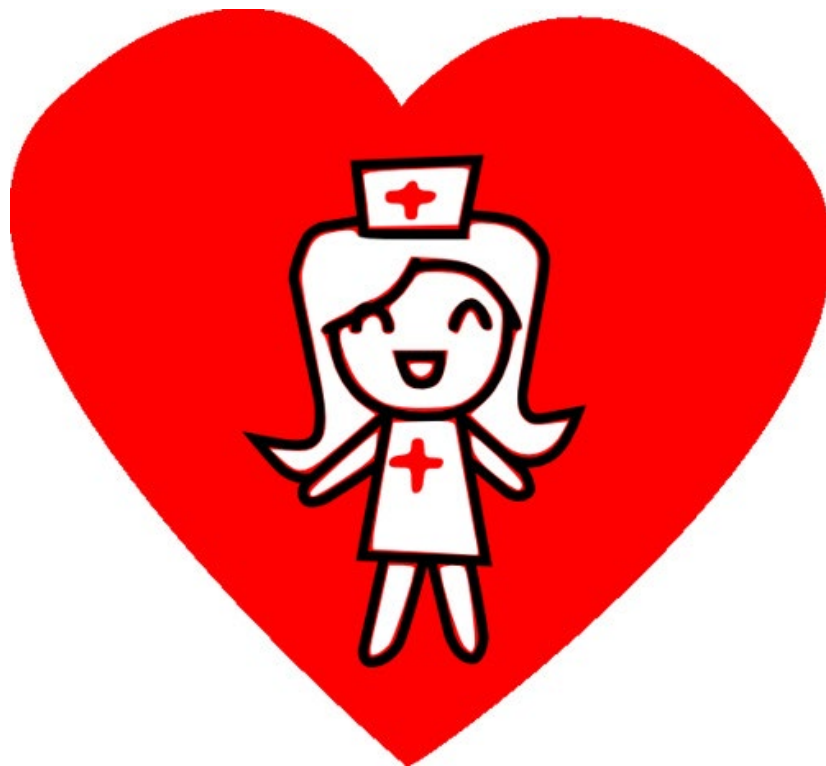


McLennan Community College

Vocational Nursing Student Handbook

2022-2023

<https://www.mclennan.edu/health-professions/licensed-vocational-nursing/index.html>



Fall 2022

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MESSAGE TO STUDENTS

Welcome to McLennan Community College's Vocational Nursing Program. The faculty wants you to have a positive learning experience and to be successful during your time with us. We believe in safe practice, honesty and integrity. Workforce skills such as punctuality will be stressed. Competence in nursing is developed through diligence and participation in the classroom, learning lab and all clinical rotations. Students are considered active partners in the learning process.

The purpose of this handbook is to introduce you to the program's policies. Adherence to these policies is required and expected. Failure to comply with these policies will result in departmental probation or program dismissal.

This handbook is a supplement to MCC's General Catalog and the Highlander's Guide.

YOU are an important part of this program and the faculty wishes you a productive and successful experience with us.

Vocational Nursing Faculty

Kim, Johnny, Angela, Carol, David, Liz, Gayle, & Amy

Vocational Nursing Faculty

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Administrative Secretary:		
Kellee Brotherton	HP 222	Office – 254-299-8347

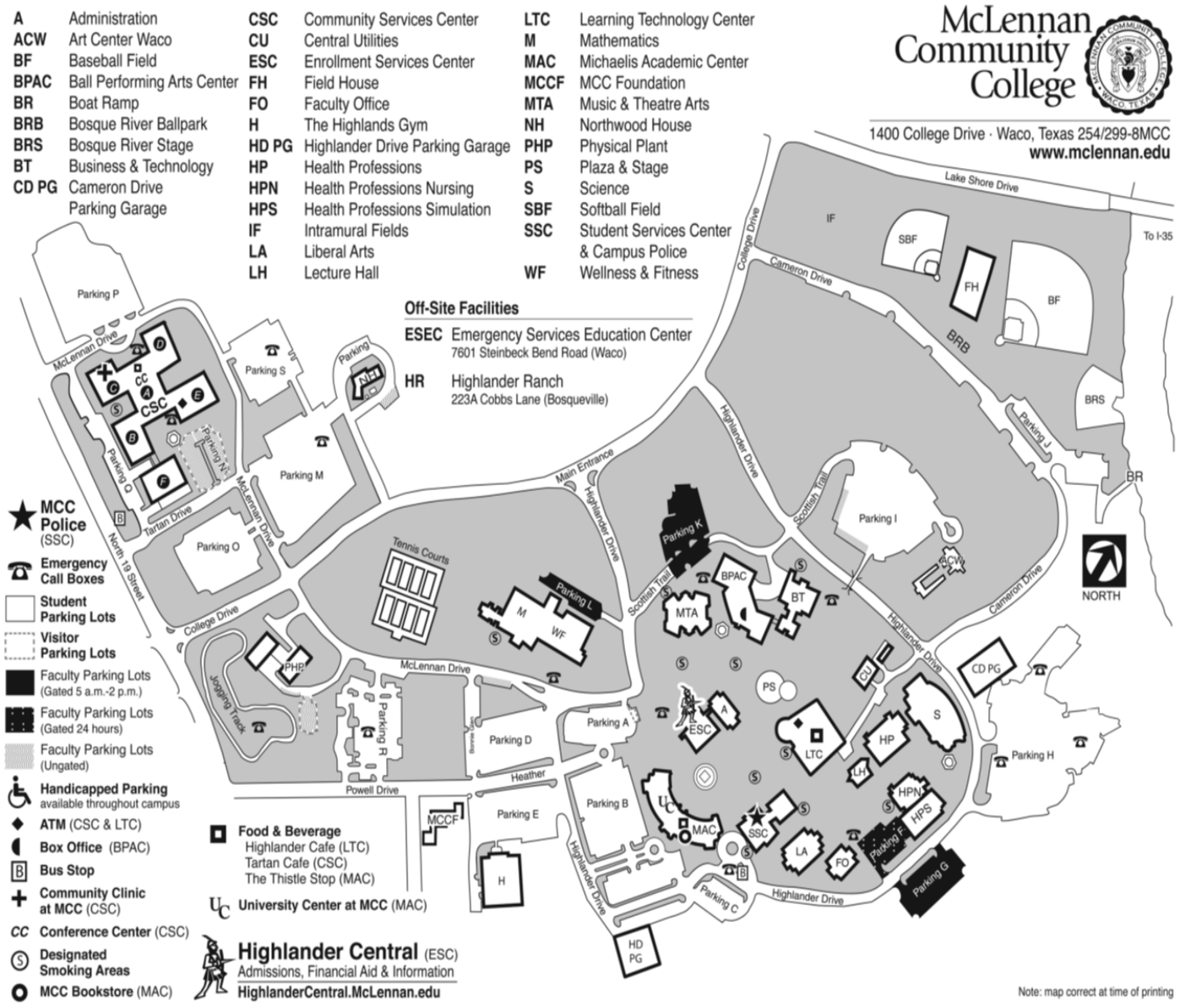
Navigating Campus

MCC was established in 1965 and is located on a scenic 230-acre campus adjacent to Cameron Park and the Bosque River. The school is recognized statewide for its natural beauty and outstanding architecture.

On our website, you will find a link to MCC's campus map and virtual tour. It's a good idea to familiarize yourself with parking and building locations before the first day of school to make sure you allow yourself enough time to get to and from class. Plenty of parking is available in student designated lots and parking garages. Shuttle service is available to help you get where you need to go.



1400 College Drive · Waco, Texas 254/299-8MCC
www.mclennan.edu



Note: map correct at time of printing

PROGRAM PHILOSOPHY

The faculty of the McLennan Community College Vocational Nursing Program accepts the purpose and mission of the College. The philosophy of the Vocational Nursing Program is consistent with the college's Mission Statement in that the faculty is committed to preparing a graduate that can safely and effectively fill a beginning technical level role as a member of the nursing team, and healthcare team.

