



TEXAS
SOUTHMOST
COLLEGE

STUDENT HANDBOOK

Associate Degree Nursing Program

2019-2020

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Associate Degree Nursing Program Mission Statement

The aim of the nursing department in conjunction with the mission of TSC is to facilitate educational access and academic excellence through innovative delivery systems that are learner-centered, success-oriented, and technologically responsive.

The mission of the ADN Program at TSC is to provide high quality nursing education to students preparing to enter the nursing profession and for students who are life-long learners.

Recognizing the diversity and uniqueness of the community it serves, the ADN program is committed to the enhancement of the quality of health care through excellence in teaching, service, continuing education, and promotion of evidence-based practice.

Philosophy

In keeping with the mission and philosophy of Texas Southmost College, the faculty of the ADN program provide a nursing program dedicated to transforming our communities through innovative learner-centered approach. The TSC college core values of integrity, access, service, excellence, innovation, and success serve as guiding principles for this program. The faculty is committed to prepare qualified students to enter the profession of nursing as a registered nurse at the entry level. Based on these values, the ADN nursing program adopts the following philosophy:

Clients are persons who are recipients of health care and can be referred to as patients, consumers, and/or residents. Clients are integrated biological, psychological, sociological, cultural, and spiritual beings. Each client has essential human needs that are affected by the internal and external environment. The fulfillment of needs of clients can be threatened by alterations in homeostasis. Key factors that influence a client's homeostasis with varying degrees include culture, health, and environments.

Health is a dynamic continuum of wellness to illness throughout the life span, and is determined by the degree human needs are satisfied and physiological, psychosocial, and spiritual integrity is present. Clients are encouraged to function at their optimal potential at any given point in the health continuum to maintain balance. The Clients' view of health influences their perception and degree of participation in the effort to restore health status. The well-being of clients and their families is fostered through their caring relationships and interaction with their environment.

We provide full and equal access to opportunities for educational success. **Nursing** is an art and a science and is a profession that requires critical reasoning in all areas of health care; both independent practice and interdisciplinary practice. Nursing is a theory-guided, evidence-based discipline, which builds on a foundation of knowledge from the biological, social, and behavioral science. Ethical and legal standards of practice create a frame for nursing practice. Professional behaviors, effective communication, use of the nursing process, and interdisciplinary collaboration are central aspects of nursing practice.

The practice of **caring** is central to nursing. Caring denotes a nurse's responsiveness to a client's problem. The nurse and the patient collaborate to help the patient gain control, knowledge, and health. Caring integrates biophysical knowledge of human behavior to generate or promote health and to assist those who are ill.

Nursing Education provides structured learning opportunities that endeavor to prepare competent graduates for four roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. The focus is the patient, the community, and the promotion of health. The environment in which this learning takes place is representative of the setting wherein professional nursing is

employed. The educational environment is non-threatening and nurturing to encourage learning, decision-making, and critical thinking skills that meet or exceed program objectives and outcomes. Learning is a life-long process motivated by a need for growth and constant adaptation to new situations. The progress from a Certified Nurse Assistant (CNA) to a Licensed Vocational Nurse (LVN) through the transition to Associate Degree in Nursing (ADN) or as a Traditional ADN student, prepares the graduate for entry level employment in the health care arena.

Our faculty are invested in **student success**. The expertise, perceptions, beliefs, and expectations of faculty influence the learning process by encouraging and exposing students to attitudes, experiences, skills, and knowledge. Various instructional methods are used to meet the individual needs of students, cultural and ethnic backgrounds, available learning experiences, content to be learned, and environmental conditions. Learner-centered instructions guides students to assume responsibility for their own learning, and with the assistance of faculty to identify strengths and areas for development to enhance personal and professional growth.

Culture encompasses all ideas, beliefs, values, attitudes, history, language, and other symbols that a group of people possess. From a cultural prospective wellness, disease, and illness are processes in which each individual defines his/her ability to achieve and maintain holistic health by adapting to his/her environment. Cultural heritage helps to define the individual client and impacts the delivery of health care to that individual. We foster an appreciation of the unique heritage of the Rio Grande Valley by integrating the concepts of culture into our program. We prepare our graduates to provide culturally competent, holistic nursing care in response to client's values, beliefs, practices, and environmental influences.

Organizing Structure

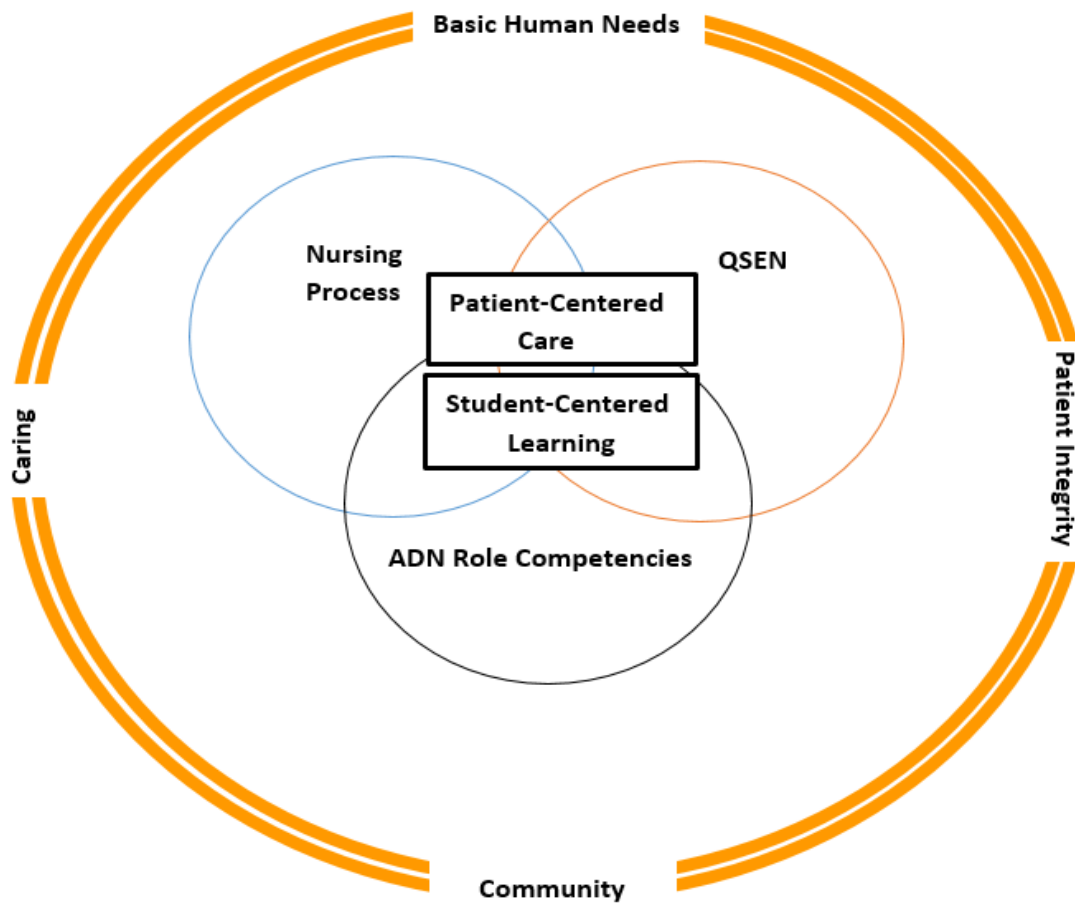
Content threads weave through the nursing curriculum to integrate program philosophy, program outcomes, and course objectives.

1. Nursing Process – The nursing process is the critical thinking framework for solving clinical problems, ethical issues and the management of any clinical situation. This is the foundation of nursing practice. The steps in the nursing process are: Assessment, Diagnosis, Planning (goal setting), Implementation, and Evaluation.
2. ADN Role/Competencies – Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of Health Care Team are the four ADN nursing competency roles that nursing students must demonstrate basic level proficiency in prior to graduating from a nursing program. These competencies are established by the Texas Board of Nursing.
3. QSEN – Quality and Safety Education for Nurses (QSEN) addresses the challenge of preparing nurses with knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of health care systems. The following QSEN competencies are threaded throughout the ADN program: Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

Conceptual Framework

The conceptual framework reflects the philosophy of the TSC ADN nursing program and provides the foundation of the curriculum design. Using the **nursing process**, graduates incorporate advocacy and clinical reasoning for the **promotion, maintenance, and restoration of health**. Graduates are prepared to meet the **differentiated essential competencies** (DECs) at the associate degree level as defined by the Texas Board of

Nursing (TBON) in the four inter-related areas of practice: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The graduate is also prepared to provide quality and safety competencies as identified by **Quality and Safety Education for Nurses (QSEN)** focusing on Knowledge, Skills, and Attitudes (KSAs) to improve the quality of health care. This conceptual framework provides guidance for curriculum development, management, outcomes identification, and evaluation while focusing on the development needs of students and responding to the dynamics of client needs across multiple health care settings in the community.



Student Learning Outcomes

Learning in the TSC ADN program correlates with student learning outcomes (SLOs) that organize the curriculum, guide instruction delivery, and direct learning activities in clinical and theory courses. The philosophy of the nursing program reflects the faculty’s beliefs associated with the development of a graduate nursing student and identify DECs and QSEN standards. The curriculum supports the achievement of the identified and integrate both the Differentiated Essential Competencies (DECs) and the Quality and Safety Education for Nurses (QSEN) within the SLOs, along with ACEN ADN Competency standards. The following are the SLOs for the TSC ADN nursing program:

1. Integrate knowledge from the liberal arts, natural, social, behavioral, and nursing sciences to promote wellbeing through practice.

