

SOUTH PLAINS COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK

Spring 2024

An Addendum to the South Plains College Student Guide

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

Reviewed and revised 1/2024

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ASSOCIATE DEGREE NURSING PROGRAM
STUDENT HANDBOOK**

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**SOUTH PLAINS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

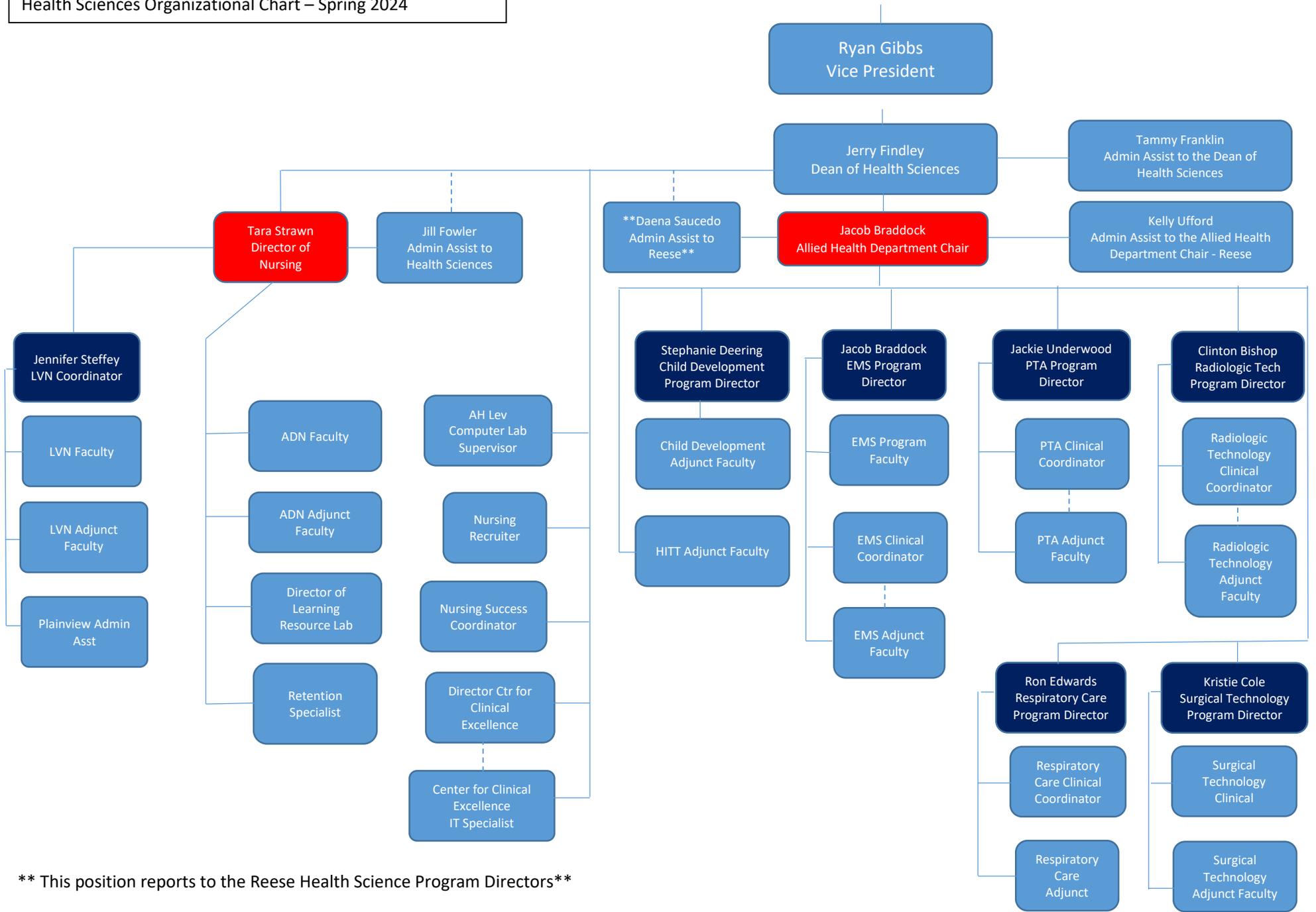
FORWARD

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.

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

Health Sciences Organizational Chart – Spring 2024



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

PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

the community.

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

Graduates should be self-directed, flexible, adaptive, caring, and able to maintain legal and ethical standards within a rapidly changing health care delivery system.

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

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

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

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

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

GRADUATE OUTCOMES	1st semester	2nd semester	3rd semester	4th semester
Clinical Decision Making	2	3	4	4
Communication & Information Mgt.	2	3	4	4
Leadership	1	2	3	4
Safety	1	2	3	4
Professionalism	1	2	3	4

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

Expected Levels of Achievement (ELA):

1. **Provisional:** performs safely under supervision; requires continuous supportive and directive cues; performance often uncoordinated and slow; the focus is entirely on task or own behavior; beginning to identify principles but the application of principles is sometimes lacking.
2. **Assisted:** performs safely and accurately each time observed but requires frequent supportive and

occasional directive cues; time management skills still developing; skill accuracy still developing; the focus is primarily on task or own behavior with more attention to the client; identifies principles but still may need direction in the application of principles.

3. Supervised: performs safely and accurately each time behavior is observed; requires occasional supportive and directive cues; spends reasonable time on task and appears generally relaxed and confident; applies theoretical knowledge accurately with occasional cues; focuses on clients initially but as complexity increases, may still focus more on task.
4. Independent: performs safely and accurately each time behavior is observed and without need of supportive cues; demonstrates dexterity in skills; spends minimum time on task; applies theoretical knowledge accurately; focuses on client while giving care.

Evaluation of Program Outcomes

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

CONCEPTUAL FRAMEWORK

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

Differentiated Essential Competencies (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 – Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECS)

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

The guiding principles that were established by the first 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 - https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

**SOUTH PLAINS COLLEGE ASSOCIATE
DEGREE NURSING PROGRAM
* FALL/SPRING CURRICULUM**

ADN Traditional Program Breakdown							
Prerequisites							
Prefix	Course #	Name	Credit HR	Lecture HR	Lab HR	Contact HR	Clinical Hours
BIOL	2401	A & P 1	4	3	3	96	0
BIOL	2402	A & P 2	4	3	3	96	0
ENGL	1301	Composition 1	3	3	0	48	0
		Total Semester Hours	11	9	6	240	0
First Year - First Semester							
PSYC	2314	Lifespan Growth & Development	3	3	0	48	0
RNSG	1413	Foundations for Nursing Practice	4	3	3	96	0
RNSG	1205	Nursing Skills I	2	1	4	80	0
RNSG	1201	Pharmacology	2	1	4	80	0
RNSG	1160	Clinical Nursing I - RN Training	1	0	0	64	8
		Total Semester Hours	12	8	11	368	8
First Year - Second Semester							
RNSG	1441	Common Concepts of Adult Health	4	3	3	96	0
RNSG	2213	Mental Health	2	2	1	48	8
RNSG	2121	Professional Nurse Leadership and Management	1	1	0	16	0
RNSG	1144	Nursing Skills II	1	0	3	48	0
RNSG	2460	Clinical Nursing II - RN Training	4	0	0	192	16
		Total Semester Hours	12	6	7	400	24
Second Year - Third Semester							
RNSG	1443	Complex Concepts of Adult Health	4	3	3	96	0
RNSG	2201	Care of Children & Family	2	1	4	64	0
RNSG	2461	Clinical Nursing III - RN Training	4	0	0	192	16
HUMA		Humanities	3	3	0	48	0
		Total Semester Hours	13	7	7	400	16
Second Year - Fourth Semester							
RNSG	1146	Legal & Ethical Issues for Nursing	1	1	0	16	0
RNSG	2130	Professional Nursing Review & Licensure Preparation	1	0	3	48	0
RNSG	2432	Enhanced Concepts of Adult Health	4	4	0	64	0
RNSG	1251	Care of Childbearing Family	2	1	3	64	0
RNSG	2462	Clinical Nursing IV - RN Training	4	0	0	192	16
		Total Semester Hours	12	6	6	384	0
		Total Program Hours	60	36	37	1792	61