The faculty recognizes the complex nature of each human being and that each has a right to respect and dignity. Related to this belief, the faculty also recognizes the uniqueness of the individual and the necessity of providing care that is culturally congruent. Emphasis is placed on providing various methods for meeting the diverse client needs, thus offering them opportunity to realize their potential.

In addition, the faculty believes nursing can be practiced on various levels of complexity and responsibility. Nurses on all levels must continuously strive to work together to assess, plan, implement and evaluate nursing care as a means to provide optimum health care for individuals. The DEC Competency statements are an important part of the curriculum.

The vocational nurse as a member of the health care team provides services that are important to the delivery of quality care. The vocational nurse can develop the beginning skills, knowledge, understanding and attitudes essential for giving safe, competent and effective care.

The basic education of those who work in the nursing field should be planned and controlled by a qualified faculty in an educational institution thus providing an environment that is both positive and conducive to acquiring knowledge and technical skills. Learning is a continuous process and the course of study should be adapted to meet various individual abilities and styles of learning.

The primary objective of the vocational nursing program is the education and preparation of the student for entry level nursing practice. On this basis, the faculty believes the graduate of the McLennan Community College Vocational Nursing Program will:

1. Function effectively as a member of the health care team under the direction of registered nurses and physicians.
2. Demonstrate awareness of personal, ethical, and legal responsibilities toward nursing as a profession and to society as a whole.
3. Develop effective communication skills and therapeutic interpersonal relationships.
4. Use the nursing process to meet the physical, psychological and sociological needs of the individual thus providing safe and effective care to patients of all ages in a variety of settings.
5. Incorporate the four roles of member of profession, provider of patient centered care, patient safety advocate, members of the health care team into nursing practice.

The faculty acknowledges that a curriculum in vocational nursing education should be based on scientific principles. It should be presented in an organized manner with objectives, plans, goals, learning activities, relevant content and experiences, and evaluation of program components and outcomes.

Successful completion of this program qualifies the individual to receive a Certificate of Completion and to make application for the NCLEX-PN.

CONCEPTUAL FRAMEWORK

The McLennan Community College Vocational Nursing program curriculum is based on a belief in the holistic nature on man. Emphasis is placed upon concepts of the relationship of the individual, health and nursing as they interact with and in the environment. Learning experiences are selected to provide a focus on these concepts as they affect current nursing practice in a variety of settings. The curriculum is designed with some flexibility in order to emphasize content that is relevant to health and nursing care of individuals as part of the larger community.

The nursing process is the basis for the curriculum. The student is given the opportunity to develop the ability to integrate theoretical knowledge with the practice of nursing. Early in the curriculum the student is introduced to the utilization of critical thinking skills in identifying nursing/patient care goals with emphasis on individual needs and capabilities. This activity is carefully guided in order to assist the student in developing these skills to full potential. The goals and purpose of the program is a guide to the direction the program is to go. The program objectives identify what the outcome will be when the goals and purposes are met by the individual. Program objectives are directly related to the conceptual framework.

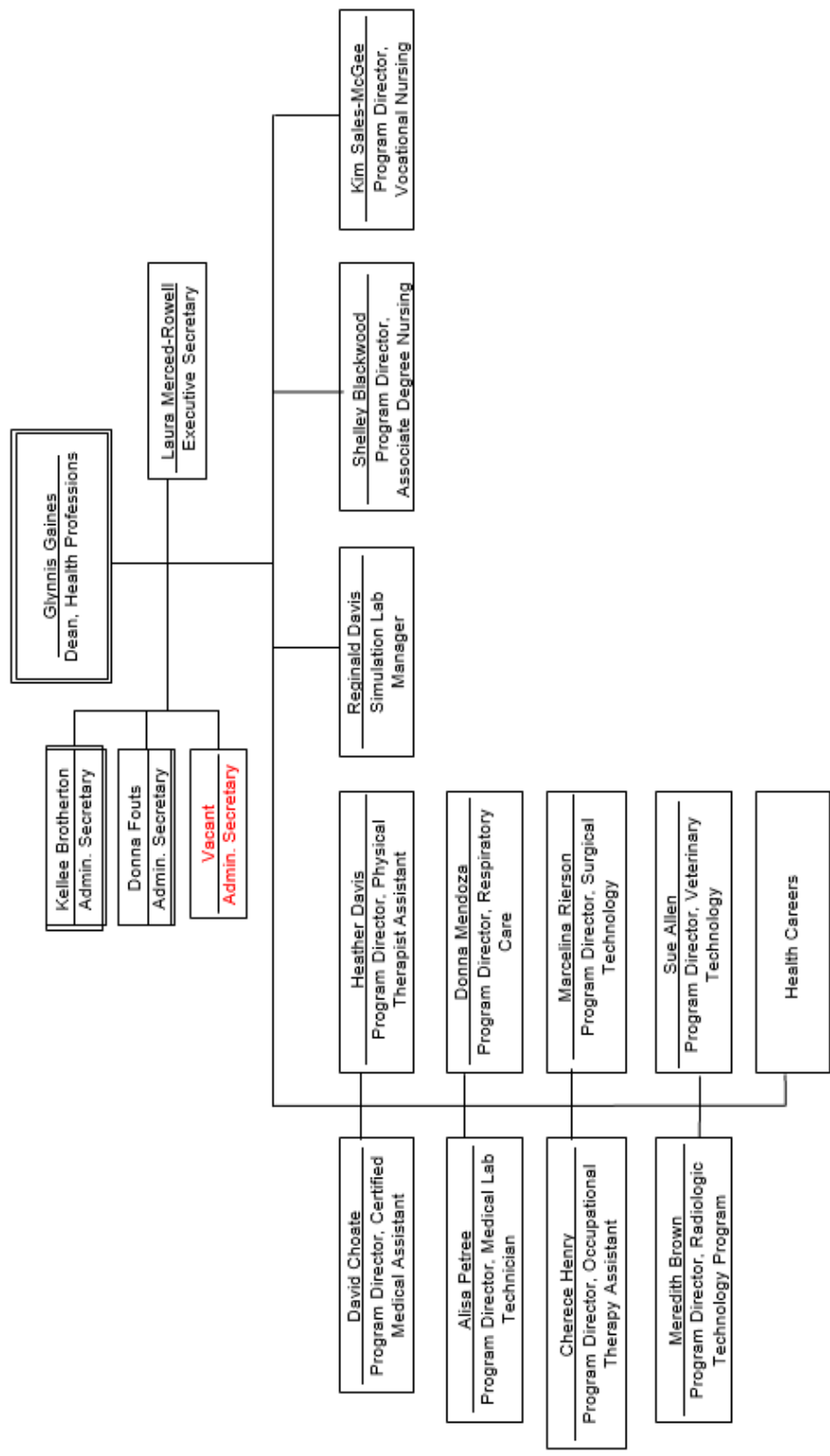
STUDENT ETHICS

Vocational Nursing students are expected to abide by the highest principles of honesty and integrity. Violations may result in immediate disciplinary action. Students must:

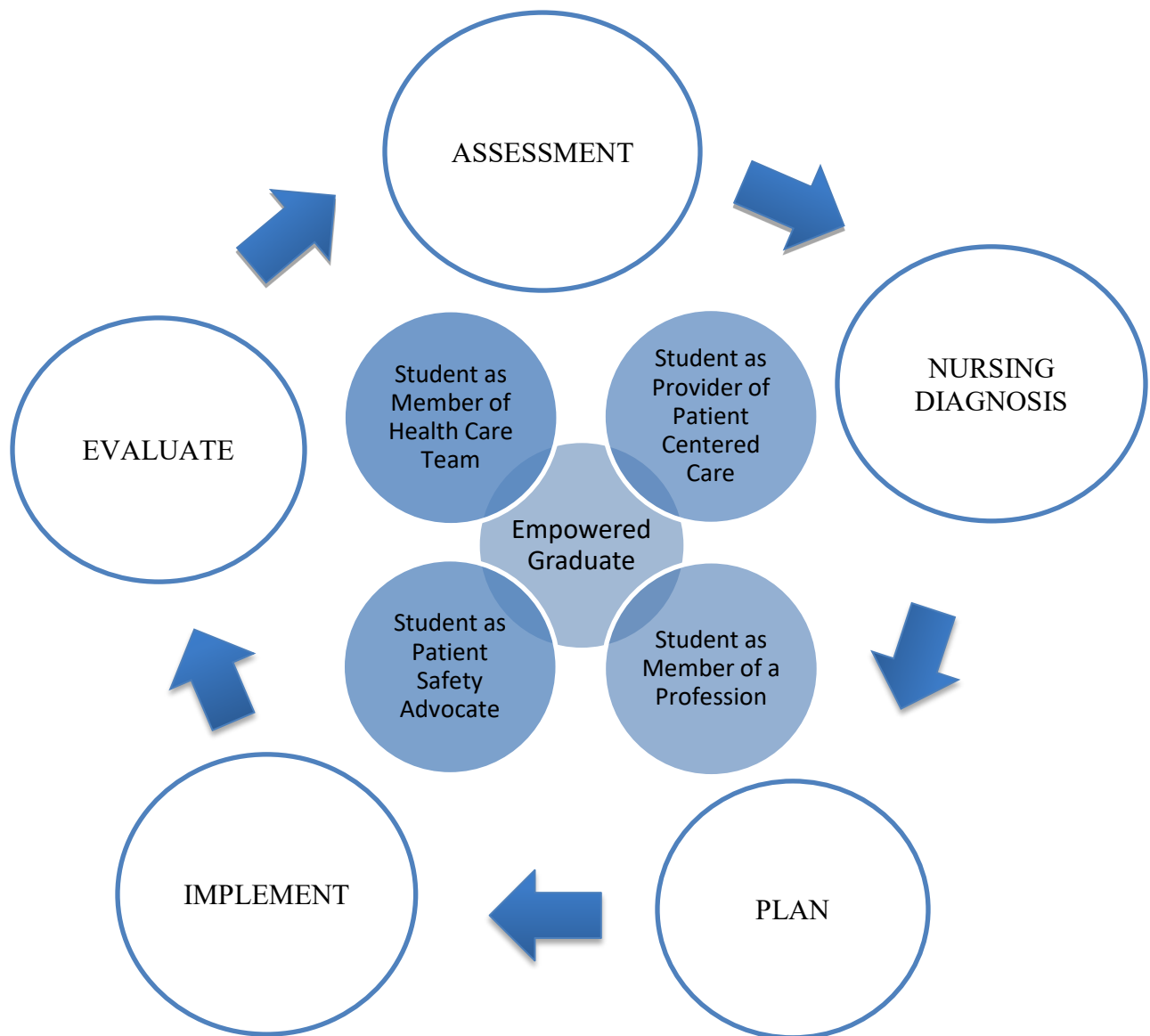
1. Use their own knowledge and skill to complete examinations without resorting to any form of academic cheating.
2. Use their own knowledge and research to complete assignments. They shall not plagiarize, quote, or copy another individual's work without giving proper recognition to the source.
3. Maintain confidentiality regarding patients/clients at all times. Information is to be shared only in an objective manner in the classroom or clinical setting. Patients/clients names or other identifying data should not be used in post-conferences or other learning activities.
4. After consulting with instructor, perform only those procedures for which they have been specifically educated and have demonstrated competence.
5. Meet the workforce standard of providing care to any and all patients assigned to their care.

Health Professions Organizational Chart

Update 01/03/2022



NURSING PROCESS



LEVEL OBJECTIVES

Upon the successful completion of each level, the student will:

LEVEL I

1. Identify the functions within the nurse's legal scope of practice in accordance with regulations, policies and procedures of the practice setting.
2. Identify aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
3. Participate in activities that promote the development and practice of vocational nursing.
4. Define clinical reasoning and knowledge based on established evidence-based practice as the basis for decision making in nursing practice.
5. Use appropriate communication skills to communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team in order to coordinate patient centered care.
6. Recognize the ability to provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice in accordance with the Texas Nurse Practice Act and Texas Board of Nursing rules and regulations.
7. Observe and report data to assist in the identification of problems and formulation of goals/outcomes and patient centered plans of care.
8. Identify the importance in determining the physical and mental health status and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families.

LEVEL II

1. Apply the functions that are within the nurse's legal scope of practice and in accordance with regulations, policies, and procedures of the practice setting.
2. Contribute to the aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
3. Actively seek opportunities to contribute to activities that promote the development and practice of vocational nursing.
4. Initiate the use of clinical reasoning and knowledge based on established evidence-based

practice as the basis for decision making in nursing practice.

5. Employ therapeutic communication to communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team in order to coordinate patient-centered care.
6. Employ safe, compassionate, basic nursing care to assigned patients with predictable healthcare needs through a supervised, directed scope of practice in accordance with the Texas Nurse Practice Act and the Texas Board of Nursing rules and regulations.
7. Assist with reporting data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the healthcare team.
8. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity and social diversity of patients and their families.

LEVEL III

1. Operate and function within the nurse's legal scope of practice and in accordance with regulations, policies, and procedures of the practice setting.
2. Promote and implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
3. Assume responsibility and contribute to activities that promote the development and practice of vocational nursing.
4. Integrate clinical reasoning and knowledge based on established evidence-based practice as the basis for decision-making in nursing practice.
5. Promote therapeutic communication and collaboration in a timely manner with patients, their families, and the interdisciplinary health care team in order to coordinate patient-centered care.
6. Provide safe, compassionate, basic nursing care to assigned patients with predictable healthcare needs through a supervised, directed scope of practice in accordance with the Texas Nurse Practice Act and the Texas Board of Nursing rules and regulations.
7. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
8. Implement plan of care and participate in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families.

Differentiated Essential Competencies

The competencies are written to guide nursing programs to meet the approval criteria established by the BON and to ensure that programs prepare graduates to provide safe, competent care to the people of Texas. A competency is described as “an expected level of performance that integrates knowledge, skills, abilities, and judgment”. Competencies were designed to demonstrate the progression of expectations across the types of nursing programs based upon educational preparation.

Core Competencies of Graduates of Vocational Nursing Education

I. Member of the Profession

- A. Function within the nurse’s legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Contribute to activities that promote the development and practice of vocational nursing.
- D. 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

- A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected

outcomes.

- G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. **Patient Safety Advocate**

- A. Demonstrate knowledge of the Texas Nursing Practice Act 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.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. **Member of the Health Care Team**

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- D. Communicate patient data using technology to support decision-making to improve patient care.
- E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
- F. Supervise nursing care by others for whom the nurse is responsible.
- G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

WORK FORCE COMPETENCY

The Secretary's Commission on Achieving Necessary Skills (SCANS*) is an attempt to help make courses more relevant to the needs of modern work force. SCANS is divided into two types of skills...competencies and foundations. Foundation skills are organized into the basic literacy and computational skills, the thinking skills necessary to put knowledge to work and the personal qualities that make workers dedicated and trustworthy. The competencies are the ability to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems and to work with a variety of technologies. Both are required for successful performance in most jobs.

1. COMPETENCIES

- A. Resources = identifies, organizes, plans and allocates resources including time, money, material, facilities and human resources.
- B. Interpersonal = works with others by participating as a member of teams, teaching new skills to others, serving clients and customers in ways that satisfy them, exercising leadership, negotiating and working well with people from diverse backgrounds.
- C. Information = manages information by acquiring and evaluating information, organizing and maintaining information, interpreting and communicating information and using computers to process information.
- D. Systems = understands complex inter-relationships, including understanding how social, organizational and technological systems work and how to operate effectively with them, how to monitor and correct performance and improve or design systems.
- E. Technology = works with a variety of technologies by selecting technology, applying technology to tasks and maintaining and troubleshooting technologies.