2. Provide client centered care by applying the nursing process to optimize achievement of bio- psychosocial-spiritual wellbeing.
3. Incorporate knowledge, skills, attitudes, and critical thinking for comprehensive clinical-decision making and evaluation of evidence-based nursing practice.
4. Monitor system processes and delegates appropriately, ensuring the delivery of safe and effective care.
5. Use interpersonal communication, interprofessional collaboration, and organizational skills to work in full partnership with the clients in providing compassionate and coordinated care.
6. Provide client education and referral to resources for health promotion, maintenance, and restoration.
7. Integrate technology and information management to support and improve client-centered nursing care across the health continuum in a variety of healthcare settings, while ensuring client confidentiality.
8. Demonstrate professional values through a commitment to self-reflection, lifelong learning, service and respect for diversity, inclusion, and social responsibility.
9. Provide ethical, high-quality nursing care while advocating for the health, safety, and legal rights of clients.
10. Uphold *The Code of Ethics for Nurses* and contributes to the advancement and integrity of the profession.

ADN Program Outcomes

The program learning outcomes are consistent with the Texas Board of Nursing rule 215.9 and are as follows:

1. NCLEX-RN licensure exam pass rate will be at least eighty percent (80%) for the first-time test takers during the same 12-month period.
2. Ninety-five percent (95%) of graduates will successfully complete the program within 150% time of the ADN program.
3. Ninety percent (90%) of graduates will successfully be employed within one year of graduation
4. Ninety percent (90%) of all semester four students will achieve the predictor benchmark of 900 on the HESI Exit Exam

Admission Procedures

1.1 Admission Requirements

Admission into the ADN Program is selective and screened through a selection process bi-annually for the traditional track ADN students and annually for the LVN to RN track students; and will only be considered if all application and required materials are received by the application deadline. Students should consult the TSC webpage or the nursing department for application deadlines for each semester.

The ADN program upholds the TSC policy relating to discrimination:

“To the extent provided by applicable law no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any Program or activity sponsored by or conducted by TSC on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.”

Students with disabilities that need accommodations for success in the classroom must meet with the Disability Services Office prior to the start of the semester so accommodations may be made. In accordance with the federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. For more information, call or visit the Counseling Center. Texas

BON will only honor those accommodations a student used at TSC to apply to the NCLEX exam, and the student must follow the accommodation procedure found on the Texas BON website. [Accommodation request with Texas BON](#)

All students who meet the minimum requirements and submit all application materials by the application deadline will be compiled and ranked per the point structure. Students will be chosen in ranked order until all positions are filled by the Student Affairs Committee and Program Director.

Candidates for admission are required to:

1. Apply to TSC and meet the general TSC admission requirements. (Available in the TSC Office of the registrar). [TSC Enrollment Checklist](#)
2. Traditional ADN applicants will complete the HESI A2 assessment test and Critical Thinking exam. The HESI A2 entrance exam is a standardized exams to assess skill level in Math, Reading Comprehension, Vocabulary, Anatomy & Physiology and Critical Thinking.
LVN to ADN applicants will complete the HESI LVN to ADN Entrance Exam. The HESI LVN to ADN Entrance Exam is a standardized exam to assess the LVN skill level in Fundamental, Medical-Surgical, Professional Issues, Psychiatric/Mental Illness nursing.
Testing is conducted on set dates. HESI exams may be taken twice per calendar year. If repeating the HESI entrance exams, a 30-day window is required between exams, as well as a remediation packet prior to taking the repeat exam.
3. Students are admitted to the TSC ADN program on provisional status pending completion of a physical exam, immunizations, Texas BON fingerprinting/Background check, and essential physical competency form.

Admission requirements include:

1. Traditional ADN Students must achieve a minimum of 80% on each of the HESI A2 sections (Reading, Math, Anatomy & Physiology, and Vocabulary), as well as a minimum of 800 on the Critical Thinking exam.

LVN to RN applicants will take the LVN to ADN Entrance Exam. Students must achieve a minimum of 800 each section of the exam (Fundamentals, Medical-Surgical, Professional Issues, and Psychiatric/Mental Illness), as well as a minimum of 800 on composite score for the exam.

****The LVN to ADN entrance exam covers content on Pediatric and Maternity which will reflect in the composite score, but will not be individually ranked.**

The HESI entrance requirement must have been completed within 12 months on the application deadline.

2. Overall GPA of 2.5 from all completed college courses applicable to the nursing degree plan. Only grades of "C" or higher are accepted.
3. Completed application to the **Associate Degree Nursing Program** in its entirety. Must turn in an application for each application cycle. Official transcripts from **all** colleges and universities attended must be on file in the Admission and Records Office **and** ADN office. You will also turn in official transcripts with your application packet to the nursing office.
4. Completion of pre-requisites, BIOL 2301, BIOL 2101, MATH 1314, BIOL 2121, and BIOL 2102, with a "C" or better.
5. Biology pre-requisite courses must have been **taken within five years prior to entering the nursing program.**

6. LVN applicants will need to submit their LVN License and proof of consecutive employment for the last 6 months in direct patient care.
7. Complete Essential Physical Competency form.

Applicants will be ranked according to the TSC ADN Program point system.

Criteria	Points	Total Points
Nursing Prereq GPA – computed only on the five prerequisite courses. Must be a 2.5 or higher to move forward. There is NO rounding.	2.5 or higher – Required	5
Nursing GPA – computed for degree plan courses only (prerequisites and co-requisite courses). Must be a 2.5 or higher to move forward. There is NO rounding.	3.8 – 4.0 = 5 pts 3.6 – 3.79 = 4 pts 3.4 – 3.59 = 3 pts 3.2 – 3.39 = 2 pts 2.5 – 3.19 = 1 pt	
Earned course grades must be a C or better.		
Degree plan Courses: BIOL 2301, BIOL 2101, MATH 1342, BIOL 2302, BIOL 2120, ENGL 1301, PSYC 2301, Humanities/Fine Arts/Phil, BIOL 2320, BIOL 2120	A = 4 pts, B = 3 pts, C = 2 pts, CLEP/AP = 2 pts	40
HESI Points – Based on A2 test score for each of the following sections individually: Reading, Math, Anatomy & Physiology, and Vocabulary AND Critical Thinking Passing Score = 80% on each individual section Passing Score on the Critical Thinking Exam is 800 HESI exams results are valid for 12 months. HESI exams may only be taken twice per calendar year, and must be at least 30 days apart. If re-taking the HESI exams, the remediation packet is required prior to taking the 2 nd HESI exam.	91% or higher = 3 pts, 86% - 90% = 2 pts, 80% - 85% = 1 pt 901 or higher = 5 pts, 851 – 900 = 3 pts, 800-850 = 1 pt	17
Bonus Point Hold any health care certificate or license excluding BLS, ACLS, PALS, NRP, EMR, or First Aid certificates	Maximum of 1 pt	1
Total Maximum Points		63

Criteria LVN to ADN Applicants	Points	Total Points
Nursing Prereq GPA – computed only on the five prerequisite courses. Must be a 2.5 or higher to move forward. There is NO rounding.	2.5 or higher – Required	5
Nursing GPA – computed for degree plan courses only (prerequisites and co-requisite courses). Must be a 2.5 or higher to move forward. There is NO rounding.	3.8 – 4.0 = 5 pts 3.6 – 3.79 = 4 pts 3.4 – 3.59 = 3 pts 3.2 – 3.39 = 2 pts 2.5 – 3.19 = 1 pt	
Earned course grades must be a C or better.		
Degree plan Courses: BIOL 2301, BIOL 2101, MATH 1342, BIOL 2302, BIOL 2120, ENGL 1301, PSYC 2301, Humanities/Fine Arts/Phil, BIOL 2320, BIOL 2120	A = 4 pts, B = 3 pts, C = 2 pts, CLEP/AP = 2 pts	40
LVN to RN Applicants HESI Points – Based on the LVN to ADN Entrance Exam score for each of the following sections: Fundamental, Medical-Surgical, Professional Issues, Psychiatric/Mental Illness AND HESI LVN to ADN Entrance Exam Composite score (overall score)	901 or higher = 5 pts, 851 – 900 = 3 pts, 800-850 = 1 pt 901 or higher = 5 pts, 851 – 900 = 3 pts, 800-850 = 1 pt	25

HESI exams results are valid for 12 months. HESI exams may only be taken twice per calendar year, and must be at least 30 days apart. If re-taking the HESI exams, the remediation packet is required prior to taking the 2 nd HESI exam.		
Bonus Point Hold any health care certificate or license excluding LVN, BLS, ACLS, PALS, NRP, EMR, or First Aid certificates	Maximum of 1 pt	1
Total Maximum Points		71

Applicants will be notified by mail whether they have been or have not been selected into the program. Requirements after acceptance into the TSC ADN program are:

1. **Submit document received from the Texas Board of Nursing indicating clearance following their background check (i.e. blue card or outcome letter).**
2. Mandatory attendance to the ADN Program orientation at the scheduled day and time. (You will receive this information on your acceptance letter).
3. Submit proof of immunizations, TB test or chest x-ray (if history of positive TB skin test) Pre-entrance Medical Form, current CPR. See the Immunization Record in your application. If your immunizations can't be completed by enrollment date, you will need to re-apply for the following admission cycle. (Hepatitis B takes 6 months to complete the series).
NOTE: You will need proof of actual immunizations or titer to upload in our immunization document tracker prior to your first clinical day. See Procedure 1.4 Immunizations
4. Submit current proof American Heart Association Basic Life Support for Healthcare Providers (CPR).
5. Consent to both Castle Branch background check and the Texas Board of Nursing criminal background check must be completed prior to admission.
6. Consent to a drug test at a time determined by the Program Director.
7. Complete functional abilities/core performance standards form.
8. Provide a copy of your health insurance a driver's license prior to clinical rotations (you will upload these documents in Castle Branch after mandatory orientation).
9. LVN applicants will need to check off on all required nursing skills in the first two years of the program prior to admission.