Fall 2023 Hour Transition Breakdown							
Prerequisites							
Prefix	Course #	Name	Credit HR	Lecture HR	Lab HR	Contact Hours	Clinical Hours
BIOL	2401	A & P 1	4	3	3	96	0
BIOL	2402	A & P 2	4	3	3	96	0
PSYC	2314	Lifespan Growth & Development	3	3	0	48	0
ENGL	1301	Composition 1	3	3	0	48	0
		Total Semester Hours	14	12	6	288	0
Transition 2nd Semester							
RNSG	1327	Transition to professional Nsg	3	2	4	96	0
RNSG	2121	Professional Nurse Leadership and Management	1	1	0	16	0
RNSG	2213	Mental Health	2	2	1	48	8
RNSG	2360	Clinical Nursing, I - RN Training	3	0	0	144	16
		Total Semester Hours	9	5	5	304	24
Third Semester							
RNSG	1443	Complex Concepts of Adult Health	4	3	3	96	0
RNSG	2201	Care of Children & Family	2	1	4	64	0
RNSG	2461	Clinical Nursing III - RN Training	4	0	0	192	16
HUMA		Humanities	3	3	0	48	0
		Total Semester Hours	13	4	7	400	16
Fourth Semester							
RNSG	1146	Legal & Ethical Issues for Nursing	1	1	0	16	0
RNSG	2130	Professional Nursing Review & Licensure Preparation	1	0	3	48	0
RNSG	2432	Enhanced Concepts of Adult Health	4	4	0	64	0
RNSG	1251	Care of Childbearing Family	2	1	3	64	0
RNSG	2462	Clinical Nursing IV - RN Training	4	0	0	192	16
		Total Semester Hours	12	6	6	384	0
		Total Program Hours	60	27	48	1376	56

Upon successful completion of RNSG 1327 and RNSG 2360, articulated academic credit will be given for RNSG 1413, RNSG 1205, RNSG 1441, RNSG 1144 and RNSG 1160. The total program hours will be 60.

SEMESTER I STUDENT LEARNING OUTCOMES

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

CLINICAL DECISION MAKING

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

COMMUNICATION

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

LEADERSHIP

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

SAFETY

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

PROFESSIONALISM

1. Recognize clinical data, current literature, and responses and outcomes to therapeutic interventions to make appropriate nursing practice decisions.
2. Define the responsibility for professional and personal growth and development.
3. Recognize ethical and legal responsibility and accountability for one's nursing practice.
4. Understanding the actions of a health care advocate to provide quality health care while embracing the spiritual, cultural, and religious influences on clients and their families.
5. Recognize one's caring behavior when interacting with clients, their families, and members of the health care professions.

SEMESTER II & TRANSITION STUDENT LEARNING OUTCOMES

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

CLINICAL DECISION MAKING

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

COMMUNICATION AND INFORMATION MANAGEMENT

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

LEADERSHIP

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

SAFETY

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

PROFESSIONALISM

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

SEMESTER III STUDENT LEARNING OUTCOMES

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

CLINICAL DECISION MAKING

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

COMMUNICATION & INFORMATION MANAGEMENT

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

LEADERSHIP

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

SAFETY

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

3. Integrate actions and act as a health care advocate to provide quality health care for clients, families, and/or groups.

PROFESSIONALISM

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

SEMESTER IV STUDENT LEARNING OUTCOMES

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

CLINICAL DECISION MAKING

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

COMMUNICATION

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

LEADERSHIP

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

SAFETY

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

PROFESSIONALISM

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

ADMISSIONS CRITERIA TRADITIONAL ADN

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

Admission Requirements are required for all applicants:

1. Must be accepted to South Plains College.
2. Once accepted into South Plains College and required prerequisites are completed for the Associate Degree Nursing Program then apply to the Associate Degree Nursing Program.
3. Official Transcripts: Must have official high school and college transcripts on file with South Plains College Admissions Department. If they are not on file you must provide official high school and college transcripts with your application. If you have completed courses at South Plains College, we can retrieve your official transcript from South Plains College main campus for you.
4. You must provide official TEAS scores to the SPC nursing office. This is separate from your TSI as it is the nursing entrance exam. These scores need to be a 58.7 for Reading, Math, and English, and a 50.0 on the Science portion.
5. A minimum overall GPA of 2.5 is required for entrance. A minimum prerequisite GPA of 2.8 is required. If a prerequisite GPA is between a 2.6 and 2.8 a conditional acceptance may be granted. Science courses may not be older than 5 years old. Only one "C" is allowed in science courses, however, know that just one "C" can bring your prerequisite GPA down to below a 2.6. The admission committee will review individual applications for potential acceptance. Admission is based on a points system which includes GPA, prerequisite GPA, TEAS scores and any certification or degrees awarded as well as any experience working in the health care industry.
6. If you have been unsuccessful in other nursing programs, a letter of good standing is required. The previous nursing program will need to email a letter of good standing to jfowler53@southplainscollege.edu.
7. Soon after you submit your nursing application, your name and personal information (SSN and DOB, etc.) will be submitted to the Texas Board of Nursing (TXBON) on a roster. You will receive an email that contains all of the information that you need regarding the background check procedures and forms of clearance to sit for the NCLEX licensure exam. **Be aware that you must have Texas Board of Nursing clearance to be accepted into the nursing program, and thus, without clearance you cannot participate in the program.**
8. Students will be notified via email of acceptance into the program after the admission committee meets and accepts the students into the incoming class. Students must apply each time they wish to be considered for admission.

Additional criteria include:

Students will be required to have an overall health physical examination prior to entering the program. Forms will be provided by the ADNP which must be completed and returned to maintain their acceptance status. Students must have physical, mental, and emotional health necessary to meet the required competencies of the Associate Degree Nursing Program.

1. Immunizations- Written proof of immunizations specified on the physical exam form is required before the student can be placed in clinical. These include MMR, Tdap, Hepatitis B, and Varicella. A Mantoux test (TB), will also be required every year. COVID and Flu vaccine requirements must be met or have a declination form completed for one or both and will have to follow the health care facility masking policy.
2. Cardiopulmonary Resuscitation Certification (Health Care Provider) must be acquired before prior to admission into nursing program and maintained throughout the Associate Degree Nursing Program.
3. Non-nursing courses may be taken before enrollment in the nursing program, but not later than sequentially required.
4. All extra non-nursing courses taken while in the program must be evaluated and approved by the Director of the Associate Degree Nursing Program.
5. Credit will not be given for academic science courses more than 5 years old.
6. All students conditionally accepted for admission are required to undergo drug testing. Failure to submit to drug testing or falsify the test in any way will result in having their condition acceptance revoked. Any conditionally accepted student who has a positive drug screen or does not agree to be tested will forfeit their position in the class. Any drug screen which is positive for an adulterant will result in forfeiture of their position in the program.

** Please note that there are a lot of products on the market that can have an impact on your drug testing which includes hemp/CBD products that are 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 in them even if the label doesn't say so. This means that people using CBD regularly could build up high enough THC levels in their body to test positive.