2. FOUNDATIONS

- A. Basic skills = reading, writing, performing arithmetical and mathematical operations, listening and speaking.
- B. Thinking skills = thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn and reasoning to discover rules or principles underlying relationships and applying that knowledge to solving problems.
- C. Personal qualities = displays responsibility, self-esteem, sociability, self-management and integrity and honesty.

Performance Standards for VNSG Students

STANDARD	EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with clients and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client response.
Physical abilities (mobility and lifting) to move from room to room maneuvering in small spaces and lifting clients and equipment as necessary.	Move around in client rooms, workspaces and treatment areas; administer card-pulmonary procedures (e.g. life pack, move crash cart.)
Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients; perform therapeutic interventions (e.g. Foley catheter insertion.)
Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Visual ability sufficient for observation, assessment and treatment necessary in nursing care.	Observe client responses, read monitor screens, medication labels, syringes, documents, etc.
Tactile ability sufficient for physical assessment and nursing intervention.	Palpation related to physical examination; perform therapeutic intervention (e.g. IV catheter insertion.)
Olfactory ability (smell) sufficient for physical/environment assessment.	Smell potentially hazardous conditions (e.g. smoke, chemical odor, body exudates.)

VOCATIONAL NURSING PROGRAM

COURSE DESCRIPTIONS

VNSG 1327 - Essentials of Medication Administration - General principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Concurrent enrollment in VNSG 1360. **Semester hours 3** (3 lec./0 lab.)

VNSG 1423 - Basic Nursing Skills - Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Concurrent enrollment in VNSG 1360. **Semester hours 4** (2 lec./6 clin.)

VNSG 1122 - Vocational Nursing Concepts - Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional. Concurrent enrollment in VNSG 1360. **Semester hours 1** (1 lec./0 lab.)

VNSG 1360 - Clinical Practical Nurse - A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Concurrent enrollment in VNSG 1423, 1327, 1122. **Semester hours 3** (0 lec./17 clin.)

VNSG 1509 - Nursing in Health & Illness II - Introduction to common health problems requiring medical and surgical interventions. Concurrent enrollment in VNSG 1260. **Semester hours 5** (5 lec./0 clin.)

VNSG 1260 - Clinical Practical Nurse - A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Concurrent enrollment in VNSG 1509. **Semester hours 2** (0 lec./9 clin.)

VNSG 2510 - Nursing in Health & Illness III - Continuation of Nursing in Health & Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Concurrent enrollment in VNSG 1261. **Semester hours 5** (5 lec./0 clin.)

VNSG 1261 - Clinical Practical Nurse - A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Concurrent enrollment in VNSG 2510 **Semester hours 0** (0 lec/9 clin.)

VNSG 1119 - Professional Development & Leadership - Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations and continuing education. **Semester hours 1** (1 lec/0 lab)

VNSG 1330 - Maternal/Neonatal Nursing - Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth and the neonatal period including abnormal conditions. Concurrent enrollment in VNSG 1262. **Semester hours 3** (3 lec/0 lab)

VNSG 1262 - Clinical-Practical Nurse - Practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Concurrent enrollment in VNSG 1330. **Semester hours 2** (0 lec/9 clin)

VNSG 1334 – Pediatrics - Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child using the nursing process. Concurrent enrollment in VNSG 1263. **Semester hours 3** (3 lec/0 lab)

VNSG 1263 - Practical Nurse - A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Concurrent enrollment in VNSG 1334. **Semester hours 2** (0 lec/9 clin)

Students must earn a grade of "C" (78) or higher in all Vocational Nursing courses, students must earn a grade of "C" or higher in all 4 academic courses. Students must be concurrently enrolled in both a theory course and a clinical course each semester of the program.

ACADEMIC COURSES FOR FALL & SPRING ADMISSIONS

PSYC 2301 – General Psychology - Surveys the field of psychology, including scientific methods used in psychology, development of personality, learning, sensation and perception, and abnormal psychology. Prerequisite: THEA or approved alternative test reading passed or credit for READ 0302. Semester Hours 3 (3 lec)

HPRS 1206 – Medical Terminology – Introduces study of word origins and structure through the introduction of prefixes, suffixes, root works, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures. **Semester hours 2** (2 lec.)

BIOL 2404 – INTRO Anatomy & Physiology - Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. **Semester hours 4** (4 lec/0 lab)

Choose one of the following:
SPCH: 1311, 1315, 1318, 1321

SPCH 1311 Introduction to Speech Communication

A survey of the basic principles of human communication with opportunities to apply these principles in three or more areas of study, including, but not limited to: interpersonal, public speaking, and small group communication. Semester Hours 3 (3 lec)

SPCH 1315 Public Speaking

Provides an introduction to research, organization, composition, and delivery of speeches for various purposes and occasions, with emphasis on listening skills, informative and persuasive speaking, and small group communication. Semester Hours 3 (3 lec)

SPCH 1318 Interpersonal Communication

Introduces fundamental concepts and provides skills development for verbal and nonverbal communication in one-to-one interactions. Explores supportive and defensive climates, skills for sending and receiving messages, leadership, assertiveness, conflict management techniques, and the reduction of communication barriers. Semester Hours 3 (3 lec)

SPCH 1321 Business and Professional Speaking

Presents theories and develops skills in organizational communication as applied to business and professional situations with emphasis on listening analysis, professional presentations, and organizational groups. Semester Hours 3 (3 lec)

ADMISSION CRITERIA

Points are assigned for ranking applications by using categories A + B + C + D below.

A. ____ HESI A2 Entrance Exam

- The minimum score for the HESI A2 is **75%** in each of the following categories: Reading, Grammar, Vocabulary, Anatomy & Physiology, and Math.

➤ Points will be awarded to the HESI A2 Critical Thinking scores in the following manner:

Vocational Adjustment 951 – 1000 = 6 points

Vocational Adjustment 900 – 950 = 5 points

Vocational Adjustment 851 -899 = 4 points

Vocational Adjustment 800 – 850 = 3 points

Vocational Adjustment < 799 = 0 points

B. ____ Average of GPA from the following courses:

SPCH (CHOOSE ONE) 1311, 1315, 1318, 1321

HPRS 1206

PSYC 2301

BIOL 2404 (BIOL 2401 & 2402 is the course substitution)

NOTE: Science courses must be less than 5 years old.

Compute average of your GPA, multiply by 10 = points. If BIOL 2401 & BIOL 2402 is taken, GPA will be computed on highest average of either BIOL 2404 or BIOL 2401 & 2402.

C. ____ Receive a 4.0 average in all 4 pre-requisite

Courses on the first attempt = 3 points

SPCH (CHOOSE ONE) 1311, 1315, 1318, 1321

HPRS 1206

PSYC 2301

BIOL 2404 (BIOL 2401 & 2402 is the course substitution)

NOTE: POINTS ARE DETERMINED AT ADMISSION APPLICATION DEADLINE – ALL COURSES MUST BE COMPLETED TO DETERMINE THE POINTS.

D. ____ RESIDENCE "Proof of residence" required

(Utility bill, DL, etc.)