Students wishing to transfer into the TSC ADN program from another school must meet the same minimum requirements above. The student will also schedule a meeting with the ADN Program Director to review current transcripts, course syllabi to assess appropriate placement. Transfers are accepted pending open spots in the appropriate semester, and the student must demonstrate competency of previous semesters in the program. The student wishing to transfer into the ADN program will take the final exam and math master exam from the previous semester the student is potentially admitting to and obtain a 75% or higher. Further, the transfer student must demonstrate nursing skills competency of all skills tested in the first semester of the ADN nursing program in the appropriate semester. All students transferring from another nursing program must submit a letter of good standing from the Dean or Program Director from ALL nursing schools attended.

1.2 Background Check Process

Acceptance into the nursing program is provisional based on the Texas Board of Nursing FBI criminal background check. Upon acceptance in the ADN nursing program, students will be instructed to complete the FAST pass process to obtain fingerprints, Texas DPS, and the FBI background check process. The Nursing Administrative Assistant will send the roster of students to the Texas Board of Nursing with all the students' demographics needed, including an email address. Students will receive an email directly from Noname@Indigo.com with their FAST pass instructions. Students need to be aware this email may end up in

spam folders and should check their inbox and spam folders. The student should complete this process **immediately**.

Contact the Texas BON for information regarding the eligibility requirements and how to start the declaratory order process. [Declaratory Order](#) if necessary. Please note, depending on the circumstance and any necessary investigation of the students' eligibility for licensure, the process can be lengthy. There is a minimum of 30 days for the initial review of declaratory orders and a minimum of 90 days if the enforcement division is needed. **The nursing department has no authority to act on your behalf regarding any matter in the criminal background process and you MUST notify the college of the outcome illustrating eligibility for licensure once you have received the TX BON final determination.** The Texas BON will NOT notify the school at any point in the process of student eligibility for licensure.

Before you will be permitted to begin any nursing class, a copy of your "Blue Card" or outcomes letter MUST be on file in the nursing office. If not received before the start of classes, you will forfeit your slot in the TSC ADN Nursing Program and you will be required to re-apply.

If at any time the Texas BON determines a student is ineligible for licensure as determined by the BON, he/she will be asked to withdraw from the nursing program.

All students will also be required to complete a background check through Castle Branch or designated background company. The student is responsible for the cost of this screening. The ADN program will not accept screening results from any company other than the one designated by the TSC ADN program. This background check fulfills the requirements of all TSC clinical affiliations per their Joint Accreditation requirements. Background check information may be shared with clinical affiliates upon their requests, only. Students will sign a consent to release information that will enable the Director of Nursing to release background check information upon request from the clinical affiliates. Failure to do so may result in an inability to attend classes and/or clinical experiences which would result in being unsuccessful in the nursing program.

Security screenings will review the student's criminal history. The check should include the cities and counties of all known residences. Security screenings must include a person's criminal history prior to the date of application. The following histories will disqualify an individual from consideration for admission in the nursing program:

1. Registered sex offenders
2. Health and Human Services – Office of Inspector General list of individuals, U.S. General Services Administration excluded parties list, Employee Misconduct Registry, U.S. Treasury – Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN), Texas Health and Human Services Commission, excluded providers in Medicaid and Title XX provider exclusion data.
3. Felony convictions
4. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
5. Misdemeanor convictions/deferred adjudications or felony convictions/deferred adjudications involving crimes against persons
6. Misdemeanor convictions/deferred adjudication related to moral turpitude
7. Misdemeanor/felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances

Individuals with any of the above histories will not be eligible to enroll in the nursing program, and if the history is discovered or a conviction occurs after enrollment, the student will be required to withdraw from the ADN program. A student who is convicted of a criminal offense while enrolled in the ADN program must

report the conviction to the ADN Program Director within three days of the convictions, as well as the Texas Board of Nursing.

The Nursing Department will notify any student who does not receive a “clear” report from the Castle Branch background process, and will be ineligible to enter the ADN Program. Students having concerns about the accuracy of the certified background check report will be directed to the agency for appeal and resolution. If a resolution occurs prior to entry into the ADN program, the student will be eligible to be admitted. If the resolution occurs after the admission cutoff date, then the student may reapply for the next admission cycle.

1.3 Drug Testing Procedure

In accordance with the TSC student handbook, and the profession of Nursing, the ADN program upholds a drug-free environment. This applies to all college campuses and any extension of the college (college-sponsored events, clinical sites). All costs associated with testing are the responsibility of the student. Clinical affiliates require written documentation that students have been screened for and are free of drugs. A non-negative (positive) drug screen for a student is defined under the procedure of the drug testing company and indicates the student tested outside the acceptable range set by the testing company for that substance, and with the Medical Review Officer not determining the test should be negative.

1. Students are required to complete a drug test at the designated time by the ADN Program Director:
 - a. No more than 30 days prior to the first clinical day in level 1
 - b. If they have had a break in enrollment (one full semester) in clinical courses
 - c. Any date designated by the ADN Program Director
 - d. Suspicion of a student under the influence of drug or alcohol abuse will be required to submit to an immediate substance screening.
2. Any student found in violation of this procedure will be subject to penalties described in the TSC Student Handbook, as well as dismissed from the ADN nursing program.
3. The student will sign a Consent to Drug Testing and Authorization for Release of Tests Results prior to admission in the program.
4. Once a drug screen is announced, whether it is routine, random, or for cause drug screen, if a student leaves the immediate presence of the faculty, staff, or administration escorting students to the drug screen environment, your results will be treated as non-negative (positive).
5. A Medical Review Officer, who specializes in the interpretation of questionable results, will review all non-negative drug screen results. The students will bear any additional costs that incur in this process if needed. The results from the Medical Review Officer are final.
6. Strict confidentiality is maintained regarding the outcome of the test. Students are notified immediately of any non-negative results.
7. Non-negative results will deem the student immediately ineligible for continuation in the nursing program. Students will be reported to the Student Conduct Administration at TSC for substance use while on campus for further action. The student will also have to report to the Texas BON and follow the declaratory order process.
8. Students with a non-negative drug screen are ineligible for re-admission to the ADN nursing program for 12 months and will need to follow the re-admission procedure.
9. A student who wishes to return to the nursing Program after 12 months’ time, will need to meet all application requirements, provide documentation of successful treatment and consent to and undergo a retest, through a testing company selected by TSC, and at the expense of the student. This does not guarantee re-admission, and decisions will be made on a case-by case basis.

1.3a For Cause Drug Testing Procedure

The term “for cause” indicates the student is demonstrating behaviors that place the student under suspicion for the use of a substance impairing student behaviors (illegal drugs, alcohol, inhalants, or any other substance). If a faculty suspects substance use by a student, the following procedure will be followed:

1. The faculty suspecting a student of substance abuse behavior will immediately get a witness to the student behavior and document the student behavior in writing.
2. The student will be immediately removed from the current environment and advise the student he/she will be immediately drug tested.
3. The incident will be reported to the ADN Program Director or designee to assist in facilitating the process to obtain the specimen for drug testing.
4. Any transportation to a drug testing facility will be at the expense of the student. Student suspected of impairment due to substance abuse will not be allowed to drive themselves.
5. The student is suspended from all classes pending drug screen results. Following the review of the drug screen results, the student will report to the Student Affairs Committee regarding the student’s ongoing participation in the TSC ADN program.
6. If the results are a non-negative, the student is reported to the TSC Student Conduct Administration, the Texas BON, and dismissed from the ADN nursing program.

1.4 Immunizations

After admission and prior to the start of classes, each student must submit record of the following immunizations to comply with clinical agency requirements.

1. Current (within 12 months) medical statement that has been completed by the student’s primary healthcare provider.
2. TB test- negative PPD, TST, or Quantaferon test within the last 12 months AND doesn’t expire during the current semester. TB tests are completed annually for compliance, and cannot expire during an academic semester.
 - a. If there is a history of positive TB results, the student will submit a negative chest X-ray within the last 5 years.
3. Measles, Mumps, Rubella- Two (2) doses of the MMR vaccine or positive serology (titer) indicating immunity. If titer comes back not showing immunity in either Measles, Mumps or Rubella the student will receive a booster.
4. Varicella – Two (2) doses of Varicella vaccine or positive serology indicating immunity.
5. Hepatitis B—Three (3) dose series (note this takes 6 months to complete) or serology confirmation of immunity. If serology does not show immunity, the student will repeat the series. If the student has completed the Hepatitis B series twice (6 doses) and still doesn’t show immunity, the student is considered a non-converter, and no further action is required.
6. Tdap—One (1) dose every 10 years
7. CPR—current CPR course completion card from American Heart Association Health Care Provider. The CPR cannot expire during the academic semester.

All immunizations will be uploaded into a documentation tracker designated by the TSC ADN Program Director prior to the start of classes. The student will be responsible for the fee to set up the document tracking system.

The student is responsible for maintaining current immunizations and CPR certification. If either the CPR or an immunization will expire DURING the semester, the student will provide the update PRIOR to the beginning of classes. Students will not be allowed to register for classes without meeting this requirement.

1.5 Progression and Graduation

The curriculum for the TSC ADN program is designed so the student must satisfactorily complete all nursing courses and all pre- and co-requisite courses prior to advancing to the next level. To progress to the next semester, a student must make a “C” or above in any nursing course. In all nursing theory courses, the exam average must be a “C” or higher prior to any other course requirement grades be factored in the final course grade. See individual course syllabi for grading structure and criteria for that course. Clinical courses are comprised of two grades; daily clinical grade average, and other related assignments. The average daily clinical grade must be a “C” or higher prior to any other related grading items be calculated into the final course grade.