PROGRESSION CRITERIA

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

ADVANCED PLACEMENT (Transition LVN to RN)

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

Admission Requirements are required for all applicants:

1. Must be accepted to South Plains College.
2. Once accepted into South Plains College and required prerequisites are completed for the Associate Degree Nursing Program then apply to the Associate Degree Nursing Program.
3. Official Transcripts: Must have official high school and college transcripts on file with South Plains College Admissions Department. If they are not on file, you must provide official high school and college transcripts with your application. If you have completed courses at South Plains College, we can retrieve your official transcript from South Plains College main campus for you.
4. You must provide official TEAS scores to the SPC nursing office. This is separate from your TSI as it is the nursing entrance exam. These scores need to be a 58.7 for Reading, Math, and English, and a 50.0 on the Science portion.
5. A minimum overall GPA of 2.5 is required for entrance. A minimum prerequisite GPA of 2.8 is required. If a prerequisite GPA is between a 2.6 and 2.8 a conditional acceptance may be granted. Science courses may not be older than 5 years old. Only one "C" is allowed in science courses, however, know that just one "C" can bring your prerequisite GPA down to below a 2.6. The admission committee will review individual applications for potential acceptance. Admission is based on a points system which includes GPA, prerequisite GPA, TEAS scores and any certification or degrees awarded as well as any experience working in the health care industry.
6. If you have been unsuccessful in other nursing programs, a letter of good standing is required. The previous nursing program will need to email a letter of good standing to jfowler53@southplainscollege.edu.
7. Soon after you submit your nursing application, your name and personal information (SSN and DOB, etc.) will be submitted to the Texas Board of Nursing (TXBON) on a roster. You will receive an email that contains all of the information that you need regarding the background check procedures and forms of clearance to sit for the NCLEX licensure exam.
8. **Be aware that you must have Texas Board of Nursing clearance to be accepted into the nursing program, and thus, without clearance you cannot participate in the program.**
9. Students will be notified via email of acceptance into the program after the admission committee meets and accepts the students into the incoming class. Students must apply each time they wish to be considered for admission.

Additional criteria include:

Students will be required to have an overall health physical examination prior to entering the program. Forms will be provided by the ADNPN which must be completed and returned to maintain their acceptance status. Students must have physical, mental, and emotional health necessary to meet the required competencies of the Associate Degree Nursing Program.

1. Immunizations- Written proof of immunizations specified on the physical exam form is required before the student can be placed in clinical. These include MMR, Tdap, Hepatitis B, and Varicella. A Mantoux test (TB), will also be required every year. COVID and Flu vaccine requirements must be met or have a declination form completed for one or both and will have to follow the health care facility masking policy.
2. Cardiopulmonary Resuscitation Certification (Health Care Provider) must be acquired before prior to admission into nursing program and maintained throughout the Associate Degree Nursing Program.
3. Non-nursing courses may be taken before enrollment in the nursing program, but not later than sequentially required.
4. All extra non-nursing courses taken while in the program must be evaluated and approved by the Director of the Associate Degree Nursing Program.
5. Credit will not be given for academic science courses more than 5 years old.
6. All students conditionally accepted for admission are required to undergo drug testing. Failure to submit to drug testing or falsify the test in any way will result in having their condition acceptance revoked. Any conditionally accepted student who has a positive drug screen or does not agree to be tested will forfeit their position in the class. Any drug screen which is positive for an adulterant will result in forfeiture of their position in the program.

** Please note that there are a lot of products on the market that can have an impact on your drug testing which includes hemp/CBD products that are 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 in them even if the label doesn't say so. This means that people using CBD regularly could build up high enough THC levels in their body to test positive.

Information Specific for LVN to RN Transition Students

1. The licensed vocational/practical nurse applicant requesting advanced placement must:
 - a. Be a graduate of an accredited/approved Texas Vocational Nursing Program or out-of- state accredited program.
 - b. If you graduate and are successful on the NCLEX exam you can apply for the next open application cycle. Make sure you have your license at the time of application.

- c. Texas licensed vocational nurse applicants meeting the above criteria **who apply within 3 months after graduation** from an **accredited** Licensed Practical or Licensed Vocational program will not be required to have nursing practice experience.
 - d. Texas licensed vocational nurse applicants meeting the above criteria and are **more than 3 months after graduation** from an **accredited** Texas Vocational Nursing Program or an out-of-state **accredited** vocational/practical school should have a minimum of at least 1 year of **CURRENT** nursing practice experience.
 - e. Must have a current Texas LVN license.
 - f. Any LVN wishing to enter the Advanced Placement program must be currently working as an LVN in a health care facility.
2. Students requesting advanced placement/transfer from other professional nursing programs:
- a. Must have a letter sent to the Director of the Associate Degree Nursing Program of South Plains College from the Director of the Nursing Program from which they wish to transfer, indicating their eligibility to continue in the nursing program. All students requesting to transfer into the ADN from another nursing program must be eligible for readmission to a former nursing program.
 - b. Students requesting to transfer from a Diploma Program, or another ADN program must pass the comprehensive final exam for each course completed in the Diploma program with a grade of "77" to receive credit for the course. An 83 is required to pass and graduate in the NCLEX prep course. The courses also must align with the SPC Nursing Curriculum Degree Plan.
 - c. Credit will not be given for nursing coursework more than one-year-old.

Progression Criteria:

1. All LVN's requesting advanced placement who are not currently enrolled in a professional nursing program will be required to enroll in RNSG 1327, RNSG 2360. These courses are designed as leveling courses for advancement to other nursing courses.
 - a. Students must pass RNSG 1327, RNSG 2360, RNSG 2121, and RNSG 2213 with a grade of 77 to progress to an advanced level.
 - b. Students with a grade below "77" in RNSG 1327, RNSG 2360, RNSG 2121, and RNSG 2213 can request readmission to RNSG 1327, RNSG 2360, RNSG 2121, and RNSG 2213
 - c. Students are required to have a minimum grade of 83 or better in RNSG 2130 to graduate. Students whose grades fall below 83 will be required to retake the course. The readmit policy will apply to this course.

Awarding of credit:

Advanced credits for LVN to RN students. Credit will be awarded for RNSG 1413, RNSG 1205, RNSG 1201 & RNSG 1441 following the completion of RNSG 1327 and RNSG 2360

READMISSION POLICY

READMISSION POLICY

1. A student may request only **one (1)** readmission to the ADN program.
2. A student may be denied readmission to any course or the ADN program.
3. Enrollment of readmitted students will be contingent on space available.
4. All students requesting readmission will undergo drug testing. Failure to complete drug testing will be counted as a positive drug screening result and will result in removal from the program. A positive drug screen will result in removal from the program. Refer to drug testing policy.
5. Admission to the program begins the first scheduled course day. Withdrawal at any point after the first-class day requires readmission to the program.
6. Will need to follow the guidelines provided on readmission criteria email.

STUDENTS INELIGIBLE FOR READMISSION

1. Students who withdraw, administratively withdrawn, and/or fail a nursing course for reasons of unsafe clinical performance and/or personal behavioral problems related to didactic and/or clinical performance.
2. Students who are found to exhibit dishonest and/or unethical behavior. (see Honesty Policy)
3. Any student who exhibits behavior in violation of the Texas Board of Nursing Rules and Regulations Relating to Professional Nurse Education, Licensure, and Practice as outlined by The Texas Board of Nursing, Section 213.27, Good Professional Character, shall be dismissed from the Associate Degree Nursing Program with no option for readmission.
4. Any student who has a positive result on a scheduled, for cause or random drug testing, refuses or misses drug testing may be dismissed immediately and may not be considered eligible for readmission.
5. The Admissions/Academic Standards Committee may deny readmission for reasons other than those listed above.