For McLennan County.....1 point

McLennan Community College

Vocational Nursing

Admission Process

254-299-8347

- 1) Log onto the <https://www.mclennan.edu/health-professions/licensed-vocational-nursing/index.html> website for the most up to date information on admission to the VN program.
- 2) Apply to MCC www.mclennan.edu
- 3) Call the VN department 299-8347 to make an appointment and attend a General Information Session.
- 4) Call the MCC testing center 299-8453 or visit <https://www.mclennan.edu/testing-center/exams/hesi.html> to make an appointment to take the HESI A2 entrance exam for the Vocational Nursing Program. (Purchase/Review Study Guide: HESI Admission & Assessment book from the bookstore).
- 5) Pay \$69 testing fee and \$3.50 service fee over phone with credit card (must be 3 working days prior to test day) or may choose to pay directly in the MCC testing office with a check or money order. The other option would be to pay the testing fee (\$69 testing fee and \$3.50 service fee) with any form of payment to the MCC business office and provide a receipt of payment to the testing center. Must submit drivers' license or Highlander One card for the exam identification. No purses, cell phone, or backpacks, NOTHING will be allowed in the testing room.
- 6) Apply to the VN program <https://www.mclennan.edu/health-professions/licensed-vocational-nursing/index.html> and submit all necessary documents by the designated deadline: Fall (June 30th) or Spring (October 30th)
- 7) MCC Vocational Nursing office will send a Roster of accepted nursing students to the Board of Nursing in order for the students to be placed into their database for the purpose of quick processing for criminal background checks.
- 8) Please allow an estimated week after receiving your acceptance into the Vocational Nursing Program to submit your name to the Texas Board of Nursing. Register with Identogo 2 weeks after receiving this letter.
- 9) Given the criminal history background is cleared by the Board of Nursing, a "blue card of clearance" will be mailed to the individual student. Upon receipt, this blue card MUST be presented to the Vocational Nursing admission office for confirmation of criminal history clearance before students will receive full admission status. See "Policy for Criminal History and Registry Clearances".
- 10) Within 30 days of the first day of clinical call A and D testing at 254-399-8378 to make an appointment for a drug screen to be taken. The cost for this will be approximately \$45 and is payable with cash or credit card. The location of this is 1620C West Loop 340 in Waco, Texas. You will need to sign a waiver permitting the testing laboratory (A and D) to release the results of the drug screening to MCC Vocational Nursing Program Director. This form may be obtained at the A and D facility.

Call the VN office 299-8347 to make an appointment and attend a General Admission Session.

ADMISSION REQUIREMENTS

This program is open to qualified applicants and does not discriminate based on sex, disability, race, creed or religion, color, age or national origin. Students are accepted based on competitive established criteria of academic ability, in addition to health, character and aptitude for vocational nursing.

Applicants must:

1. Complete an Application for Admission to MCC and the Application for Admission to the Vocational Nursing Program. Note application deadlines.
2. Submit official transcripts of high school, GED and/or all college work.
3. Take TSI (Texas Success Initiative) or an approved alternative test unless exempt. If the math and reading sections are not passed, pre-majors should complete Math 0301 and Reading 0302 with a grade of "C" or higher before entering the program. Pre-majors who do not pass TSI or the approved alternative test must remain in developmental studies until they complete the remediation sequence. **All academic courses (BIOL 2404, SPCH 1318, PSYC 2301, HPRS 1206) must be completed with a grade of "C" or higher before entering the program.**
4. Take the HESI Admission Assessment entrance exam; score 75 in each required category.
5. Meet established criteria for admission. Meeting the criteria does not guarantee admission to the program.
6. After notification of conditional acceptance, complete immunizations, drug screen and criminal background check.
7. Return acceptance form indicating that applicant will register for enrollment.
8. Submit proof of TB test(s) and immunizations: Tetanus, MMR, Hep B, Varicella, Influenza, and Covid-19.
9. Submit documentation of CPR certification through American Heart Association (BLS) before starting the clinical phase of the program.
10. Submit documentation of proof of Health Insurance before starting clinical phase of the program.
11. REGISTER FOR THE FOLLOWING CLASSES BEFORE THE 1ST DAY OF CLASS:

VNSG 1423

VNSG 1327

VNSG 1360

VNSG 1122

IMMUNIZATION POLICY

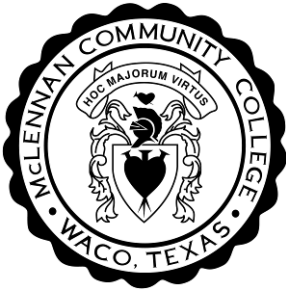
Students must have the following Immunizations uploaded online in Complio Immunization Tracker prior to the 1st day of class:

- 2 current TB skin tests (per hospital policy), Chest X-ray, or 1 current T-Spot Test
- Tetanus – diphtheria (Td, Tdap)
- Measles/Mumps/Rubella (2 doses or proof of positive Titer)
- Hepatitis B Vaccine (3 dose series, 2-dose series, or proof of positive Titer)
- Varicella/ Chicken Pox (2 doses or proof of positive titer)
- Influenza Vaccine (Current season)
- Current CPR Certification (American Heart Association, BLS, Healthcare Provider)
- Proof of Health Insurance (Health Insurance Coverage Letter or Health Insurance Card)
- Covid Vaccine (2 doses of Moderna, 2 doses of Pfizer, or 1 dose of Johnson & Johnson)

Costs for immunizations and x-rays will be the responsibility of the student.

Such proof is necessary for the student to participate in direct patient care during clinical courses. Because clinical activities begin in the first semester of the program, it is imperative that Licensed Vocational Nursing students receive these immunizations prior to starting the program.

Failure to comply with immunization requirements will result in withdrawal from clinical and possibly the program.



McLennan Community College

Student COVID vaccine statement:

MCC is a state funded institution and therefore cannot require the COVID vaccine for its students. However, all of the Health Professions programs at MCC require student participation in the clinic setting as part of their curriculum.

As private institutions, the clinical sites we contract with, MAY require students to be vaccinated. Because of this, the student's choice to not be vaccinated could interfere with their ability to complete clinical rotations and their ability to graduate on time or at all.

Students who miss clinical rotations due to not being vaccinated against Covid-19 will not have the ability to make up clinical days at the clinical site or simulation lab.

Health Professions programs submit attestations of immunization status to clinical sites prior to placement. Accurate disclosure of your vaccination status is important to ensure appropriate, safe placement during your required clinical rotations.



McLennan Community College

1400 College Drive Waco, Texas 76708
254-299-8306

August 2, 2021

In compliance with Executive Order GA 36, McLennan Community College does not require the COVID-19 vaccine for employment or enrollment as a student on our campus. However, McLennan Community College Health Professions programs depend on the partnership of our clinical partners to educate students in a variety of disciplines. Our clinical affiliates are committed to maintaining a safe healthcare environment for patients and employees, as well as visitors, vendors, and students. With rapidly rising COVID-19 case counts in our community due to the highly contagious Delta variant, our major clinical partners are now requiring the COVID-19 vaccine for students and clinical faculty.

It is certainly your personal choice to take the COVID-19 vaccine. If you wish to apply for a medical or religious exemption from this requirement you are free to do so. The clinical partners will work with us in the upcoming days to delineate that process. If you choose to remain unvaccinated against COVID-19 and do not have an approved medical or religious exemption, you will not be allowed to attend clinical at many, if not most of our facilities, leaving you unable to meet the objectives and competencies required for successful completion of the program. Clinical attendance is a vital and mandatory component of our health professions programs and there is not an option for attending didactic courses without clinical attendance.

Students must be fully vaccinated or have an approved exemption before being allowed to attend clinical rotations. Documentation must be provided to the clinical coordinator or program director. There will be a vaccination clinic on the McLennan Community College campus on August 25. We will provide more details in the near future.

There are several ways to find a vaccination provider near you:

- Check with your pharmacy or doctor's office
- Text your ZIP Code to 438829
- Call 1-800-232-0233

You can also search vaccines.gov at <https://www.vaccines.gov/>

More specific information will be sent from each health professions program. Please contact your program director, faculty, or clinical coordinator immediately if you have questions or concerns about this situation as it pertains to your particular discipline.