A student who fails to maintain a “C” or above in any nursing course may not proceed to the subsequent nursing courses, and follow the exit process and re-admission procedure. Additionally, any student who does not meet the Math Mastery and Pharmacology Proficiency exams (see Math Mastery and Pharmacology Proficient procedure 1.6).

In addition to academic success in the nursing courses, students must show evidence of following the standard of personal and professional behaviors, follow the Student Code of Conduct outlines in the TSC Student Handbook. Any concerns of students not meeting these standards will be addressed by the Student Affairs committee. Any student recommendations from this committee will be communicated to the student.

Upon satisfactory completion of the ADN nursing program, the student is a candidate for the Associate of Applied Science (AAS) degree. The student must complete all graduation requirements set by TSC for the AAS degree.

Pinning ceremonies are held at the end of the final semester. The pinning ceremony is a nursing tradition and important component of nursing programs. Students will receive a school pin to represent they are a TSC ADN nursing graduate and will recite the nursing pledge to express commitment to following ethics in the nursing profession. Students will follow a professional dress procedure at the pinning ceremony. Family and friends are encouraged to attend to celebrate with the new graduates’ success in the nursing program.

1.6 Licensure Procedures

All nursing students must complete the Texas nursing jurisprudence examination prior to being issued an authorization to test (ATT) for the NCLEX exam. This examination is based on the Texas Nurse Practice Act and the Texas Board of Nursing Rules and Regulations. The process for the Jurisprudence Examination is as follows:

1. All students need to file an examination application with the Texas BON for the NCLEX 90-120 days prior to graduation. Once the student completes the application, they will be provided with a web address to access the Jurisprudence examination. Follow the instructions to complete the examination.
2. A copy of the Nurse Practice Act and the Current Texas Board of Nursing Rules and Regulations can be found on the Texas BON website. [Nurse Practice Act](#) [Texas BON Rules and Regulations](#)
3. An online jurisprudence prep course is available on the Texas BON website. [Prep Course](#)
4. The jurisprudence exam is a maximum of 2 hours in length. If the applicant is not successful on in passing the exam, they may take the exam again after 24 hours has elapsed from your previous attempt.

The nursing department will submit an online affidavit of graduation (AOG) directly to the Texas BON. It is very important when completing your examination application you fill out all areas completely and accurately. If for **ANY** reason the ADN Program Director does not see the student listed on the schools AOG roster, it is the responsibility of the student to notify the BON and get the issue resolved. The nursing department cannot notify the BON on your behalf. The following are the steps for Licensure:

1. Meet all course and clinical requirements, and be absolved of any college financial and library matters before the Program Director can submit the AOG to the Texas BON.
2. The application process with the Texas BON should begin 90-100 days prior to graduation.
3. Students may apply online with the Texas BON to take the NCLEX-RN unless they have eligibility issues, and then the student must submit a paper application. This includes students who went through a declaratory order process. Further is the student does not have a social security number, they will need to apply with a paper application, and follow the International Candidates process [Texas BON Licensure process](#)
4. The criminal background check is part of the admission process and is complete with the result of the “blue card” or outcomes letter.
5. Thirty days (30) prior to graduation, register with Pearson Vue (the third-party vendor who administers the NCLEX-RN exam) at [Pearson Vue link](#) and Visit ncsbn.org for a complete overview of the NCLEX® examination process.
6. Upon receipt of your application, criminal background check, and AOG, the Texas BON will access the registration system of Pearson Vue to see if you registered to take the exam. If you have registered with Pearson Vue, the Texas BON will deem you eligible, and you will receive an email with your authorize to test (ATT) and instructions for scheduling your exam. Upon receipt of your ATT you will have 75 days to take your exam.
 - a. Note: the time from AOG to receiving your ATT if you met all other requirements may take up to 6 weeks.
7. Once you complete the NCLEX, you will receive your results within 5 working days after your exam date.

If a student must withdraw from the college or ADN nursing program, or does not pass a nursing course with a “C” or above, the student has the option of applying for readmission.

1.7 Withdrawal Procedure

Students may voluntarily withdraw from nursing courses prior to the TSC official withdrawal date each semester, and earn “W” on the transcript. Since nursing courses are taken concurrently each semester, if a student withdraws from one course, he/she must withdrawal from all ADN nursing courses that semester. If the student withdrawals after the TSC withdrawal date, the student will earn the according course letter grade respective of their course progress.

Students may also receive an administrative withdrawal from the ADN nursing program. Reasons for an administrative withdrawals include but are not limited to:

1. Failure to comply with the rules and regulations as stated in the ADN Student Handbook and the TSC student handbook.
2. Failure to enroll in Evolve/HESI course exams by the scheduled due date. (These exams are discussed in procedure **1.18** in the ADN student handbook and are required course content).
3. Excessive Absences or tardies that enable a student not eligible to meet the course objectives.
4. Failure to achieve the required average of 75% exam average in any course, 75% daily clinical average, or 90% on the math mastery exam.

5. Insubordination or failure to comply with hospital procedures, including discourteous conduct to the public, patients, hospital staff, instructor or other students.
6. Academic dishonesty follows all TSC procedures and procedures along with the TSC Nursing department. Cheating, collusion, misrepresentation on exams or clinical documents are grounds for program withdrawal.
7. Non-payment of tuition and/or fees.

Students with withdrawal from the ADN nursing program for any reason must meet with the ADN Program Director PRIOR to initiating the withdrawal from any ADN nursing course. Once this step has occurred and the student proceeds with the withdrawal, the student must turn in a copy of the withdrawal slip to the ADN Program Director.

1.8 Readmission Procedure

If a student must withdraw from the college or ADN nursing program, or does not pass a nursing course with a "C" or above, the student has the option of applying for readmission. If a student is academically unsuccessful or withdrawals from the nursing program after the college drop date, a failing grade will be given in the nursing course.

Students wishing for admission into the program must follow the following procedure:

1. The student is in good standing with the college and meets all TSC and nursing admission requirements.
2. The student makes an appointment with the Director of the ADN nursing program to complete the exit interview process, and signs understanding of the readmission process.
3. Understand readmission is not automatic and is allowed on a space-available basis once all requirements are met and on the recommendation by faculty.
4. The Student Affairs Committee reviews all requests for readmission.
5. Have followed the program exit process procedure
6. If a student exited the ADN program for medical or family emergency, readmission will be considered on an individual basis and discussed in the exit process
7. If a student attempts re-entry after 12 months or two academic semesters, the student must re-apply to start the program at first semester.
8. All students re-entering the program will be required to repeat all courses in that given semester.
9. Clinical failures will be reviewed by the Student Affairs Committee to assist in determining readmission.
10. If a student is granted the ability to apply re-admission into the program, the following steps must be completed by the assigned date set in the exit interview
 - a. Complete a success statement stating how he/she will be successful and interventions set to overcome obstacles that led to exiting the program, to be turned into the Program Director after the exit interview.
 - b. Received two letters of recommendation from nursing faculty. The student will NOT notify the faculty of the request. The Program Director will provide the faculty with the success statement from the student and ask for letters of recommendation on the student's behalf.
 - c. Once letters of recommendation are returned, students must complete and show competency with a:
 - i. 70% on the preceding semester final examination,
 - ii. 90% on the preceding semester math exam,
 - iii. 80% on the preceding pharmacology exam, and

- iv. 90% skills proficiency. Students must show proficiency in Homeostasis, Physical Assessment, Medication Administration, Sterile Dressing Change, Foley catheter insertion and removal, IV start and medication administration, Care of a tracheostomy.
 - v. The student will have two attempts in each of the exams and skills check off to re-admission.
- d. If the student is repeating the first semester, only the success statement and letter of recommendation are required.
11. Students unsuccessful a 2nd semester are dismissed from the program and not eligible for re-entry.

1.9 Grading Procedure

The student in the ADN Nursing Program must attain a “C” or above in each nursing course. The purpose of the evaluation is to determine individual student growth of competencies related to becoming a skillful clinical practitioner. Students will show growth in theory courses and demonstrate the acquisition of knowledge that is the foundation for making clinical decisions. The second component is skill development while integrating theoretical knowledge to be able to demonstrate clinical competence.

Each course syllabus will outline specific course requirements and deadlines. Written work must follow the current American Psychological Association (APA) format. Grammar, sentence structure, spelling, legibility, neatness and following directions are related to acceptable quality in both written and oral assignments.

Course evaluation and illustration of how requirements are weighed in each course are outlined in the respective course syllabus. Students must earn an average of “C” or better on all course exams prior to additional grades being averaged into the final course grade.

Students must have an average daily clinical assessment grade of “C” or better prior to other graded clinical requirements averaged into the final course grade.

The following is the ADN Nursing Program’s grading system:

A = 100 - 90

B = 89.9 – 80

C = 79.9 – 75

D = 74.9 – 60

F = 60 and below

****Note** the TSC ADN nursing program states any grade less than 75 is **NOT** a passing grade and therefore will need to retake the course if a grade is lower than 75. There is **NO** rounding in the grading system.

Fifteen (15) percent will be deducted per calendar day for any paper or project that is due in a course (theory, lab or clinical – including Virtual Clinical Assignments). All online activities assigned and not completed will result in an absence for that day regardless of being present for class.

Any student who does not achieve a minimum of 75% on any exam must meet with an Academic Nursing Advisor. The student will receive an Academic Advising Form (see forms), that will be placed in the student’s official file in the nursing office.

Each nursing course will require pre-quizzes in the Lippincott Prep-U software incorporated in the textbook bundle. These quizzes will have parameters/benchmarks for students to obtain prior to attending class. Failure to complete this task will result in a class absence.

