daily living.</li> <li>Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination.</li> <li>Correctly administer oral and parenteral medications to maintain client safety.</li> <li>Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil.</li> <li>Maintain and safely operate orthopedic devices such as traction equipment, casts, and assistive devices.</li> <li>Perform cardiopulmonary resuscitation procedures while maintaining health team and client safety.</li> <li>Calibrate and use equipment, including syringes, vials, ampoules, medication packages, manual blood pressure cuffs, and sterile gloves.</li> </ul> |

|                      |                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      |                                                                                                                                                       | <ul style="list-style-type: none"> <li>Grasp small objects with hands; pinch/pick or otherwise work with fingers; twist objects/knobs using hands.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Visual Ability       | <ul style="list-style-type: none"> <li>Visual ability sufficient for observation and assessment necessary for safe client care.</li> </ul>            | <ul style="list-style-type: none"> <li>Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications.</li> <li>Observe client responses and recognize subtle physical changes.</li> <li>Read small print, gauges, thermometers, measuring cups, syringes, and other equipment.</li> <li>Discriminate colors, changes in color, size, and continuity of body parts.</li> <li>Accurately identify, prepare, and administer medications.</li> <li>Identify hazards in the environment.</li> <li>Correctly visualize written words and information on paper and on a computer screen.</li> </ul> |
| Hearing              | <ul style="list-style-type: none"> <li>Hearing ability sufficient for auscultation and assessment necessary for safe client care.</li> </ul>          | <ul style="list-style-type: none"> <li>Hear background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.</li> <li>Hear faint sounds and hear in situations when not able to see lips, such as when masks are in use.</li> <li>Hear acuity sufficiently enough to assess changes in heart, breath, abdominal, and vascular sounds.</li> </ul>                                                                                                                                                                                                                                                                                                  |
| Smell                | <ul style="list-style-type: none"> <li>Ability to detect odors from clients, gases, noxious smells, and smoke.</li> </ul>                             | <ul style="list-style-type: none"> <li>Identify distinct body odors or body fluids.</li> <li>Detect gas smells.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Tactile              | <ul style="list-style-type: none"> <li>Tactile ability sufficient to perform physical assessments, examinations, and procedures.</li> </ul>           | <ul style="list-style-type: none"> <li>Use finger dexterity to perform palpation and percussion functions of a physical examination and/or therapeutic interventions.</li> <li>Assess rashes, vibrations, temperature, and different surface characteristics.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |
| Emotional Stability  | <ul style="list-style-type: none"> <li>Emotional stability is sufficient to tolerate rapidly changing conditions and environmental stress.</li> </ul> | <ul style="list-style-type: none"> <li>Establish therapeutic interpersonal boundaries.</li> <li>Provide clients with emotional support.</li> <li>Adapt to changing environments and stress while maintaining professional conduct and standards without hostility, agitation, rudeness, or belligerence.</li> <li>Pose no threat to self or others.</li> <li>Perform potentially stressful tasks concurrently.</li> </ul>                                                                                                                                                                                                                                                       |
| Interpersonal Skills | <ul style="list-style-type: none"> <li>Interpersonal skills are sufficient to interact with individuals,</li> </ul>                                   | <ul style="list-style-type: none"> <li>Establish rapport with clients/colleagues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                       |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Maintain therapeutic relationships with clients and colleagues.</li> <li>• Respect cultural diversity and the rights of others.</li> <li>• Work effectively in small groups as a team member and as a team leader.</li> <li>• Practice verbal and non-verbal therapeutic communication.</li> <li>• Recognize adverse events and attempt to resolve for both client and colleague.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Professional Behavior | <ul style="list-style-type: none"> <li>• Student nurses are expected to respect the nursing profession to which they aspire and perform and behave in a respectful, ethical, and professional manner with others in the class, lab, or clinical.</li> </ul> | <ul style="list-style-type: none"> <li>• Interact respectfully with peers, superiors, and patients.</li> <li>• Strives to provide quality care to patients.</li> <li>• Applies knowledge and learning in nursing situations.</li> <li>• Reflects on own behavior and practice performance with patients and engages in self-evaluation.</li> <li>• Interacts with peers and colleagues appropriately.</li> <li>• Collaborate with patients, family, and others in nursing situations.</li> <li>• Integrates ethical behavior in nursing practice.</li> <li>• Performs activities safely so as not to injure or harm others.</li> <li>• Recognizes that as a student they represent the nursing profession and must behave accordingly.</li> <li>• Respects and adheres to the policies and procedures of the School of Nursing and clinical agencies.</li> </ul> |

Signature page located in appendix

Source note: Derived from the Southern Regional Education Board, *The Americans with Disabilities Act Implications for Nursing Education* (2016): <http://www.sreb.org/publication/americans-disabilities-act>



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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## APPENDIX





## POLICY AND PROCEDURE FOR EXPOSURE

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. \*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:
  - \*HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three-, six-, and twelve-months post-exposure.
  - \*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 HEALTH OCCUPATIONS EXPOSURE REPORT

Each individual should retain a copy of this completed 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 in completing this form and deliver the original completed form to the nursing office for the student file, a copy given to the student.