Glynnis Gaines

Glynnis Gaines MSHS Dean,
Health Professions
McLennan Community College
ggaines@mclennan.edu

A & D Testing for Drug Screen

Drug Screens Criminal Background Checks For Health Science Students

A and D Tests

1620-C W. Loop 340 Waco, TX 76712
254-399-8378

Hours: 8a-5p

Cost: \$50 /10 panel drug screen (expanded opiates & MDMA) (payable with cash or credit card)

* \$90 for Hair Test

* \$20 for Medical Review

- Be sure to drink plenty of water before you go.
- You will need to provide:
 1. Name
 2. Date of birth
 3. Social Security number
 4. Texas driver's license
 5. Picture ID
 6. A urine Specimen on site

DRUG SCREENS: Students entering the Vocational Nursing Program, must have a 12 panel drug screen (with expanded opiates & MDMA). This must be completed within 30 days prior to the first clinical rotation. The student will be required to pay for the costs. A student will not be allowed to participate in clinical affiliations for twelve (12) months following a verified positive drug screen.

"FOR CAUSE" SCREENING: At any time during classroom, lab or clinical, if a student is suspected of being under the influence of drugs or alcohol, the student can be required to be tested for drugs and/or alcohol. The student is responsible for the cost of the screening. A positive drug/alcohol test is ground for dismissal from the program. --

Reports will be sent to the designated person at McLennan Community College

Please inform A & D that you are testing for MCC Vocational Nursing Program

*Prices subject to change

Drug Screen

All students admitted, re-admitted, or transferred, must have a 12 panel drug screen. This must be completed within 30 days prior to the first day of clinical. Students must provide a urine, blood, and/or breath sample when requested for the purpose of drug screening by an agency (testing laboratory) designated by the Vocational Nursing Program.

If a urine drug screen returns as a negative diluted urine, the student will be required to do a hair test. The results must be negative. All drug screens are at the student's expense. Students will also permit the agency to release the results of the drug screening to authorized McLennan Community College Vocational Nursing Program faculty or Program Director.

The Vocational Nursing Program will maintain the drug screening results. All Vocational Nursing Students must have a negative drug screen within 30 days prior to clinical. Students will be given information on licensure information, eligibility requirements and "good professional character" requirements from the Board of Nursing (www.bon.texas.gov). Students will not be allowed to participate in clinical affiliations for 24 months following a verified positive drug screen. Students must follow admission procedures of program and apply as a new student. Students are not guaranteed re-entry into program.

Criminal Background Checks (Revised June, 2014)

All students admitted or re-admitted, must have a cleared criminal background check from the Texas Board of Nursing by 5:00 pm on the first day of class. Students are required to pay for the costs. Prior to admission, students will be instructed of the procedure to follow for obtaining a criminal background check. The fingerprint process will initiate a criminal background check with results being sent to the Texas Board of Nursing and will be kept on file at the Texas Board of Nursing for future licensure. The blue clearance background card or the letter stating the person is cleared that is received from the Texas Board of Nursing must be submitted to the Vocational Nursing (VN) office by 5:00pm on the first day of class. The information received from the criminal background check will determine eligibility for full acceptance status into the Vocational Nursing Program. All students must have clearance of a criminal background

check from the Texas Board of Nursing before full admission status is granted. Students must be aware that results of the criminal background check history may bar them from full acceptance status into the Vocational Nursing program and or may result in dismissal from the program (see examples on www.bon.texas.gov and [www.bon.texas.gov/disciplinary action/discp-guide.html](http://www.bon.texas.gov/disciplinary_action/discp-guide.html)). Students must report any and all arrests or convictions while enrolled in the program. If a student exits the program for any one long semester (Fall or Spring semester)-before re-entering, the criminal background check process and drug screening must be repeated. Students will not be allowed to reenter if they do not have a cleared criminal background check and negative drug screen within the designated time frame.

Any student admitted on the contingency of a cleared background check and who is not cleared by the Texas Board of Nursing by 5:00pm on the first day of class will have guaranteed admission only to the next admission class if the following criteria are met:

- 1) another application (no fee required) to the nursing program along with a letter of intent is submitted by the admission deadline date to join the next nursing class
- 2) clearance is obtained by the first day of the next nursing class in which student is applying for
- 3) all other admission criteria are met, including a negative drug screen within 30 days prior to the first day of clinical.

An alternate list of students will be kept on file. If openings occur, the alternate(s) will be invited to join the class provided all admission criteria are met including a cleared criminal background check from the Texas Board of Nursing by 5:00pm on the first day of class. In order for the alternate to be eligible to continue, the drug screen test must be negative. The alternates will be considered only for the class they applied. If alternates are not accepted at that time, they must apply again to the program for future consideration of acceptance, if they so desire.

BACKGROUND CHECK PROCESS

Students are required to pass the Texas Board of Nursing (TBON) background check process by a deadline to be admitted to the program in that admission period. Students must also meet Texas Board of Nursing (BON) and clinical affiliation background check standards throughout the program.

After the initial clearance, the student will be flagged in the TBON background check system anytime a new background issue is recorded. Depending on the nature and severity of the incident, according to TBON and clinical agency standards, the student may be subject to the college and Vocational Nursing department disciplinary procedures and/ or immediate dismissal. **It is the responsibility of the student to report to the Vocational Nursing Director within 72 hours of any offense with or without arrest, or the diagnosis or treatment for a mental health issue as specified in items 4 and 5 of the BON Licensure questions.**

Failure to comply with this reporting requirement can result in immediate dismissal from the program. Depending on the nature of the offense, the student may be subject to immediate dismissal from the program until approved by the TBON and/or agency standards is given. **A student must submit a Declaratory Order Form to the Texas BON within 24 hours of informing the Program Director of the Offense.**

ELIGIBILITY ISSUES OCCURRING WHILE IN Vocational Nursing Department

Any student in a McLennan Community College Vocational Nursing Program who is arrested and/or charged for criminal conduct other than minor traffic violations, or who is notified of an outstanding warrant for his or her arrest for any violation, **must report the issue within 72 hours** or before next clinical assignment (whichever comes first) to the Program Director and submit paperwork reflecting the arrest and charges.

Any student with pending charges for criminal conduct other than a minor traffic violation **will not** be allowed to attend any clinical assignment until the student provides proof of charges being cleared or state agency approval (such as Declaratory Order). Charges are considered “cleared” when documentation is received from a law enforcement agency or court of law indicating dismissal or acquittal of all charges. Any clinical days missed will result in absences and the program’s absence rule will apply. No alternative clinical assignments will be made.

The student may withdraw and reapply for admission after charges are cleared or state agency approval is received. Readmission will be considered on an individual basis. Students who have had two (2) unsuccessful completions in the VN program cannot apply for readmission (See Unsuccessful Completion in VN Student Handbook). Clinical facilities may refuse for a student with criminal background to attend clinical at their site regardless of any findings by the nursing program and/or BON. Inability to attend clinical at a site due to criminal background will result in an unexcused absence and alternative arrangements will not be made. Failure of the student to disclose eligibility issues at any time will result in dismissal from the Vocational Nursing Program.

Student Printed Name

Date

Student Signature

Date

Kim Sales-McGee RN MSN
McLennan Community College
Vocational Nursing Program Director

Date

Health Professions Division Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

Purpose:

This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health Professions division to be in compliance with clinical affiliation agreements.

In compliance with HB 1508, students are advised that a criminal background could prevent licensure by the State of Texas. Students are further advised to consult with the program director or faculty member for guidance. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Policy:

Successful completion of a criminal background check is required for admission and continuation in all Health Professions Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks may be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of a Health Professions class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and an attestation will be provided to the clinical agency. Individual programs may require more frequent background checks to meet clinical requirements.

The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Hate crimes
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping

- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
- Violation of certain order in family violence case
- Violation of protective order preventing hate crime
- Sale or purchase of child
- Arson
- Robbery
- Aggravated robbery
- Burglary
- Online solicitation of minor
- Money laundering
- Fraud
- Identity theft
- Cruelty to animals
- Compelling prostitution
- Causing sexual performance by a child
- Possession or promotion of child pornography
- Any other offense for which registration as a sex offender is required
- Moral turpitude

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years*:

- Assault punishable as a Class A misdemeanor or felony.
- Drug related issues
- Theft

- Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
- Securing execution of a document by deception punishable as a Class A misdemeanor or felony (document tampering)
- False identification as a peace officer
- Disorderly conduct

*Any terms of probation must be complete prior to admission to a health professions program.