1.10 Academic Integrity

The student's role in the educational process is to assume responsibility for learning and to achieve increasing levels of self-direction in pursuit of learning and in accepting accountability for professional performance. This philosophy extends into the area of academic integrity as well as being incorporated into all other areas of professional development within the ADN Program. The students in the ADN program have the responsibility to abide by the highest standards of professional conduct.

Students who exhibit any Academic dishonesty behaviors will be sent to the Student Conduct Administration under *Article IV: Student Code of Conduct Procedure* in the TSC Student Handbook.

Academic dishonesty includes, but is not limited to, one or more of the following acts: plagiarism, cheating, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or in any electronic medium, and/or falsifying academic records. Please see the TSC Student handbook [TSC student Handbook Code of Conduct](#). Students violating the Code of Conduct will follow Article IV: Student Code of Conduct Procedures in the TSC student handbook, and if found responsible for the behavior, will also be sent to the Nursing Student Affairs committee where additional action for the behavior, up to dismissal from the program, may occur.

1.10 Class attendance

Professionalism in nursing practice requires accountability and responsibility in both theory courses and clinical course attendance. Attendance rolls are maintained in each nursing course. Roll may be check at any time and more than once a class day. A student is reported tardy if not seated and ready for class at the designated start time, OR leaves before being dismissed. **If a student is tardy twice, this equals one absence.**

Students must notify faculty and the nursing office PRIOR to missing any class periods or being late to class. All missed days are reported as absent no matter the circumstance. Students are responsible for obtaining missed content from peers.

The ADN office number is 956-295-3577. The voicemail is on after hours. Leave a message with your name, name of instructor, class or clinical, and reason for the absence.

Students who are demonstrating repetitive tardiness will meet with the Student Affairs Committee to assist in setting a success plan to arrive to class on time. A learning contract may be written for the student to follow.

When 10% of the class period is missed, 1 point for each class missed and 0.5 points for each tardy will be deducted from the overall grade for each subsequent absence/tardy received during the semester. When 20% or greater of the class is missed as a result of tardies and absences, the student will appear before the Student Affairs committee for any repercussions up to dismissal from the program.

Any student who has missed 10% of the class time, must meet with an Academic Nursing Advisor. The student will receive an Academic Advising Form, that will be placed in the student's official file in the nursing office.

1.11 Clinical and Hospital Lab Attendance

Students are responsible to attend all scheduled clinical experiences, simulation, and scheduled hospital lab course time. It is a professional standard that no absences occur. If a student is absent for clinical, simulation, or a scheduled lab time, the student assumes the responsibility for this action is subject to a stipulation of this procedure.

All clinical, simulation, and scheduled hospital lab time (graded check offs) missed will result in a zero for that day. There are NO make-up dates for simulation, clinical or scheduled hospital lab time. If a student misses a

second clinical day, this will result in a drop-in letter grade. A third clinical absence will result in the student meeting with the Student Affairs Committee for possible dismissal from the clinical course for not meeting clinical objectives.

A grade of zero will remain for each clinical absence. All clinical absences are presented to the Student Affairs committee regardless of the time frame to review the circumstances pertaining to the absence (illness, death, etc.) and determine if a make-up assignment is appropriate to off-set the zero. The student can achieve a maximum of 80% of the clinical day points with a make-up assignment.

If a student is sent home from clinical by the clinical faculty, grades will be assessed based on the clinical time completed, and the clinical faculty may offer a make-up assignment.

Students who come to clinical unprepared per the syllabus objectives and instructor written expectations will be sent home and will earn a zero for the clinical day without the ability to receive a clinical make-up assignment.

If a student arrives more than 15 minutes late to clinical or scheduled lab activity, he/she may be sent home and will earn a zero for the day without the opportunity for a make-up assignment. This equals a clinical absence

Students must notify the clinical faculty and the nursing office PRIOR to clinical start time if he/she will be late or absent. Failure to notify will result in an automatic zero, clinical absence, and no opportunity for a make-up assignment will be offered. **Students who No Call/No Show will also report to Student Affairs and will be subject to further penalty.**

The ADN office number is 956-295-3577. The voicemail is on after hours. Leave a message with your name, name of instructor, class or clinical, and reason for the absence.

The Program Director may require a doctor's clearance to return to clinical.

1.12 Math Mastery Requirements

Newly admitted students are required to be proficient in basic mathematics. At the beginning of each nursing semester prior to the start of clinical rotation, students are required to take a math proficiency exam.

Math Mastery

Math is integrated throughout the nursing program. Students must achieve a 90% on the math proficiency exam each semester. The student s will be given three attempts to achieve a math exam score of 90% prior to the first clinical day. Mandatory remediation will be required between each Math attempt if unsuccessful on the first attempt. Students who fail to meet the 90% exam score must withdraw from all nursing courses in that semester, and apply for program re-admission.

****If a student misses the scheduled date/time for the math exams, this will count as one attempt on the exam.**

Objectives for each Math test will be found in the clinical syllabus for each semester and be reviewed on the first day of each semester.

1.13 Clinical Experiences

Clinical experience provides the students the opportunity to apply the learned theoretical knowledge to clinical practice. The ADN nursing program has clinical affiliation agreements with our clinical partners that state the roles of the health care agency and those of the TSC Nursing Program. Students are expected to be adequately prepared and supervised to ensure client safety and quality care is provided. All students will practice safe

nursing care, to prevent real or potential harm to clients, and students will practice nursing according to the ethical, legal, and professional standards. These objectives are critical elements in the daily clinical evaluation. Failure to meet these standards will result in a failing clinical evaluation regardless of academic grade.

1. Clinical groups are randomly formed and are posted on the first day of class. Students who need to carpool will be given consideration; however, NO guarantee can be provided. Clinical groups are built based on clinical agencies availability.
2. Faculty will determine the clinical assignments for the students. Some semesters may require the student to go to the hospital the day prior to the assigned clinical day to retrieve the patient assignment and complete pre-clinical paperwork in order to be prepared for the clinical day. No patient care is to be performed if this is required. **Students cannot send others to get this information for them as this is a privacy violation and does not follow ethical/legal standards. Students would receive an automatic zero and clinical absence for the day, and appear before the Student Affairs Committee for any further penalty.**
3. Faculty will develop and distribute clinical expectations for their students that are specific to that clinical rotation above and beyond the ADN nursing student handbook. Students are responsible for reading and following these expectations.
4. The ADN TSC full uniform is to be worn at ALL clinical experiences unless otherwise stated by the faculty per clinical site specific requirements. The uniform is not to be worn to any outside work event. The student must follow all professional behavior standards anytime in uniform even if not during class or clinical time (i.e. no alcohol, improper communication, etc.)
5. Students will not participate or observe in any clinical activity without the permission of the instructor. All invasive procedures MUST be observed and supervised by the clinical instructor unless the instructor gives permission to a primary nurse to precept the student.
6. Students will comply with all ethical and legal standards on the nursing profession. NO pictures or copies of the any part of the clinical record is allowed except during the clinical day and must be shredded prior to leaving the unit. Students will be held to disciplinary action if these standards are not followed.
7. Any documentation by the student in the permanent record at the clinical site must be checked by the instructor first, and signed using the appropriate signature (First name, Last name, TSCSRN 1, TSCSRN 2, TSCSRN 3, TSCSRN 4 (for your respective semester).
8. Students will follow and adhere to all HIPPA guidelines and refrain from discussion patient records in public areas at the clinical site, or outside the clinical site. This pertains to social media as well. No pictures or posts giving any clinical identifiers is permitted.
9. No personal communications are to be received in the clinical units. If an emergency call is necessary, the family and/or person needing to contact the student should be provided with the instructor's phone number or the main nursing office number. Cell phones must be turned off or in silent-mode. Phones may be used (if permitted by the clinical agency) to retrieve data for patient care needs; however, the student **MUST** be out of public view.
10. Smoking is not permitted at any clinical area, and students should be aware of smoke smell on their uniform. If smoking is detected (either seen or smelled) the student will be sent home and a zero will be recorded for the clinical day. Chewing gum, eating, or drinking is also not permitted in any patient care areas.
11. All students must carry liability insurance. Each student is responsible for his/her own actions. Currently, a liability (malpractice) insurance is provided throughout the program and is included in tuition and fees. The nursing office has specific information about the procedure. The procedure expires the day the student graduates and does not cover clinical practice outside of clinical courses.

12. Simulation is incorporated into all clinical rotations. Simulation is pass/fail graded day. If you miss simulation for any reason you do receive a zero for the clinical day, which can affect your overall grade. Failure to arrive to simulation prepared with pre-work complete or not in uniform will also result in a zero for the clinical day. There are no make-up simulation days. If Simulation is being used a supplement to didactic or theory course work, your faculty will provide guidelines like dress and grading prior to that experience.

Clinical grading is completed each week by faculty utilizing the clinical evaluation grading tool located in each clinical syllabus. Weekly clinical grades are computed and the weekly average must be greater than 75% at the end of the semester to successfully pass the clinical course. Other required clinical graded assignments will only be added to the overall clinical grade if the weekly average meets or exceeds 75%. Please note, these required assignments are not pass/fail, and can pull the overall course average below 75% if not completed. See your clinical syllabus for course evaluation breakdown.

Students will receive feedback from their clinical experience within one week so they may apply feedback to upcoming clinical assignments. Faculty will conduct performance evaluations at mid-term and at the conclusion of the semester.

Clinical faculty may require additional learning assignments for post-conference or to enhance areas of student weakness in addition to the course requirements.

Student Limitations

Following skills have limitations to students which will be strictly adhered to. Students must notify their clinical faculty immediately if any of these skills are presented to them during clinical. This list is not all-inclusive, as hospital facilities may have specific limitations for their facility. These will be outlined in the clinical expectations of faculty at the respective hospital.