READMISSION PROCESS

Student Responsibility

1. Students to be considered for readmission to the ADN program must submit a letter stating the request for readmission into the program. This needs to be submitted to the ADN Program Director upon withdrawal from a course or upon course failure.

2. The Admissions/Academic Standards Committee and/or Director of Nursing programs will stipulate the conditions of readmission.

The student must re-enter the ADNP within one year to ensure continuity in his/her program of learning. Students must complete the program within three (3) years of original entry into the ADNP.

CRITERIA FOR GRADUATION

ASSOCIATE IN APPLIED SCIENCE

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

The general requirements from the South Plains College catalog include:

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

ASSOCIATE DEGREE NURSING PROGRAM

In addition to the South Plains College requirements for graduation, the ADNP requires that the ADNP student must:

Receive a minimum grade of "C" in each support (non-nursing) course. It is also required to have a 77.0 or above in each nursing course and an 83.0 or higher in RNSG 2130 to be eligible for program progression and to meet nursing program graduation requirements. Nursing grades are not rounded.

CONFIDENTIALITY AGREEMENT

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

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

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

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

Any breach of confidentiality or HIPAA violation of any type may be grounds for immediate dismissal from the program with no opportunity for readmission to any nursing program at South Plains College. HIPAA violations also can include federal fines and penalties.

ATTENDANCE POLICY

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

LECTURE

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

CLINICAL

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

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

- a. Places a client, self or others in physical or emotional jeopardy.
- b. Inadequately and/or inaccurately utilizes the nursing process.
- c. Violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical function.
- d. Assumes inappropriate independence in action or decisions.
- e. Fails to recognize own limitations, incompetence, and/or ethical legal responsibilities; or

- f. Fails to accept moral and legal responsibility for his/her actions; thereby, violating professional integrity as expressed in the Code for Nurses.
 - g. Is under or appears to be under the influence of any type of substance that can impact or impair one's judgment and performance.
6. 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.
 7. 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.
 8. Any student found in noncompliance with program clinical requirements and criteria may be suspended from the program AND/OR declared ineligible for continuation in the program. (See readmission criteria.)

SKILLS/COMPUTER LAB

Students are expected to attend all scheduled skills/computer lab experiences. A skills/computer lab absence counts as a course or clinical absence as determined by the course leader. If it is required to complete the activity in the skills/computer lab and is part of the requirement to successfully pass clinical, makeup for the missed lab must be done within two weeks of the absence or within the required time as stated by the faculty. (This may be granted due to an extenuating circumstance and is determined on a case-by-case basis and will be handled by the student and the course/clinical instructor.) Failure to complete this makeup within the required time may result in a written contract outlining specific dates of completion and may result in a clinical failure. The student cannot perform missed skills/computer lab procedures in the clinical setting until successful completion is demonstrated to the course instructor.

TARDINESS TO CLINICAL, CLASS, OR SKILLS/COMPUTER LAB

When a student is tardy, this exhibits inappropriate behavior, i.e., tardiness to clinical, class, or skills/computer lab, the instructor of that student will be handled per the guidelines of the syllabus.

TRANSPORTATION

It is each student's responsibility to make sure that they have transportation for school and clinicals. It can create a hardship on other students if they are constantly having to make sure you have a ride to and from school and clinicals. Please make arrangements prior to school starting.

DRESS CODE

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

CLASSROOM UNIFORMS:

Nursing is a uniformed profession as such all students for classroom attire are required to wear scrubs of their choice as long as clean and professional looking. You can also wear an official college SPC T-shirt or SPC nursing T-shirt with scrub bottoms and appropriate tennis shoes. You cannot make your own due to college restrictions with branding. All students must wear an SPC badge as it is part of the professional uniform and is required for safety measures. If you forget your badge you must sign in at the front office and you are not to let others into the building who do not have a badge. You may be sent home and accrue a tardy or an absence in the course if you come to class out of dress code.

CLINICAL UNIFORMS:

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

8. Fanny packs are not to be worn with the uniform. Identify a secure area for safekeeping of personal items. Do not leave valuables unattended.

GENERAL APPEARANCE

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

such as Dermablend, an adhesive bandage, or a scrub jacket (exception is tattoos on hands). Sleeves are optional (must be tan in color). Coverage, sleeves, and scrub jackets may be removed during patient care. Sleeves and jackets must be kept clean and washed.

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

General Clinical Guidelines:

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

12. Cell phones are permissible. They **MUST** be kept on silent mode and only used with faculty permission. They **may not** be used in patient care areas, hallways, or nurses' stations. Cell phones may only be used on your lunch break in the break room, cafeteria and only on scheduled breaks. This includes any type of clinical environment, to include but not limited to the skills lab, sim 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 is iPad checked out to students by SPC ADNPs. However, 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.

CELL PHONE USEAGE

Cell Phones – Cell phones are to be turned OFF or silenced during scheduled class periods. It is disrespectful to be using your phone while your instructor is lecturing, or other classmates are presenting. Text messaging is not allowed during scheduled class/lab times. Cell phones are to be used outside the classroom or lab only on designated breaks. Students that are caught using their cell phone/smart watch or device during class inappropriately and without the permission of the instructor will be asked to leave class and will receive an absence for that day. We understand that sometimes there are extenuating circumstances. Please see your faculty prior to class to receive permission to step out and take or make your phone call.

Cell phone usage is **NOT** permitted in the clinical setting/Sim Lab/skills lab. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule or to the main nursing department office at 806-716-2391. **DO NOT** have your family and friends calling the hospitals or clinics looking for you. They are only to call the SPC nursing program office.

A student may use their cell phone in clinical, sim lab and/or skills lab only during lunch time or during break in the breakrooms or in the facility cafeteria. They must be kept silent or off. Cell phones **are not permitted** to be used at all at any other time. If a student is seen with a cell phone or if the instructor hears a phone ring or vibrate, the student may receive an absence and may either stay or be sent home for the day. The faculty member will then assign work to be completed by the student. This policy is also in effect for the clinical prep time. No student should be wearing a smart watch in any type of clinical setting at any time.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during the normal class schedule, they should call the Nursing Office at (806)716-2391 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.

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

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students.

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. 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. 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.

Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw.

NURSING STUDENT CODE OF CONDUCT

PURPOSE

South Plains College Nursing Programs expects that all students will conduct themselves responsibly and in a manner that reflects favorably upon themselves, the college as well as the nursing profession. When a student does not act responsibly and violates the college policies, rules, regulations, or standards of conduct, formal disciplinary action may result. The conduct process reflects the nursing department's desire that students maintain high standards and present themselves as professionals.

RATIONALE

The rationale for this Nursing Student Code of Conduct is to provide nursing students and nursing faculty with a centralized and unifying policy of conduct that will foster professional accountability and patient safety.

STUDENT CIVILITY – CIVILITY AND INCIVILITY DEFINED

1. Civility has to do with 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. In civility, we recognize that no action of ours is without consequence to others or ourselves. We need to anticipate what these consequences will be and choose to act in a responsible and caring way. Sometimes we cannot anticipate how others will react, but we still

must remain civil and appreciate that we are all individuals that are unique and different.

2. Uncivil behaviors are acts of rudeness, disrespect, and other breeches of common rules of courtesy. These acts of incivility range from disrespectful verbal and non-verbal behaviors to physical threats to another's well-being. Incivility is a lack of awareness and recognition (intended or unintended) of others in our interactions when we fail to give them a high level of respect and consideration. Incivility usually results when one does not anticipate how actions will affect others.

Behaviors of Incivility though the list below is not complete, but it contains many of the behaviors listed in the literature on incivility.