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last 12 months*:

- Driving while intoxicated (DWI or DUI)
- Theft by check
- Public intoxication
- Minor in possession

*Any terms of probation must be complete prior to admission to a health professions program.

For students accepted to a clinical program with access to a licensing/registry body review process:

If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers

- **Successful completion of a criminal background check for a Health Professions Program does not ensure eligibility for licensure or future employment.**
- **Individual Health Professions programs may require more frequent or multiple background checks in order to meet clinical requirements.**
- **Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.**
- **Clinical agencies can conduct additional background checks at their discretion.**
- **If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.**

Costs for Background Checks

All costs for criminal background checks are the responsibility of the student entering or enrolled in a Health Professions program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing.

Screening Requirements

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan Community College. Admission to a Health Professions program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report within three business days to the Program Director and the Dean of Health Professions any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of a Health Professions program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Health Professions Division.

The Health Professions division will provide an attestation of the background check and drug screen to clinical affiliates prior to each rotation. Clinical facilities may submit a written request for additional information regarding background checks and drug screens for students and faculty participating in clinical rotations.

Disclosure

Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the Health Professions program:

Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES NO

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

Records of Criminal Background Checks

Criminal background checks and drug screens are reviewed securely through the provider's website. Any printed records of criminal background checks will be kept in a secured file in the office of the program director of that student's Health Professions program. It will be accessible only to the program director, the program clinical coordinator, the Dean of Health Professions, any of the College Vice Presidents, the President of the College, the college attorneys, and any college judicial panel which may be created to review a student's case.

Health Professions Division Criminal Background Check

I have read and understand the Health Professions Division Criminal Background Check policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

Health Science

Division Policy for Drug Screens and Criminal Background Checks

Introduction

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) now requires background checks and drug screens for health science students whose clinical assignments bring them into contact with patients.

Screening Requirements

All students admitted or readmitted must have a 12-panel drug screen. Drug screen must be completed within thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be received prior to the first day of clinical. A satisfactory criminal background check must be received prior to the first day of class in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. If students exit the program during any semester, the drug screen must be repeated. Attendance must be verifiable through the College.

Cost and Arrangements for Screening

The student will pay all costs of the drug screens and criminal background checks. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the health science program in which he or she is enrolled prior to the first day of their clinical assignment. Students may also be responsible, if instructed to do so by their program director, for picking up the results of all tests and delivering them to the director of the program prior to the first day of clinical affiliation in which he or she is enrolled.

Disqualifications from Clinical Affiliation Participation

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen on the Substance Abuse Panel 12 (SAP 12). If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student will be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity in any MCC health science program for twelve (12) months following a verified positive drug screen. The student will then be required to undergo an additional drug screen which must be negative, prior to a clinical assignment, per the stated policy above.

If criminal background checks reveal criminal activity unacceptable to the program's licensing or credentialing agency, any clinical affiliate, or a conviction for any of the offenses listed below, the student may not be permitted to participate in clinical assignments.

Offenses and/or convictions that may preclude students from participating in clinical assignments of MCC health science programs include, but may not be limited to, the following:

1. The conviction of use, possession, or sale of illicit or controlled substances, including the operation of a motor vehicle under the influence of alcohol or illicit substances
2. Criminal sexual misconduct of any kind, including but not limited to criminal sexual conduct in any degree, sexual abuse, prostitution, solicitation, indecent exposure, gross indecency, and/or the attempt of any such offense
3. Acts of violent aggression of any kind, including but not limited to assault, child abuse, vulnerable adult abuse, homicide, kidnapping, malicious destruction of property, robbery, riot, stalking and/or the attempt of any such offenses
4. Offenses involving dishonesty, including but not limited to theft, shoplifting, writing bad checks, robbery or burglary
5. Other offenses as specified by individual licensing/credentialing agencies.

Note: Some MCC health science programs may have stricter requirements than others.

If a student is denied access to participation in clinical assignments, the student may request reconsideration of the denial from the program director and the health sciences division director.

The student may also appeal a denial through usual college channels in contesting any college decision.

“For Cause” Screening (Zero Tolerance)

At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with these policies is grounds for dismissal from the health science program in which the student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled.

Records of Drug Screens and Criminal Background Checks

Records of drug screens and criminal background checks will be kept in a locked file in the office of the director of that student's health science program. It will be accessible only to the program director, the program clinical coordinator, the division director for health sciences, the dean of workforce education, any of the college vice presidents, the president of the college, the college attorneys, and any college judicial panel which may be created to review a student's case.

Electronic Communications

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Privacy and Confidentiality

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

Instructional Uses of E-mail

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on regular bases unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Appropriate Use of Electronic Communication

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

CLINICAL

CLASSROOM ATTENDANCE

The student must sign the attendance sheet at the beginning of each class period. The college policy of twenty-five percent (25%) limit of classroom absences will be followed. Regular attendance is related to success. Each student is accountable and responsible for his or her own learning. It is the student's responsibility to attend class regularly and be punctual. When absences cannot be avoided, it is the student's responsibility to obtain assignments and class information. Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

CLINICAL SIMULATION AND LAB ATTENDANCE

Clinical attendance is important and students are expected to attend promptly. The student should sign-in on arrival to the nursing unit. If absence or tardiness is unavoidable, the student should do the following:

Absence or Tardy - call or text the assigned clinical instructor.

Report your absence and leave a number where you can be reached. Do not call Nursing Service.

An absence from clinical without proper notification to the instructors indicates an unwillingness to assume responsibility and will be recorded on the clinical evaluation tool. Points are deducted for absences.

Due to the significant nature of clinical, the student is expected to attend all clinical experiences. The accumulative hours of allowed absences are listed below:

VNSG 1360 – no more than 27 hours of absence per semester

VNSG 1260, 1261, 1262, 1263 –No more than 7 hours of absence per semester.

A learning contract will be initiated after 7 hours of absence. If additional absences occur in a clinical course, the results will be no credit for the course.

- * ***In the event of a clinical absence DO NOT:***
 - 1. Email instructor***
 - 2. Call instructors office***
 - 3. Call clinical site and leave a message***

It is the student's responsibility to stay on schedule with lab check-offs. Inability to do this will be reflected on the clinical evaluation. A grade of "incomplete" will be given to any student who has not completed check-offs by the end of the semester. **First semester students must complete oral medications before advancing to the second semester.**

Using a clinical day as a study day indicates a lack of professionalism.

Nursing courses for students enrolled in the Vocational Nursing Program will be offered according to the following sequence. To comply with regulations of the Board of Vocational Nurse Examiners, students are not allowed to enroll after the third class day.

Vocational Nursing

Contact Hours and Absences

Absence from 25 percent (25%) of scheduled **lecture and/or laboratory** meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

- Theory

COURSE NAME	CONTACT HOURS	ABSENCE HOUR (25%)
VNSG 1327	48	12
VNSG 1423 (LEC)	32	8
VNSG 1423 (LAB)	96	24
VNSG 1119	16	4
VNSG 1122	16	4
VNSG 1509	80	20
VNSG 2510	80	20
VNSG 1330	48	12
VNSG 1334	48	12

- CLINICAL

COURSE NAME	CONTACT HOURS	ABSENCE HOUR
VNSG 1360	272	27
VNSG 1260	144	7
VNSG 1261	144	7
VNSG 1262	144	7
VNSG 1263	144	7

A learning contract will be initiated once 7 hours of absence in any clinical or simulation class has been accrued. Clinical & simulation absences that exceed the maximum hours can result in dismissal from the Vocational Nursing Program.