1. Administering ANY blood products (RhoGAM exception if hospital facility allows).
2. Administering chemotherapeutic intravenous products
3. Administering experimental drugs
4. Witnessing signed consent forms and living wills
5. Transcribing physician orders to the medication record
6. "Final" narcotic count (not included in daily med pass)
7. Taking verbal orders from the physician
8. Changing or altering the medication record
9. Epidural lines
10. Endotracheal insertion or removal

When performing an invasive procedure, students must notify the nursing faculty or faculty designee for direct supervision. Failure to notify faculty prior to performing an invasive procedure is considered an unsafe clinical practice act (see procedure number 1.14). The following are invasive procedures requiring direct supervision. Faculty or hospital procedure may create additional items for direct supervision.

1. Administration, maintenance and discontinuation of intravenous infusions
2. Insertion/removal of intracaths, angiocaths, heparin/saline lock or any type of IV administration device.
3. Administration of IV medication by secondary or heparin lock
4. Administration of IV medication by intravenous push
5. Administration of ANY controlled substance (oral, IV, IM, etc.).
6. Insertion, irrigation, and removal of gastrointestinal tubes

7. Performance of dressing changes, especially complex activities involving packing, irrigation, wet-to-dry, and/or strict aseptic technique
8. Irrigation and care of ostomies
9. Suctioning, irrigation, and care of tracheostomies
10. Administration of oral or tracheal suctioning
11. Administration of tube feedings
12. Intramuscular and subcutaneous medications
13. Removal of chest tubes
14. Insertion of urinary and/or rectal catheters.

Failure to adhere to the above list and seek direct supervision will be written up as unsafe clinical practice. However, students should not avoid opportunities to provide care to their clients, and should seek out the clinical faculty or appointee to perform these skills.

1.14 Unsafe Clinical Practice

All student nurses will follow the standards of nursing practice outlined in the Texas Nurse Practice Act. Any act of unsafe clinical practice will be documented and placed in the student records for the remaining duration of the ADN program.

Faculty will use an Occurrence Report (See forms) to document any unsafe clinical practice performed by the student. Unsafe clinical practice examples are demonstrating behaviors of omission, commission, negligence, and/or threats or violations to the health and welfare of the client under the student's care.

1. **Warning:** First incident of unsafe practice or conduct, a written warning will be issued
2. **Probation:** Second incident of unsafe practice or conduct, the student will be placed on probationary status for the duration of the program.
3. **Dismissal:** Any student who has a third incident of unsafe clinical practice will be immediately dismissed from the program and will not have the opportunity to be re-admitted.

A student may file a grievance/appeal as outlined under 1.17 Grievance/Appeal Procedure and in the Student Code of Conduct Procedure in the TSC student handbook.

The following are actions subject to disciplinary action under unsafe clinical practice:

1. Any clinical action that violates the clinical agency procedure and/or places the client at a potential for harm, or results in harm.
2. Any aggressive or offensive behavior towards another at the clinical site.
3. Falsification of the medical record by omission or addition or communicating untrue information or a misrepresentation of the truth.
4. Breach of HIPPA/confidential information.
5. Arriving at the clinical impaired by non-prescribed substances that adversely affect performance, or bringing these substances into the clinical setting.
6. Consistent unsafe decision making and practice.
7. Failure to report or document a change in the client's condition (symptoms, responses, or status).
8. Failure to follow all infection control procedures and standards.
9. Not adhering to safe practice and accepting patient assignments not commensurate with one's own educational preparation, experience, knowledge and ability, except where proper supervision is available.
10. Performing invasive procedure without the instructor's knowledge or permission.
11. Coming to clinical unprepared (not completing any pre-clinical assignments)

1.15 Hospital Lab Expectations

The hospital lab is considered an extension of the clinical experience and therefore the lab follows hospital etiquette and standards.

1. All personal electronics must remain in student bags/backpacks at all times unless the faculty has given permission to the student to use it to look up resource material. Cell phones must be on silent or turned off.
2. Students are NOT allowed to perform invasive procedures on one another. Violations will be reported directly to the Director of Nursing.
3. Students are not permitted in any supply closets or cabinet.
4. Students are encouraged to look ahead at the syllabus and bring necessary supplies to class to practice. No extra supplies will be given that the student would have received in their skills bag.
5. No food is permitted in the lab at any time. Water bottles with a lid are permissible but must remain in the designated area at all times.
6. All breaks/lunches will be taken outside of the lab. Students are required to leave during breaks (unless they have a scheduled appointment with a faculty member).

Any hospital lab testing will be outlined in the appropriate syllabus. Testing in the lab will follow the testing procedure.

1.16 Dress Code

Projecting a professional appearance is the responsibility of all students. Appearance reflects upon the individual, the ADN Program, the college, and the nursing profession. Uniforms are required for class, clinical, and skills lab to maintain a professional environment. The TSC ADN uniform is designated by the school and students will not deviate from the uniform selected. Good personal hygiene is expected of students in the nursing program. Uniform must be neat, clean and free of wrinkles. On days when the school uniform is not required, attire must reflect a professional and business like status. No jeans, low cut blouses or muscle shirts, skirts 2 inches or higher about the knees, open toes sandals or shoes allowed while representing TSC as and ADN student.

1. TSC program approved student uniforms must be ordered and purchased through the program approved distributor in enough time to be received and ready to wear prior to the first day of class (see nursing office regarding ordering uniforms and applicable deadlines. Information given at the orientation session).
2. Pregnant students can buy a maternity uniform(s) through the same distributor of the TSC approved student uniform.
3. The TSC ADN program patch must be worn on the left sleeve of any outer top layer (lab coat and scrub top).
4. Completely white long sleeve undershirt may be worn under the uniform. Cuffs must be tight to allow the sleeves to be pushed up if needed and stay in place. No turtlenecks, sweater material or loose fitting long sleeves are permitted.
5. TSC student ID is to be worn at all times while in uniform. Must be easily visible and attached above the waist. Lanyards are prohibited. Students will not be permitted to attend clinical if the TSC student ID is not part of their uniform.
6. White, closed toe shoes are to be worn with the TSC nursing uniform; shoes may NOT have mesh and should be clean closed heel (no clogs), and have solid white shoelaces (if laced) at all times.
7. While in TSC uniform, students must wear plain white socks that cover the ankles; non-design support hose/knee-hi stockings may be worn if desired.

8. Hair must be worn off the collar and held in place to ensure it does not fall over the face or touch the patient and/or equipment. Decorations, bows, ribbons, and large hair clamps are prohibited. Only natural hair colors are allowed while in the nursing program. No head coverings, other than those for religious/cultural purposes, are permissible in lab (this applies to thick headbands, scarves, hat, etc).
9. Beards and mustaches must be neatly trimmed and well groomed.
10. Nails should be short in length and clean. No artificial nails, tips, wraps, stickers, and/or polish of any kind (other than clear polish) may be worn at the clinical site.
11. Tattoos must be completely covered.
12. No body piercings outside of one earring in each ear (earlobe only) is permissible. Religious/cultural purposes will be permitted.
13. The ONLY accepted jewelry to be worn with the TSC uniform is wrist watches, wedding band or ring, and/or post-type pierced earrings (non- hoop, non-wire, non-dangling). No clip on earrings. Only ONE set of earrings.
14. No intentional unnatural shaving of hair (eyebrows included). No shaved designs.
15. Colognes and/or perfumes are not permitted; however, deodorant is not considered cologne or perfume and should be worn every day.
16. Clinical uniform requirements also include a watch with a second hand, black **non-erasable** ink pen for documentation, and stethoscope. Any other clinical specific requirements will be noted in the appropriate instructor clinical expectations.

1.17 Grievance/Appeal Process

The TSC Nursing Department intent is to be fair and reasonable with all students. If a student disagrees with a faculty member decision, disagrees with a decision based on a violation of a handbook procedure/procedure, feels that he/she has been treated unfairly or have a problem that has not been resolved to his/her satisfaction, the student may follow this process.

The student is responsible for using and submitting the Student Grievance Report. The duration between each step is 3 business days. For example, if a student turns a grievance into a faculty member, the faculty member has 3 days to respond. If the student does not agree with the response, the student has 3 days to continue the form to the next chain of command. If the student fails to meet the 3 business day timeline, the grievance/appeal stops at that point in the process, and it is inferred the student accepts the decision.

1. Step 1: Bring the situation to the attention of the faculty member whom the problem exists in writing within 3 business days of the occurrence of the problem. The faculty member will investigate and provide a written response back within 3 business days. If the student feels the faculty response does not satisfactorily resolve the problem, proceed to the next step/ or step 3 if the faculty member is the Director of Nursing of the ADN program.
2. Step 2: Once the Director of Nursing for the ADN program receives the appeal/grievance, he/she will determine if Step 1 was correctly completed. If it was not, the student will be sent back to start at Step 1. The Director of Nursing for the ADN program has 3 business days to investigate the issue and return a written statement to the student. If this step does not satisfactorily satisfy the student, proceed to Step 3.
3. Step 3: If the student is dissatisfied after step 2, then the student should appeal the decision to the Dean of Health Profession within 3 business days. The Dean will investigate the whole process and after careful consideration of all facts, within fifteen business days. The Dean of Health Professions will render a final decision to the student in writing.

STUDENT GRIEVANCE REPORT

In accordance with the Nursing Program's grievance procedure, the following grievance is being reported.

Description of grievance:

Signature: _____

Date: _____

Received By: _____

Date: _____

Faculty Response/Resolution to grievance:

Signature: _____

Date:

Received By: _____

Date:

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Director of Nursing within three (3) working days.

Director of Nursing Response/Resolution to grievance:

Signature: _____

Date: _____

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Dean of Health Professions within three (3) working days.