1. Inattentiveness in class
2. Absenteeism or arriving late, leaving early.
3. Yelling at professor in classroom or in clinical setting
4. Touching professor in objectionable physical contact
5. Dishonesty/lack of integrity
6. Disrespectful retorts
7. Righteous anger
8. Threats to well-being
9. Intimidating behaviors such pointing finger in face of professor, staff or peers.
10. Monopolizing the interactions with faculty or other students (not permitting others to have a turn).
11. Persistent argumentation or refusal to comply with a direct request.
12. Nonverbal disrespectful behavior such as eye rolling, groaning, or using inappropriate gestures, etc.
13. Attire that may be perceived as offensive to other students or faculty.
14. Gross and/or inappropriate behavior such as foul and/or inappropriate language.
15. Using cell phones or pagers during class
16. Holding distracting conversations in class
17. Making sarcastic remarks
18. Demanding make-up exams, extensions, or other favors
19. Falsely accusing faculty of misplacing academic work (assignments or exams)

American Nurses Association. (2015). Code of ethics for nurses. Silver Springs, MD: American Nurses Publishing. (See Appendix A for Behaviors of Incivility).

CLASSROOM CONDUCT

1. Students in the nursing programs are engaged in preparation for professional practice. Nursing practice is guided by the ANA Code of Ethics and ANA Standards of Professional Practice, which emphasize respect for others. Students in a professional nursing education program are held to these standards. All communication with faculty and other students should always be respectful even when we disagree with one another or do not get along with the other person.
2. The following are expected behaviors that support the teaching/learning environment:
 - a. Address the faculty member appropriately by title or Mr. or Mrs.
 - b. Arrive at your class on time.
 - c. Notify the faculty member and leave a voice message or email in the event of tardiness or

- absence prior to class.
- d. Students who are disruptive or uncivil may be asked to leave the classroom.
 - e. Students are not permitted to bring a guest or children to class.
 - f. Electronic equipment or devices shall not be used without the express permission and consent of faculty.
3. Behaviors considered disruptive, unruly, or that interfere with the ability of the professor to teach may include:
 - a. Intimidating behavior.
 - b. Persistent argumentation, refusal to comply with a direct request, or yelling in class.
 - c. Gross, lewd, or offensive behavior or gestures.
 4. Any threats made against faculty will be reported to the Dean of Health Sciences and the Dean of Students which may result in sanctions on the student.
 5. Any student who violates expected behaviors or engages in disruptive behavior, as explained above may be reported to the Nursing Director and may advance further to the Dean of Health Sciences and the Dean of Students, who may impose further sanctions.
 6. Online conduct reflects the same requirements as classroom conduct. Courtesy, politeness, and good manners must be used when students and faculty are involved in online education and/or communication; the same as if the interaction were to take place in person. Behavior must be responsible and caring toward others and individuals should anticipate the consequences of such conduct.

COMMUNICATION

The following are expected communication behaviors that support the teaching/learning environment:

1. All communication must be respectful and adhere to the standards of professional nursing.
2. Face-to-face and phone communication must be civil and use the highest, most professional level of courtesy, politeness, and good manners.
3. Email is a rapid and efficient form of communication. Those receiving an email cannot always understand the sender's frame of mind or the context of the communication. Care should be taken to avoid unintended interpretations. Emails should be responded to promptly; this can be accomplished by checking your official South Plains College email account daily. Accounts must be maintained to ensure functionality. For most accounts, this requires routine actions such as archiving and deleting unnecessary emails.
4. The content of email communication must be respectful and courteous and in a writing style appropriate for the business and/or educational environment.
5. Use proper spelling, punctuation, grammar, and salutation.

COMMUNICATING VIA EMAIL GUIDELINES

Etiquette Rules with e-mail, the student should not assume anything about the sender's frame of mind. Below are some useful Do's and Don'ts the student should consider in avoiding problems.

1. Your South Plains College email address is the only appropriate method by which to send college-related information. Emails sent to the department of Nursing, to faculty, staff, and administrators from personal accounts such as Gmail, Yahoo, and Hotmail may not be answered.
2. The student should address emails to faculty members, staff, administration, and fellow students with "Dear [Name]" or "Hello [Name]." Emails are professional pieces of correspondence; informal language is not appropriate. When addressing e-mails, proper titles (Professor, Dr. Mr. or Mrs. etc.) should be used.
3. All emails should be responded to within 24-48 business hours. If this is not possible, an automatic response should be created letting the sender know that his/her email will be answered at the earliest opportunity.
4. The content within an email is discoverable by law, and as such, correspondence should remain both professional and pertinent to the topic at hand, this also includes information shared on social network sites. A social network site is a public forum.
5. It is considered shouting when a message is in all capital letters.
6. Students should review emails for grammar, spelling, punctuation, and tone before sending them.
7. The student should not use the "Reply All" function unless necessary to do so. Using it sparingly will import more meaning to the message when it is implemented.
8. Go to these websites for further information on email etiquette:
<http://office.microsoft.com/en-us/outlook-help/12-tips-for-better-e-mail-etiquetteHA001205410.aspx>

Lachman, V. (2003). E-mail etiquette. *Journal of American Society for Long-Term Care Nurses*, 16(1), 4-5, 16,

American Nurses Association. (2015). *Scope and Standards of Practice*. Silver Springs, MD: American Nurses Publishing. (Standard 10).

American Nurses Association. (2015). *Code of ethics for nurses*. Silver Springs, MD: American Nurses Publishing. (Provisions 1.5, p. 9).

SOCIAL MEDIA GUIDELINES AND POLICIES

The Nursing department recognizes that social media use is prevalent in today's society. Many websites and applications are commonly utilized by the public. Students should be aware that posting certain information and/or images on social media sites may be viewed as unethical, unprofessional, and in some cases, illegal.

Some social media guidelines to consider:

1. Students should monitor their online presence as well as online site policies and privacy settings. Students are encouraged to maintain up-to-date use of privacy settings to limit unknown or unwanted access to profiles or applications. Students should note that those with permission to view information may have the ability to share it without the student's consent. Therefore, all postings (information, photos, and videos) should be considered public and potentially visible to anyone at any time.
2. Posting information and images online should be considered permanent. Deleting a post does not ensure removal. Data can be recalled and retrieved as it is often archived online, or others may have recorded a student's postings prior to removal.
3. Students should represent themselves in a mature, professional, and responsible manner. Uncivil or disrespectful language used in communications is considered unprofessional and therefore not acceptable. Potential employers, licensing boards and healthcare facilities may screen social networking sites.
4. Social media use can be a helpful tool, but users must realize that statements made online are considered to represent the views of an individual as if spoken verbally or written. Communicating something electronically carries no less weight than communicating it in any other way. It is considered unprofessional to criticize classmates, peers, preceptors, or college faculty/staff.
5. Damaging the reputation of another is also considered to be unprofessional behavior and could result in personal liability if found to be defamatory in a court of law. Actions online are subject to legal ramifications. Users should consider ALL possible consequences before writing/posting/sharing.
6. Posting patient information. Students may not post or otherwise disclose patient information in violation of a federal or state law or applicable professional ethics and healthcare facility policies. This includes cases or pictures. Removal of an individual's name does not constitute proper "deidentification" of protected health information. Furthermore, inclusion of data such as age, gender, race, diagnosis, date, or location of evaluation may still allow the reader to recognize the identity of a specific individual. Students may not take or post photos of patients or health care environments/rotation/ preceptorship sites. Photos may contain background identifying features of which the student may not be aware.
7. Posting class, program, or curriculum information. Students should not share information about program curriculum or exams in any way. This includes information on classroom content. Students are not permitted to record the discussion or review of quiz or exam questions.