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

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

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

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

DESCRIBE EXPOSURE INCIDENT:

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\_\_\_\_\_  
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

## 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:

### REFERRALS:

☐ Dorothy Weaver

☐ Health and Wellness

☐ Success Specialist

Have you met with the SS? ☐ No ☐ Yes When was your last meeting:

Reason(s) for Referral:

☐ Test Taking Strategies (*Attach Unit Exam Review and/or Prelim Review remediation questionnaires, if applicable.*)

☐ Time Management

☐ Study Habits

☐ Exam Performance

☐ Test Anxiety

☐ Other: Add Comments

Additional Comments:

Student Signature:

Date:

Instructor Signature:

## 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 the 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 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 understand that noncompliance with the policies and procedures of the Professional Nursing Program, faculty guidelines, or clinical affiliates may be grounds for dismissal from the program.**

I understand the Curriculum Requirements of the Nursing Program and I am aware of the Graduation Requirements of the Associate Degree Nursing Program.

I have read and can meet all the Core Competencies that are required.

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.

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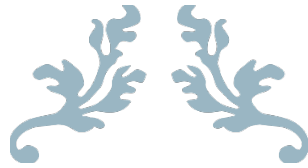
Date

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Student's Signature

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Student's Printed Name



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# SOUTH PLAINS COLLEGE ASSOCIATE DEGREE PROGRAM

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TEXAS BOARD OF NURSING RULES WITH LINKS



**TEXAS BOARD OF NURSING INFORMATION**  
South Plains College Nursing Program | Editable Chart Format

**BOARD-APPOINTED COMMITTEE**

| Role                           | Name / Credential          | Designation                      |
|--------------------------------|----------------------------|----------------------------------|
| Texas Board of Nursing Liaison | Lisa Donnelly, DNP, MA, RN | Nursing Consultant for Education |

**TEXAS BOARD OF NURSING**

| Name / Credentials                          | Board Role     | Representation             | Location      |
|---------------------------------------------|----------------|----------------------------|---------------|
| Kathy Shipp, MSN, APRN, FNP                 | President      | Representing APRN Practice | Lubbock       |
| Allison P. Edwards, DrPH, MS, RN, CNE, CDDN | Vice President | Representing BSN Education | Bellaire      |
| Kathy Boswell, MSN, RN                      | Member         | Representing ADN Education | Mineral Wells |
| Daryl Chambers, BBA                         | Member         | Consumer Member            | Grand Prairie |
| Laura Disque, MSN, RN, CGRN                 | Member         | Representing RN Practice   | Pharr         |
| Carol Kay Hawkins, BSN, RN                  | Member         | Representing RN Practice   | San Antonio   |
| Mazie Mathews Jamison, BA, MA               | Member         | Consumer Member            | Dallas        |
| Ken D. Johnson, BNS, RN                     | Member         | Representing LVN Education | San Angelo    |
| Kathy Leader-Horn, LVN                      | Member         | Represents LVN Practice    | Granbury      |
| Dru Riddle, PhD, APRN, CRNA                 | Member         | Representing               | Fort Worth    |
| Melissa Schat, LVN                          | Member         | Representing LVN Practice  | Granbury      |
| Rickey "Rick" Williams                      | Member         | Representing Consumers     | Killeen       |
| Kimberly "Kim" Wright, LVN                  | Member         | Representing LVN Practice  | Big Spring    |

| TEXAS OCCUPATION CODE |                                                        |                                                                                                                                                                                       |
|-----------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section               | Topic                                                  | Link                                                                                                                                                                                  |
| 301.252               | License Application                                    | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.252">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.252</a> |
| 301.257               | Declaratory Order of License Eligibility               | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.257">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.257</a> |
| 301.452               | Physical and Psychological Evaluation                  | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.452">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.452</a> |
| 301.453               | Disciplinary Authority of Board; Methods of Discipline | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.453">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.453</a> |
| 301.454               | Notice and Hearing                                     | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.454">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.454</a> |
| 301.455               | Temporary License Suspension or Restriction            | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.455">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.455</a> |
| 301.456               | Evidence                                               | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.456">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.456</a> |
| 301.457               | Complaint and Investigation                            | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.457">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.457</a> |
| 301.458               | Initiation of Formal Charges; Discovery                | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.458">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.458</a> |
| 301.459               | Formal Hearing                                         | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.459">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.459</a> |
| 301.460               | Access to I                                            | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.460">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.460</a> |
| 301.461               | License Application                                    | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.461">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.461</a> |
| 301.462               | License Application                                    | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.462">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.462</a> |
| 301.463               | License Application                                    | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.463">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.463</a> |

|         |                     |                                                                                                                                                                                       |
|---------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 301.464 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.464">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.464</a> |
| 301.465 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.465">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.465</a> |
| 301.466 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.466">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.466</a> |
| 301.467 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.467">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.467</a> |
| 301.468 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.468">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.468</a> |
| 301.469 | License Application | <a href="https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.469">https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#301.469</a> |

| TEXAS ADMINISTRATIVE CODE |                                                |                                                                                                                         |
|---------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Rule                      | Topic                                          | Link                                                                                                                    |
| 213.27                    | Good Professional Character                    | <a href="https://www.bon.texas.gov/rr_current/213-27.asp.html">https://www.bon.texas.gov/rr_current/213-27.asp.html</a> |
| 213.28                    | Licensure of Individuals with Criminal History | <a href="https://www.bon.texas.gov/rr_current/213-28.asp.html">https://www.bon.texas.gov/rr_current/213-28.asp.html</a> |
| 213.29                    | Fitness to Practice                            | <a href="https://www.bon.texas.gov/rr_current/213-29.asp.html">https://www.bon.texas.gov/rr_current/213-29.asp.html</a> |
| 213.30                    | Declaratory Order of Eligibility for Licensure | <a href="https://www.bon.texas.gov/rr_current/213-30.asp.html">https://www.bon.texas.gov/rr_current/213-30.asp.html</a> |