Received By: _____

Date: _____

Dean of Health Professions/Resolution to grievance:

The student has exhausted all administrative appeals for grievance. The above response/resolution is final.

Signature: _____

Date: _____

1.18 HESI and Standardized Testing Procedures

Students in the TSC Nursing Program will be required to take national standardized tests throughout the curriculum. TSC Nursing Program utilizes Evolve HESI standardized examination to foster student success and assist students to prepare for the NCLEX at the end of the program, as they provide a guideline range as to the proficiency level achieved by the student.

East semester students must complete the designated HESI examination(s) on campus at the scheduled date and time. The TSC Nursing Program benchmark is 850. Students not achieving an 850 score on the first attempt at a HESI examination will complete mandatory remediation, and re-take another version of the HESI exam. However, all students are strongly encouraged to complete a remediation packet even if they score over 850.

Remediation components are derived from the individual student's exam score. Students with lower HESI scores require more intense remediation. Students will receive their HESI exam score and remediation packet through their HESI/Evolve student account once the exam is closed. Students not achieving the 850 benchmark must complete a personalized plan for remediation as outlined below. Students will not be eligible to sit for the repeat HESI examination if their remediation packet is not complete. Academic dishonesty standards apply to this process. Students will work independently on their remediation process.

Students who do not achieve an 850 on the 2nd attempt at a HESI examination will continue the remediation process and retake the exam until the benchmark is reached. Alternate remediation items will be administered utilizing the Lippincott software. Students will meet with their Academic Advisor within 24 hours of the exam to set up the remediation assignment and schedule their next exam.

During the final semester in the program, students will complete the HESI Saunders Online Review for NCLEX following the scheduled dates on their course calendar. Embedded in the online review are module examinations that will also have a benchmark for achievement. Failure to complete the HESI Saunders Online Review for NCLEX will result in an incomplete in the course, and the student will not graduate until the course is complete.

1.19 Testing Procedure

All semester exams are located on the semester calendars and loaded into CANVAS by the first day of each semester. Exams will begin promptly at the beginning of the scheduled time. Students should be in their seats and ready to begin the scheduled examination on time. Students will take all exams on the computer.

During exam periods students will follow the following rules:

1. No personal belongings are allowed at the student's desk, including cell phones and smartwatches.
2. All cell phones and smartwatches must be turned off or on silent. If a cell phone is heard, the owner will be dismissed from class and receive an automatic zero on the exam.
3. Students will be permitted one writing utensil and given a piece of scratch paper. Students will place their name on the scratch paper and turn in the paper at the end of the exam, even if it is blank. Failure to turn in a signed scratch paper will reflect in a zero for the exam.
4. No head coverings (scarves, caps, visors, etc.) will be allowed during an exam (unless there is a religious reason).
5. Should a student need to use the bathroom during an examination, a faculty person will escort that student to and from the bathroom. It is strongly encouraged to use the bathroom PRIOR to the exam, as leaving during the exam is discouraged. Exams will not be on "pause" during this time, and all exams must be completed during the scheduled time frame.
6. Once a student has completed the exam, they are to leave the classroom quietly. Please be respectful of other students still testing.
7. If you are going to be absent, you must contact the instructor by email AND the nursing department by phone PRIOR to the start of the examination.
8. Students who enter an exam late will receive a 5-point deduction off the exam score for the first tardy and, any subsequent tardies will receive a 10-point deduction to the exam score. Students who arrive late must still finish the exam within the allotted examination time period. If a student in the class has completed the examination, then no student will be allowed to enter the exam room late.
9. Academic Dishonesty procedures will be followed for any suspected cheating on exams.
10. Time allotted for each exam will equate to 1.5 minutes per question.
11. Students are responsible for downloading their exam and uploading their answers via the testing system. Failure to ensure this process occurs can result in a zero on your exam.

Faculty will post exam scores within 7 business days. All exams are statistically analyzed prior to returning final exam scores to students. Exam grades will only be posted in CANVAS. Faculty will not call or email exam grades. Students are encouraged to meet with nursing faculty after exam grades are posted for clarification of any material. All students earning less than 75% **must** meet with their faculty advisor within 7 days of receiving their exam grade.

Course exam averages **MUST** meet 75% prior to any other course material being averaged into the course final score.

Test reviews are optional and are at the discretion of the course faculty. If a test review is offered, the student must follow the following rules:

1. Test reviews will be offered immediately following the exam, or at the end of the class day.
2. Students who had any special permission to take an exam early forfeits all rights to an exam review, until after exam grades are posted.
3. Standardized exams (HESI) will not have exam reviews, as the content is copyrighted.
4. Length of the exam review is at the discretion of the faculty.
5. Testing procedures are in effect during exam reviews (no personal belongings, all electronic devices are off, etc.).

1.20 Make-up Examination Procedure

Students may be allowed to complete a make-up examination if they followed the correct notification process for missing an examination course period AND have an extenuating circumstance fitting one of the following reasons:

- Critical Illness (Medical Doctor/Health Care Provider Note Required)
- Death in the Immediate family (Program required)
- Family/Personal Emergency (documentation proof required)

Only ONE make-up exam allowed per semester. Make-up exams are content specific, and students can expect the make-up exam to be primarily alternate-style questions, and a different version of the exam that was given on the scheduled exam day. Course faculty will determine the day/time when make-up exams will be given within 1 week of the missed exam. The ADN Program Director along with the course faculty determine the eligibility of a student to make up a missed exam.

1.21 Releasing Student Information

Students may request nursing faculty or the nursing department to supply the necessary information for employment opportunities or educational programs. This may include a letter of recommendation or a copy of part of their student file (skills checklist, etc.). Students records are held for two years, after graduation per TSC school guidelines. To comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must follow these steps to request information.

1. Students must sign a release form (see below) which allows nursing faculty to give information to outside agencies for employment or educational opportunities or any letter of reference requested. This release form remains a permanent record in the student's file.
2. All requests for reference letters MUST be in writing, and if multiple requests are being asked, separate letters must be given to each faculty member.
3. Faculty may use any information from clinical and classroom to answer reference letter requests.
4. No telephone references are given.

5. Student Records are kept for two years after graduation and are stored in a locked secure room per Texas Board of Nursing Rule 215.12.

1.22 Health

The physical examination and functional ability form required for the admission helps ensure the student is in a physical and mental condition that is free of danger to self or others. Attention to health needs and regular dental care should be continuous. While there is not dental exam required for entry into the program, regular care of teeth and gums is essential for maintenance of good health.

The Texas Board of Nursing has identified circumstances related to the health and well-being of an individual that may render a nursing candidate ineligible for licensure as a registered nurse in Texas. If one of the following conditions applies at any time prior to or during the nursing program, a Declaratory Order Petition with the Texas Board of Nursing must be filed. See the Texas Board of Nursing website - [Licensure Eligibility Requirements](#)

- In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)
- In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN)

Health Problems

Students will report immediately to the nursing faculty and program director of any acute or chronic health conditions that will affect the safety of others. Students will be required to submit a return to school/clinical note from their primary care provider after any acute infectious disease that risks exposure to other people. Students are responsible for their own health and expense of health care, and it is recommended that health and accident insurance be carried.

Pregnancy

Should a student become pregnant during the nursing program, they must notify the clinical instructor and program director immediately to ensure their safety in the clinical setting. Students must have a release from their physician to attend clinical upon learning of the pregnancy, and again after delivery to return to clinical.

Universal Precautions

Upon learning universal precautions in the skills lab and classroom setting, students must utilize these precautions in all patient care activities, including any live simulation events. Any unprotected exposure to blood or body fluids, or any needle stick (clean or dirty), must immediately be reported to clinical faculty. The clinical exposure procedure will be followed, and an incident report will be placed in the student record at TSC in the nursing office. The student may be responsible for any expenses.

1.23 Student Representation on Faculty Committees

Students participate in the following TSC ADN department committees: Student Affairs, Curriculum, and Testing. In the first few weeks of the semester, the program director will facilitate course faculty to coordinate the process for selection for student representatives. Each student's term is the length of the semester. If a student receives more than one academic alert for poor exam performance or fails to meet safe clinical expectations, an alternate student will be selected. Interested students will be asked to volunteer for committee membership. In the event more students volunteer than interested, the Program Director will meet with the students and confer with faculty to choose the student representatives.

Student representatives will attend each meeting. Representatives report to their classmates on the work of the committee. Any student wishing to present ideas or feedback about any aspect of the nursing program will do so through the student committee representative. The chair of each faculty committee will communicate with student representatives on meeting dates, or any needed information.

1.24 Pinning Ceremony

Pinning ceremonies are held at the end of the final semester in the ADN program. The pinning ceremony is a tradition and important part of many nursing programs. Students receive their school nursing pin and recite the nursing pledge which expresses the ethics of the nursing profession. Students are encouraged to purchase the official TSC ADN school pin. Order forms with pin options will be handed out in the third semester of the program.

The nursing department will assist the semester four students in planning and implementing the pinning ceremony. Students must adhere to the uniform and dress requirements for pinning ceremonies as they represent not only the school but also the whole of nursing in such events. Females may wear an all-white nursing dress uniform in lieu of the clinical uniform pants. White hose and white shoes must worn and the TSC nursing patch must be placed on the left sleeve.