Permission to record or stream a lecture is at the discretion of the faculty who is providing the course content. All recorded material is for the individual student's studying purposes only. Any other use, duplication, sharing, or posting of the lecture material is prohibited. Picture taking of any type without the faculty's authorization is also prohibited. Students taking photos of learning materials (clicker questions, etc.) or violating this recording policy will be subject to disciplinary action including a referral to the Nursing Director and the Dean of Health Sciences.

8. Misrepresentation. In posting information on social networking sites, students may not present or represent themselves as official representatives or spokespersons for South Plains College or the nursing programs.
9. You may not post any type of harassing or discriminatory postings.
10. Violating the Acceptable Use Policy. All social media activities involving use of South Plains College computer and network resources, including all electronic communication systems and equipment, must comply with appropriate usage.
11. Inappropriate relationships. It is considered unethical to establish non-professional relationships with patients including inviting them to social network groups or accepting invitations from them.
12. Giving medical advice. Students are not licensed nurses and should not offer medical advice as medical professionals. Students should in no way diagnose, manage, or medically advise any other individual on social media sites.
13. Recording of Classes Video or audio recording of classes is prohibited unless faculty permission is granted, or a student has official accommodation. Students are never permitted to tape during the discussion or review of quiz or exam questions. Recordings are for the student's own personal use. Any other use, duplication, sharing, or posting of the lecture material is strictly prohibited.

ETHICAL AND LEGAL BEHAVIOR

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

HONESTY POLICY

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

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

*Testing Violations:

1. The instructor(s) control(s) the option of seating arrangement, movement within the classroom, students leaving the room, and stopping an exam for violation of the honesty policy.
2. All hats, jackets, watches, phones, books, papers, notebooks, and personal belongings (including any electronic communication devices) will be left in the classroom prior to entering the computer lab for testing. If testing in the classroom on school issued iPads, you will follow the above guidelines in #2 but leave at the front of the classroom.
3. Students are not allowed to have cell phones, smart devices of any kind on their person during exams, even if on silence. Students that are caught using cell phones or smart devices may receive an automatic zero on the exam and may be dismissed from the program.
4. Any type of notes or information found on or in the immediate vicinity of an individual during a testing situation will be grounds for termination of his/her testing. A grade of zero will be recorded and averaged into the final grade.
5. Any verbal, nonverbal, or electronic communication between students during a testing situation will be grounds for termination of his/her testing. A grade of zero will be recorded and averaged into the final grade.
6. Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
7. If additional information comes to light following completion of a testing session, including that cheating has occurred, then a grade of zero will be recorded for the test and averaged into the final grade.

*Plagiarism Violations:

A student that is found to commit any type of plagiarism (this includes and is 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. See Appendix.

*Record Falsification Violations:

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

DRUG TESTING POLICY

1. All students conditionally accepted for admission/readmission into the ADN or VN program will be required to undergo drug screening. This will be done at the lab identified by the program and the \$50.00 will be paid by the student to the nursing department. The results will be submitted directly to the Department of Nursing by the lab. Failure to submit to drug testing will result in forfeiture of their admission into the program. Any conditionally admitted student whose drug screen is positive will forfeit their admission into the program.
2. If a student is arrested for any drug/alcohol offense while in the nursing program, they will be immediately withdrawn from the program and must go through the Declaratory Order process before the student can continue in the program. Once the student is cleared for licensure by the Texas Board of Nursing, they may request readmission to the program. The request will go before the Admissions/Academic Standards Committee for a final decision.
3. Any time there is a complaint or report of a student suspected of being impaired, the student will be required to undergo drug testing for probable cause and will be observed during the testing process. This process may be done by a UA or by hair sample.
4. Should a student refuse to be tested, this will be considered a positive screen and treated in the same manner as an actual positive screen. Should a student leave the facility and not complete the test then this will be considered a positive screen and treated in the same manner as an actual positive screen. A drug screen which shows the presence of an adulterant will be considered a positive screen. Any of these occurrences will result in immediate dismissal from the program.
5. Should you miss your scheduled drug screening time, or the time expires, then this may result in dismissal from the program. The time due is provided on every order and you must allow an hour prior to expiration, or you may miss your screening time.
6. If you try and manipulate the screening in any way, bribe or coerce any lab testing official will result in immediate dismissal from the program. Negative drug screenings are a mandatory requirement for our program, to meet compliance with our clinical partners.
7. Students will be randomly selected during each semester, and you may be selected more than once in a semester. A negative screen is required to remain in the program.
8. ** Please note that there are a lot of products on the market that can have an impact on your drug testing which includes hemp/CBD products that are 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 in them even if the label doesn't say so. This means that people using CBD regularly could build up high enough THC levels in their body to test positive.
9. If you test positive at any point and the lab determines the positive result and is not related to your current medication list, then you may be immediately dismissed from the program, and you will not be allowed a readmission.

TERRORIST THREAT/VIOLENT BEHAVIOR POLICY

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

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

STUDENT RECORDS

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

Student Records included are:

1. Admission information
2. Transcripts
3. Physical Exams
4. Immunization information – Copies of immunizations and/or declination forms
5. CPR information
6. The medication list must be kept current and is the student's responsibility to notify the office with any changes to this list.
7. Specific information regarding the individual student.

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

GRADING SYSTEM

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

Student grades may be interpreted as follows:

Grade	Interpretation	Grade Point Per Semester Hour
A	Excellent (90.00 – 100.00)	4
B	Good (80.0 – 89.99)	3
C	Average (77.00 – 79.99)	2
D	Below Average (60.00 – 76.99)	1
F	Failure (59.99 and below)	0
I	Incomplete	Not computed
P	Pass	Not computed
PR	Progress	Not computed
W	Student Initiated Withdrawal	Not computed
X	Administrative Withdrawal	Not computed

The grade "I" is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. 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". You cannot be given an "X" in lieu of "F".

WEIGHT OF COURSE GRADES IN NURSING DEPARTMENT

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

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

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

The grading scale for all nursing courses will be:

A = 90 - 100
 B = 80 - 89
 C = 77 - 79
 D = 60 - 76
 F = Below 60

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

NURSING LICENSURE BY EXAMINATION

In your fourth semester you will be given a date to complete registration and the required payment for NCLEX fees and Texas Board of Nursing licensing fees. The requirements for Licensure by Examination as a Registered Nurse in the State of Texas include the following:

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

TESTING DURING ADN PROGRAM

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

Fundamentals
Medical/Surgical
Maternity
Pediatric
Mental Health
Leadership
Pharmacology
NCLEX Prep ATI Comprehensive Predictors and UWorld Readiness Exams

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

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

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

LETTER FOR SUCCESS FORM

Letter for Success

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

This is week _____ notification regarding your academic progress in the above-listed course. Your current grade is currently at _____%. Please immediately contact your instructor and establish a plan (see the following comments) to enable you to fulfill the course requirements.

The following concerns are impacting your academic/clinical success: Information related to course or clinical work:

Plan of care for your success:

Additional Comments:

**Student Signature:
Date:**

**Instructor Signature:
Date:**

GRADE OR ACADEMIC DISCIPLINE APPEAL PROCESS

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

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

All students must follow the above-outlined steps to the appeals process. You cannot overstep chain of command and need to refer to this policy.

PROGRAM STUDENT GOVERNANCE

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

NURSING LEARNING RESOURCE LAB

PURPOSE

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

LOCATION

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

STAFF

The NLRL staff are available to provide assistance in reserving and locating resources. Appointments may be made with faculty members for assistance with procedures and the use of equipment.

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

General Use of Resources and Equipment

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

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

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

1. No food, drink, or tobacco products allowed.
2. No children allowed at all at any time.
3. Clean work area after use. This includes repackaging supplies, making the bed, picking up trash etc.
4. No cell phones or ear buds are allowed and please be respectful with the noise level.
5. Adherence to the SPC ADNP dress code is required for all Skills Lab activities. You must follow the dress code policy for practice and check offs.
6. Handle all equipment and computers with care.
7. Treat the mannequins with respect, these are your patients so treat them as such (keep covered at all times, handle gently).
8. If you sign up to practice skills, you are not to sit at the tables and socialize with your peers. Anyone seen socializing and not practicing will be asked to leave the lab. If you are going to miss your appointment, then you must call or email and cancel so your spot can be given to another student who needs it. If you do not show up for an appointment, you must make an appointment with the lab coordinator to discuss if you will be able to make another appointment.

COMPUTER LAB

The computer lab consists of 40 workstations in lab I (106A) and 40 workstations in lab II (106C). These workstations have computer aided instructional programs (CAI) and Internet access. The computer lab is utilized throughout the curriculum for testing purposes also.

If you have testing accommodations, please remember you must complete the required paperwork and you must set up an appointment with your instructor for each class if accommodations are needed.

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

SKILLS LABS

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

RECORDING

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

LAB KITS

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

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 form for his/her personal records and is strongly encouraged to share the information regarding this incident with his/her health care provider.

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

EXPOSED INDIVIDUAL _____
 FACILITY REPRESENTATIVE _____
 ATTENDING FACULTY MEMBER _____
 DATE OF INCIDENT _____
 DESCRIBE EXPOSURE INCIDENT _____

FACULTY SIGNATURE

DATE

AGENCY SIGNATURE

DATE

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

STUDENT SIGNATURE

DATE

POLICY FOR MEDICATION ADMINISTRATION

PURPOSE:

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

OBJECTIVES:

STUDENTS WILL BE ABLE TO:

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

SEMESTER I:

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

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

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

SEMESTER II & TRANSITION:

Prior to clinical experience, the student must satisfactorily complete a Departmental Math Exam. No more than 2 retakes will be permitted. Failure to pass on the 3rd exam will result in a clinical failure and thus a failure in RNSG 2360. Any missed math exam will count as a zero.

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

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

SEMESTERS III & IV:

1. Prior to clinical experience, the student must satisfactorily complete a Departmental Math Exam. RNSG 2462 & RNSG 2461 will permit 2 retakes only. Failure to pass the 3rd exam will result in clinical failure and thus failure in these courses. Any missed math exam will count as a zero.
2. Prior to clinical experience in RNSG 2462, the student must satisfactorily complete a Pedi Math Exam. Two retakes will be allowed. Failure on the 3rd exam will result in a clinical failure.
3. Prior to clinical experience, the student must demonstrate knowledge and competency of medications and the administering of medications. This includes the ability to solve dosage and calculation problems for the adult and the child.
4. The student must demonstrate competency and proficiency, utilizing critical criteria, in attaining clinical objectives related to medication administration from the evaluation tool.

MEDICATION ERROR

The policy of south plains college associate degree nursing program in the event that the student makes a medication error is as follows:

1. The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.
2. The student must fill out an incident report for the Nurse Manager of the unit, course leader, and the Director of the Associate Degree Nursing Program.
3. The student must submit a drug card on the medication in question to the Director of the Associate Degree Nursing Program.
4. The incident report and the drug card will become a part of the student's permanent record.
5. At the discretion of the instructor and/or Director of the Associate Degree Nursing Program the error will be reviewed by the Admission/Academic Standards Committee. Mandatory review will occur after the third incident.
6. If the student is demonstrating that they are not prepared or safe to give medications 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.

GUIDELINES FOR CLINICAL IN ALL CLINICAL AGENCIES

MEDICATIONS/VENIPUNCTURE:

All Semesters:

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

Semester I (RNSG 1160) Nursing Students:

1. No medications will be administered until the student has satisfactorily completed skills lab check offs for medications administration.
2. AFTER having been checked off by the CLINICAL INSTRUCTOR in the CLINICAL AREA, at the instructor's discretion, the student may be allowed to administer **with direct supervision**:
 - a. Scheduled meds per policy of the facility and the SPC Nursing Program
 - b. PRN medications per policy of the facility and the SPC Nursing Program
 - c. One-time only medications per policy of the facility and the SPC Nursing Program.
3. Routes of medication administration covered in Pharmacology/Medication
4. Administration units are: Oral, Eye, Ear, Nasal, Vaginal, Rectal, Buccal, and Sublingual. Parenteral - Intramuscular, Subcutaneous, Intradermal, and Ztrack.
5. Drug cards must be submitted on all medications the client is receiving.
6. 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.

7. The student must perform the 5 rights and 3 checks prior to administration.
8. MAY NOT PERFORM VENIPUNCTURE.
9. MAY NOT CHANGE IV solutions.
10. Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.
11. Must know the type of IV Solution ordered.
12. Must notify TPCN when IV fluid level is running low.

In addition to Semester, I Guidelines,

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

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

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

1. May discontinue IV fluids UNDER the DIRECT SUPERVISION OF INSTRUCTOR/RN.
2. May change IV bags UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
3. May stop or adjust rate the flow of IV solution UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
4. May hang IV piggy-back medications UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
5. Observe IV injection site for signs of infiltration or signs of reaction and report to TPCN.
6. Notify TPCN when IV fluid level is running low.
7. May not read CVP.
8. Must know rate of IV solution ordered.

9. Must know rate of IV solution and drops per minute.
10. May convert IV to INT and perform site care and tubing changes UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
11. May add medications to IV fluids as designated by instructor with DIRECT SUPERVISION.
12. MAY NOT DO IV PUSH MEDS EXCEPT FOR HEPARIN FLUSH.

In addition to Semester, I and Semester II Guidelines:

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

1. Administer scheduled, PRN, one time only, STAT, and initial doses, under the direct supervision of the instructor or their designee.
2. May transcribe orders for beginning and discontinued medications UNDER THE DIRECT SUPERVISION OF A LICENSED RN, WHO MUST SIGN OFF THE ORDER.
3. 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.
4. Pitocin, Magnesium Sulfate, Terbutaline, and may not be mixed or administered IV push by nursing students. P.O. and Subcutaneous forms of the medications may be given by the nursing students under the instructor's 'supervision.
5. Nursing students must be supervised by the clinical instructor when performing venipuncture. At the instructor's discretion, selected staff RN's may supervise those students who have demonstrated competency. STUDENTS CANNOT PERFORM VENIPUNCTURE IN PEDIATRICS, PICU, OR NICU AT ANY TIME. FAILURE TO ADHERE TO THIS WILL RESULT IN DISMISSAL.
6. Students may administer IM and SQ meds UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.
7. Students may do IV push medications under DIRECT SUPERVISION OF INSTRUCTOR/RN DESIGNEE. **EXCEPTIONS: Follow guidelines stated under all Levels.**
8. Students must be familiar with preparation, dilution, administration rate, compatibilities, and flushes before administering IVP's.

Semester III (RNSG 2261) Nursing Students:

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

2. Will not administer medications during the mental health rotation.**PROCEDURES:**

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

IV and IV PUSH MEDICATION DEFINITIONS:

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

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

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

PHONE AND VERBAL ORDERS:

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

ROUTINE ORDERS:

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

PERMITS:

Students may not witness the signing of permits.

MEDICATIONS PREPARED BY OTHERS:

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

MEDICATIONS ADMINISTERED BY OTHERS:

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

NARCOTICS:

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

PATIENT RECORDS:

While in the clinical setting you may only access the **medical record only for the patient** you are assigned. Should you access the record of another patient, (even if it is a close friend or family member) you are in violation of the agency policy and may be immediately dismissed from the program. You also cannot remove any type of patient data from the hospital at any time. It is your responsibility to make sure that you put all information in the shred bins at the end of the day if it has any type of patient identification on it all. If you remove any type of records, you are in violation of the agency policy and may be immediately dismissed from the program.