1.25 Student Services

Student support services are provided through the college and are an integral part of retaining students and helping them achieve academic success. Refer to the TSC student handbook to see a list of all student services offered. [TSC Student Services](#)

Financial Aid

Students needing financial aid should consult with the Financial Aid office for assistance. Refer to the TSC student handbook for financial aid information. [Financial Aid Information](#)

Library

Library facilities are shared between Texas Southmost College and The University of Texas Rio Grande Valley at Brownsville. All currently enrolled students may access Library content via the Library website or in person, with their TSC student identification card. [UTRGV Library Website](#)

Tutoring Services

Tutoring services are held at the learning labs on the main campus and in the ITECC building to offer peer tutoring and review services in Math, Reading, Writing, and other subjects. Learning lab tutors are certified through the college's College Reading & Learning Association (CRLA) Training Program. [TSC Tutoring Services](#)

1.26 Communicating with Faculty

Nursing faculty are here to support student learning and success in the ADN nursing program. Faculty have responsibility outside of the classroom as well, and the following steps are in place to assist to foster communication with faculty.

1. Faculty mailboxes are held in the nursing office. Please leave papers and/or written assignments with the department administrative assistant who will place it in the appropriate box. Papers should be contained in an envelope/folder with the faculties name on the outside.
2. Never slide papers under a faculty's door.
3. Do not enter a faculty office without permission to leave items on his/her desk.
4. Faculty will post their office hours on their door, in their course syllabus, and on Canvas. Utilize this time to seek clarification or for discussion of classroom and clinical matters.
5. Contact faculty and schedule appointments for any class and/or clinical concerns. Faculty schedule their own appointments.
6. Avoid calling faculty at home. Students should utilize TSC email or Canvas to communicate with faculty. Extenuating circumstances may be found in faculty clinical expectations for notifying regarding absences. Any email sent to a faculty or the Program Director from a non-TSC email account will not receive a response.

7. Address faculty as formally (Professor, Mr., Mrs., Dr., Ms., or Miss); never use first names.

Each student will be assigned to a faculty advisor each semester to foster student success. Students are encouraged to utilize this service. There are procedures throughout this handbook when meeting with your nursing advisor is required.

1.27 Student with Disabilities

Students entering the TSC ADN program are required to fill out a Functional Ability Standards worksheet. Students must continue to successfully demonstrate/perform the following activities, as a required component to continue in the program.

1. Extended walking and standing daily – clinical practice requires an average of 1-hour intermittent sitting, 4 hours intermittent standing, and 3 hours intermittent walking in an average 8-hour work period.
2. Ability to grasp, push and/or pull
3. Ability to squat, kneel, bend, reach and twist – clinical practice requires 50% of the time completing these activities.
4. Carrying and moving equipment – nurses frequently lift/carry up to 50 pounds and push/pull up to 100 pounds.

Other essential competencies identified for nursing care include:

5. Vision that allows detecting physical change and to see color
6. Hearing that allows responding to physical and verbal cues
7. Sense of touch that allows for assessment and palpation
8. Critical thinking
9. Interpersonal and communication skills

Students with disabilities, including learning disabilities, who wish to request academic adjustments to a class, must notify the Disability Services Office at the beginning or prior to the start of the semester so that appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. For more information, see the TSC student handbook. [Disability Services](#)

Students who are granted accommodations related to testing performance must utilize this service if he/she plans to apply these accommodations to the NCLEX-RN. Typically, these accommodations include longer test time and a less distracted environment. Upon time to schedule your NCLEX, please

refer to the Texas Board of Nursing and the NCSBN website for forms required for NCLEX accommodations.

1.28 Differentiated Essential Competencies (ADN Competencies)

The following is listed on the Texas Board of nursing website and discusses the purpose of the DEC's. Retrieved April 2019 at https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf

“The DEC's were designed to provide guidance to nursing education programs for curriculum development and revision and for effective preparation of graduates who will provide safe, competent, compassionate care. The outline knowledge, clinical behaviors, and judgments necessary to meet the essential competencies, but it is acknowledged that not all competencies can be evaluated upon graduation.”

The four main nursing roles are the theme of this ADN program and can be found throughout the curriculum. They include Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, Member of the Health Care Team. These areas are further divided into specific knowledge, clinical judgment, and behaviors based on the titled nursing role.

I. Member of the Profession:

- Function within the nurse's legal scope of practice and in accordance with the procedures and procedures of the employing health care institution or practice setting.
- Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- Participate in activities that promote the development and practice of professional nursing.
- Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:

- Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.

- Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
- Coordinate human, information, and material resources in providing care for patients and their families.

III. Patient Safety Advocate:

- Demonstrate knowledge of the Texas Nursing Practice Act (NPA) and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- Implement measures to promote quality and a safe environment for patients, self, and others.
- Formulate goals and outcomes using evidence-based data to reduce patient risks.
- Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- Comply with mandatory reporting requirements of the Texas NPA.
- Accept and make assignments and delegate tasks that take into consideration patient safety and organizational procedure.

IV. Member of the Health Care Team:

- Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
- Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
- Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
- Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain the optimal health status of patients and their families.
- Communicate and manage information using technology to support decision-making to improve patient care.
- Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

*Texas Board of Nursing. (2010). Differentiated essential competencies of graduates of Texas nursing programs. Austin, TX: Authors.

1.29 American Nurses Association Code of Ethics for Nurses

The Code of Ethics for Nurses is a guide to carry out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The *Code of Ethics* was revised in 2015 by the American Nurses Association. The Code of Ethics for nursing contains nine provisions with interpretive statements. Provisions 1-3 reiterate the fundamental values and commitments of the nurse; Provisions 4-6 identifies the boundaries of duty and loyalty, and Provisions 7-9 describe the duties of the nurse that extend beyond individual patient encounters.

Provision 1 – The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 – The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 – The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 – The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5 – The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 – The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 – The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health procedure.

Provision 8 – The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 – The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health procedure.

<http://nursing.rutgers.edu/civility/ANA-Code-of-Ethics-for-Nurses.pdf>

Student Forms

**The Texas Southmost College Associate Degree Nursing Program
Advisement /Counseling Form**

Name: _____

ID Number: _____

Date: _____

Instructor: _____

Type of Advisement:

Academic

Behavioral

DESCRIPTION OF ADVISEMENT/REFERRAL:

RECOMMENDATIONS:

STUDENT COMMENTS:

Student Signature _____

Faculty Signature _____

TSC Associate Degree Nursing Program

Consent for Release of Information for Background Check

Texas Southmost College Associate Degree nursing program requires each student entering the program to complete a mandatory criminal background check with the Texas Board of Nursing and Castle Branch to meet the requirements set by clinical affiliates throughout the nursing program, and NCLEX testing upon graduation. Both background checks are required prior to the start of the nursing program. The Texas Board of Nursing background check must be completed and students deemed eligible for completing licensure steps upon graduation prior to the first day of class. The Castle Branch background check must be completed and deemed acceptable by clinical affiliates prior to the student's first clinical day.

I have read and understand the above statement. Further, I understand that once this information has been obtained, it will be provided to the Program Director and/or Dean of Health Professions for review and filing in the Program Director's office. Furthermore, this information will not be shared with clinical facilities, persons, or school officials unless prior notice has been given by me. Without the completion and filing of this information, I will not be allowed to fulfill my clinical rotation requirement and will have to exit the ADN program.

Student Signature _____

Date _____

TSC Associate Degree Nursing Program

Consent for Drug Testing and Authorization for the Release of Test Results

Texas Southmost College Associate Degree nursing program requires each student entering the program to complete a mandatory drug test through Castle Branch to meet the requirement set by clinical affiliates prior to the start of the first clinical rotation. The cost of this test will be the responsibility of the student. In the event that there are positive findings, my results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. I understand I will be responsible for any additional costs incurred with this requirement, if needed. I also understand that a positive test result may deem me ineligible for admission to or progression in the Program. I understand that once the test is complete, results will be released to the Program Director and/or Dean of Health Professions for review and filed in the ADN Program Director's office.

Once admitted into the ADN program, I understand I may be subject to future drug screens in the event that "for cause" behavior is demonstrated in the classroom or clinical areas. This can be cause for withdrawal from the ADN program, and I will need to notify the Texas Board of Nursing through the declatory order process of this event.

Student Signature _____

Date _____

TSC Associate Degree in Nursing Program
Texas Board of Nursing Licensure Eligibility Notification Form

I have received and had the following documents regarding licensure eligibility to be a Registered Nurse in Texas explained to me.

1. **§301.257, §301.252, §301.253, and §301.452 - 301.454** of the Nursing Practice https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp

2. **Rules 213.27 – 213.30** of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice. https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_April2018.pdf (starts on page 35)

3. **Rules 217.11 and 217.12** of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice. https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_April2018.pdf (starts on page 127)

4. I have read the Texas Board of Nursing **eligibility questions** regarding Criminal Behavior, Mental Illness, and Chemical Dependency (located in the Declaratory Order form at http://www.bne.state.tx.us/forms_declaratory_order.asp under “Petition for Declaratory Order” link). See the Texas Board of Nursing eligibility questions on the next page.

Student Signature _____

Date _____

Eligibility Questions

- 1) No Yes *Have you, within the past 24 months or since your last renewal, for any criminal offense, including those pending appeal:
- A. been arrested and have any pending criminal charges?
 - B. been convicted of a misdemeanor?
 - C. been convicted of a felony?
 - D. pled nolo contendere, no contest, or guilty?
 - E. received deferred adjudication?
 - F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - G. been sentenced to serve jail, prison time, or court-ordered confinement?
 - H. been granted pre-trial diversion?
 - I. been cited or charged with any violation of the law?
 - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

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

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to the Gov't Code chapter 411, the Texas Board of Nursing is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

- 2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) No Yes Has any licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate, or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you? (You may exclude disciplinary actions issued by the Texas Board of Nursing and disciplinary actions previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)
- 4) No Yes *In the past 5 years, have you been diagnosed with or treated or hospitalized for schizophrenia or other psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)
- 5) No Yes *In the past 5 years, have you been addicted to or treated for the use of alcohol or any other drug? (You may answer "no" if you have completed and/or are in compliance with TPAPN)

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

Revised 1/2018