PROCEDURE AND POLICY FOR EMPLOYMENT IN HEALTH AGENCIES

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

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

BON Rule 224.8 (c) Nursing Tasks Prohibited from Delegation. By way of example, and not in limitation, the following are nursing tasks that are not within the scope of sound professional nursing judgment to delegate:

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

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

GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS

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

Recommended Practices

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

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

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

LIABILITY INSURANCE

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

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

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

CRIMINAL BACKGROUND CHECK

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

Once the class roster is confirmed, the roster will be sent to the BON for a DPS/FBI Criminal Background Check. The BON will notify the school that it has received the roster. The BON will notify 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 finger scan to the Texas Department of Public Safety to initiate the background check. DPS will transmit the results of the scan to the BON. Once the BON receives the DPS/FBI criminal background check, the BON will do the following:

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.

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 ADNP.

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 ADNP. The student will be required to withdraw from the ADNP and go through the DO process BEFORE the student can continue. Should it be later discovered that the student has had a change in their criminal background that was not disclosed to the Director of the ADNP, the student will be immediately dismissed with no option for readmission.* The ADNP must be able to assure clinical affiliates that all students have a clear background!

EBOLA POLICY

Students in the Nursing Programs of South Plains College will not provide care to any patient diagnosed with Ebola. Care at this intensive level should be provided by professional nursing staff and not student nurses.

Students will not provide ANY care for an Ebola patient, nor act as a witness to the removal of protective gear from professional staff. Students will not participate in the environmental cleanup of an Ebola patient. Observation of any of these procedures should occur at distances greater than 18 feet.

Students will continue to care for other clients in routine isolation situations, following ALL precautions as posted at the room, regardless of whether staff follow the guidelines or not. Students will review routine isolation precautions.

POLICY FOR OUTPATIENT CLINICS:

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

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

CORONAVIRUS/COVID-19 POLICY

Students in the Nursing Programs of South Plains College will not provide care to any patient diagnosed with Coronavirus/COVID-19. Care at this intensive level should be provided by professional nursing staff and not student nurses. Students will not provide ANY care for a Coronavirus/COVID-19 patient, nor act as a witness to the removal of protective gear from professional staff. Students will not participate in the environmental cleanup of a Coronavirus/COVID-19 patient. Observation of any of these procedures should occur at distances greater than 18 feet.

Students will continue to care for other clients in routine isolation situations, following ALL precautions as posted at the room, regardless of whether staff follow the guidelines or not. Students will review routine isolation precautions.

POLICY FOR CLINICAL:

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

- h. Immediately notify instructor of student actions.
 - i. If there was exposure to the student in the patient room, the student should follow the exposure procedures as directed by the staff. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
6. Students in contact with a Coronavirus/COVID-19 patient will do the following:
 - a. Notify the facility of the exposure and follow the facility's policy as well as notify the instructor and program director, completing an Exposure Report for SPC.
 - b. If there is exposure to any type of respiratory fluids, the student must wash the affected area with soap and water; mucous membranes should be irrigated with a large amount of water or eyewash solutions.
 - c. Monitor temperature for fever twice daily for 14 days after the last known exposure. Students may continue to attend class while performing the twice daily temperature checks for fever and monitoring for any associated Coronavirus/COVID-19 symptoms; attendance in clinical will depend on individual agency guidelines; alternative clinical experiences may be substituted during the 14-day exposure period. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 7. Students who develop sudden onset of fever, intense weakness or muscle pains, vomiting diarrhea or signs of difficulty breathing after the exposure to a suspected or confirmed Coronavirus/COVID-19 case should:
 - a. Immediately isolate self and contact a primary care provider as soon as possible, clearly indicating a suspected or confirmed Coronavirus/COVID-19 exposure and current symptoms.
 - b. Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately.**
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake.
 - Bluish lips or face
- *This list is not inclusive of all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning you.
- Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&-Emergency-Warning-Signs>
- c. Notify instructor or program director (who will notify Dean, SPC Health officials, local and state health departments, and the agency where exposure occurred).
 - d. Follow agency post-exposure protocols.
 - e. Comply with school/clinical exclusions until they are deemed no longer infectious to others.

CAMPUS CONCEALED CARRY STATEMENT

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

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

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

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

**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 that should a clinical agency policy differ from the ADN policy; the agency policy takes priority. I have been made aware that I am responsible for reading all agency policies and procedures prior to performing any procedure in the clinical setting.

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

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

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

Date

Student's Signature

Printed Name

TEXAS BOARD OF NURSING INFORMATION

Board-Appointed Committee:

Texas Board of Nursing Liaison:

Lisa Donnelly, DNP, MA, RN – Nursing Consultant for Education

Texas Board of Nursing:

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 - Representing ADN Education - Mineral Wells

Daryl Chambers, BBA - Consumer Member – Grand Prairie

Laura Disque, MSN, RN, CGRN- Representing RN Practice- Pharr

Carol Kay Hawkins, BSN, RN- Representing RN Practice – San Antonio

Mazie Mathews Jamison, BA, MA - Consumer Member - Dallas

Ken D. Johnson, BSN, RN - Representing LVN Education - San Angelo

Kathy Leader-Horn, LVN - Represents LVN Practice – Granbury

Dru Riddle. PhD, APRN, CRNA - Representing APRN Practice – Fort Worth

Melissa Schat, LVN - Representing LVN Practice – Granbury

Rickey “Rick” Williams - Representing Consumers – Killeen

Kimberly “Kim” Wright, LVN - Representing LVN Practice – Big Spring

TEXAS BOARD OF NURSING INFORMATION TEXAS OCCUPATION CODE

Texas Occupation Code: License Application Sec. 301.252

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.252

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

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.257

Texas Occupation Code: Physical and Psychological Evaluation Sec. 301.452

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.452

Texas Occupation Code: Disciplinary Authority of Board; Methods of Discipline Sec. 301.453

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.453

Texas Occupation Code: Notice and Hearing Sec. 301.454

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.454

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

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.455

Texas Occupation Code: Evidence Sec. 301.456

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.456

Texas Occupation Code: Complaint and Investigation Sec. 301.457

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.457

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

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.458

Texas Occupation Code: Formal Hearing Sec. 301.459

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.459

Texas Occupation Code: Access to Information Sec. 301.460

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.460

Texas Occupation Code: Assessment of Costs Sec. 301.461

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.461

Texas Occupation Code: Voluntary Surrender of License Sec. 301.462

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.462

Texas Occupation Code: Agreed Disposition Sec.301.463

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.463

Texas Occupation Code: Informal Proceedings Sec. 301.464

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.464

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

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.465

Texas Occupation Code: Confidentiality Sec. 301.466

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.466

Texas Occupation Code: Reinstatement Sec. 301.467

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.467

Texas Occupation Code: Probation Sec. 301.468

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.468

Texas Occupation Code: Notice of Final Action Sec. 301.469

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp.html#Sec.301.469

TEXAS BOARD OF NURSING INFORMATION TEXAS ADMINISTRATIVE CODE

Texas Administrative Code: Good Professional Character Rule 213.27

https://www.bon.texas.gov/rr_current/213-27.asp.html

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

https://www.bon.texas.gov/rr_current/213-28.asp.html

Texas Administrative Code: Fitness to Practice Rule 213.29

https://www.bon.texas.gov/rr_current/213-30.asp.html

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

https://www.bon.texas.gov/rr_current/213-30.asp.html