CLINICAL ATTENDANCE POLICY

(Includes on-campus clinical, off-campus clinical, simulation lab, and other assignments)

Clinical experiences are treated like a professional job, are provided according to the Board of Nursing Rules and Regulations, and are in compliance with accrediting bodies. **The student is expected to have regular and punctual attendance to all clinical experiences as scheduled and is responsible for travel to the clinical experience.** According to our accrediting agencies, VNSG 1360 requires 272 clinical contact hours each semester. VNSG 1260, 1261, 1262 & 1263 require completion of 144 clinical contact hours each semester. Lunch time may not be counted as clinical hours, according to regulatory policy. Students must complete the designated hours in order to be successful in each course and progress to the next semester.

CLINICAL ABSENCES

(Includes on-campus clinical, off-campus clinical, simulation lab, and other assignments)

For a student to progress in the nursing program ALL clinical objectives must be satisfactorily met. If a student has extenuated circumstances on a clinical day, the student must notify their clinical instructor at least one hour prior to the scheduled clinical start time via text message or phone call to instructor's cell phone. The student may not ask a family member or friend to report the absence and the nursing faculty and clinical coordinator will determine what qualifies an "extenuated circumstance." (Examples of extenuating circumstances are acute illness of self or death of immediate family. Documentation of extenuating circumstance may be required.) Given the faculty has determined the absence is a result of "extenuated circumstance," and proper notice is given by the student per protocol, the student may be given an alternative assignment to assist in meeting clinical objectives. The alternative assignment will be determined by the clinical faculty and clinical coordinator, based on which objective/s were missed due to absence. Please note, if a student is absent from clinical on a day in which there are no like alternative assignments the student may be withdrawn from the clinical course and may be unable to progress in the program. (Examples whereby like alternate assignments cannot be duplicated in the event of absence - demonstrating proficiency in administration of PO meds to an actual patient, collecting actual patient data for nursing process or other assignments.) In the event there is an alternative assignment offered, it will be proportional to the clinical day missed. A clinical day is defined as the experience assigned to the student for the day missed.

As in a professional job and per Board of Nursing and accreditation protocol, the student is expected to be in the clinical agency prepared to begin assignment at the designated time.

In summary, the clinical experience is treated like a professional job in which the student is expected to be prepared, arrive to clinical on time, contact MCC clinical faculty via text or call to cell phone if issues or absence is necessary and meet all clinical objectives in order to progress in the Vocational Nursing Program. Accrediting agency mandates from the Texas Board of Nursing, supersedes the MCC absence policy.

Clinical absences per course are as follows:

Clinical Course	Absences	Consequences
VNSG 1360	27 hours/semester	Initiate learning contract after 7 hours missed.
VNSG 1260	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1261	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1262	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1263	7 hours/semester	Initiate learning contract when 7 hours missed.

CLINICAL ASSIGNMENT POLICIES

Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Clinical assignments will be posted on assigned hospital units or at the discretion of the clinical instructor. You may review your assignments and client's charts the day before clinical.

Proper clinical attire for such reviews include: uniform, lab coat and name badge for identification. Students are expected to demonstrate courtesy to staff needs for access to medical records and kardexes.

Students are required to adhere to HIPPA and patient confidentiality guidelines. Students will not copy any information from a patient's chart nor take any printed material outside of the facility. The misuse of personal health information can result in dismissal from the program.

CLASSROOM AND CLINICAL LEARNING CONTRACT

1. Learning contracts will be initiated when a student has missed 7 hours of clinical or has demonstrated behavior that is **detrimental** to patient safety.
2. A student who: uses abusive language, verbally and or physically threatens, intimidates, harasses, physically injures or coerces faculty or students in the Vocational Nursing Program during clinical or classroom setting will be removed from the Vocational Nursing Program. No learning contract will be initiated.
3. Clinical evaluation will reflect absences (dates/times of absences) and the behavior of the student.
4. Refusal to sign learning contract can result in being dismissed from the program
5. Plans of action on how to correct problem will be submitted to faculty or program director within 48 hours of the date of the incident.

CLASSROOM ASSIGNMENT INFORMATION

Clinical assignments will be made without regard to the sex and gender, disability, creed or religion, color, age, national origin or disease condition of the client. Therefore, the student will be expected to provide safe nursing care for any patient assigned to their level of responsibility.

Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Clinical assignments will be posted on assigned hospital units and occasionally outside instructor doors. You may review your assignments and chart the day before clinical. Proper clinical attire for such reviews include wearing a lab coat, uniform, and name badge for identification (NO BLUE JEANS, shorts, sandals, flip flops or other inappropriate attire.) Students are expected to demonstrate courtesy to staff needs for access to medical records and cortexes, especially at change of shift times.

Students will be asked to leave the clinical floor if proper clinical attire is not worn.

PATIENT CONFIDENTIALITY

The Vocational Nursing student has a duty to maintain confidentiality of all patient information. The Standards of Nursing Practice and the responsibility of the Vocational Nursing student to provide quality care requires that relevant data be shared with members of the health care team who have a need to know.

Vocational Nursing students may discuss patient information during pre and post conference. No patient information will be discussed outside of the clinical and academic setting. The misuse of a patient's health information can result in dismissal from the program.

TEXTBOOKS

The required textbooks and optional books are listed in each course syllabus. If you purchased used textbooks, please be sure that they are the correct editions. Usually, all required textbooks are used from one semester to the next semester. **DO NOT SELL A REQUIRED TEXTBOOK** without checking with the VN Department.

STUDENT FEES

1. Tuition and other fees as determined by the College are payable at the time of registration.
2. Students are required to have student liability insurance through the college. A fee is assessed when the student registers for clinical course.
3. Textbooks and supplies are available for purchase from the campus bookstore.
4. Students will purchase official student uniforms and accessories as designated by the department.
5. A parking decal is required to park a vehicle on the MCC campus.

CARE STUDIES/ NURSING PROCESS

Care Studies/Nursing Process sheets have been developed to assist the student in preparing for the clinical assignment.

The following items have been identified as essential for clinical preparation:

1. Diagnosis/surgery
2. Medications
3. Special procedures
4. Nursing diagnosis and care plan

If the student is unable to demonstrate such preparedness, the instructor will note this behavior on the Clinical Evaluation form. Failure to turn in or unsuccessful completion of care studies/nursing processes may result in the student receiving a grade of "incomplete."

UNSAFE PRACTICE

Repeated inappropriate behavior and unsafe practice are grounds for requesting that the student leave the clinical facility. If the problem is not resolved, the student can receive a grade of no credit in the clinical course.

Some examples of inappropriate behavior and unsafe practice include but are not limited to:

1. Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner.
2. Performing unsafe nursing care thereby causing physical injury or emotional stress to the patient.
3. Failing to maintain patient confidentiality.
4. Falsifying any information concerning the patient, staff and peer group.
5. Inability to perform skills learned in skills lab.
6. Performing skills that are not appropriate for level of practice.
7. Removing an item from a patient's room or hospital without permission.

The student is further expected to exhibit professional behavior in appropriate dress, attitude and conduct. Students will abide by hospital policies. An applicant or student who is denied rotation privileges by any of the clinical agencies may not be eligible for continuation in the program. The denial must be in writing from administration of the agency denying privileges.

CLINICAL FAILURES

Continued incidents of clinical performance, which are considered to reflect unsafe client care and/or failure to satisfactorily complete clinical skills may result in a clinical failure. At the time of the clinical failure, the student will be withdrawn from the course with a grade of "NC".

DUE PROCESS/ STUDENT GRIEVANCE

McLennan Community College
Health Professions

Division Policies & Procedures

Subject: Complaints outside of Due Process
Responsibility: Dean, Program Directors

Effective date: July 1, 2019
Review date:

Purpose: To address complaints that fall outside of due process, such as those submitted by clinical personnel, patients, or other stakeholders.

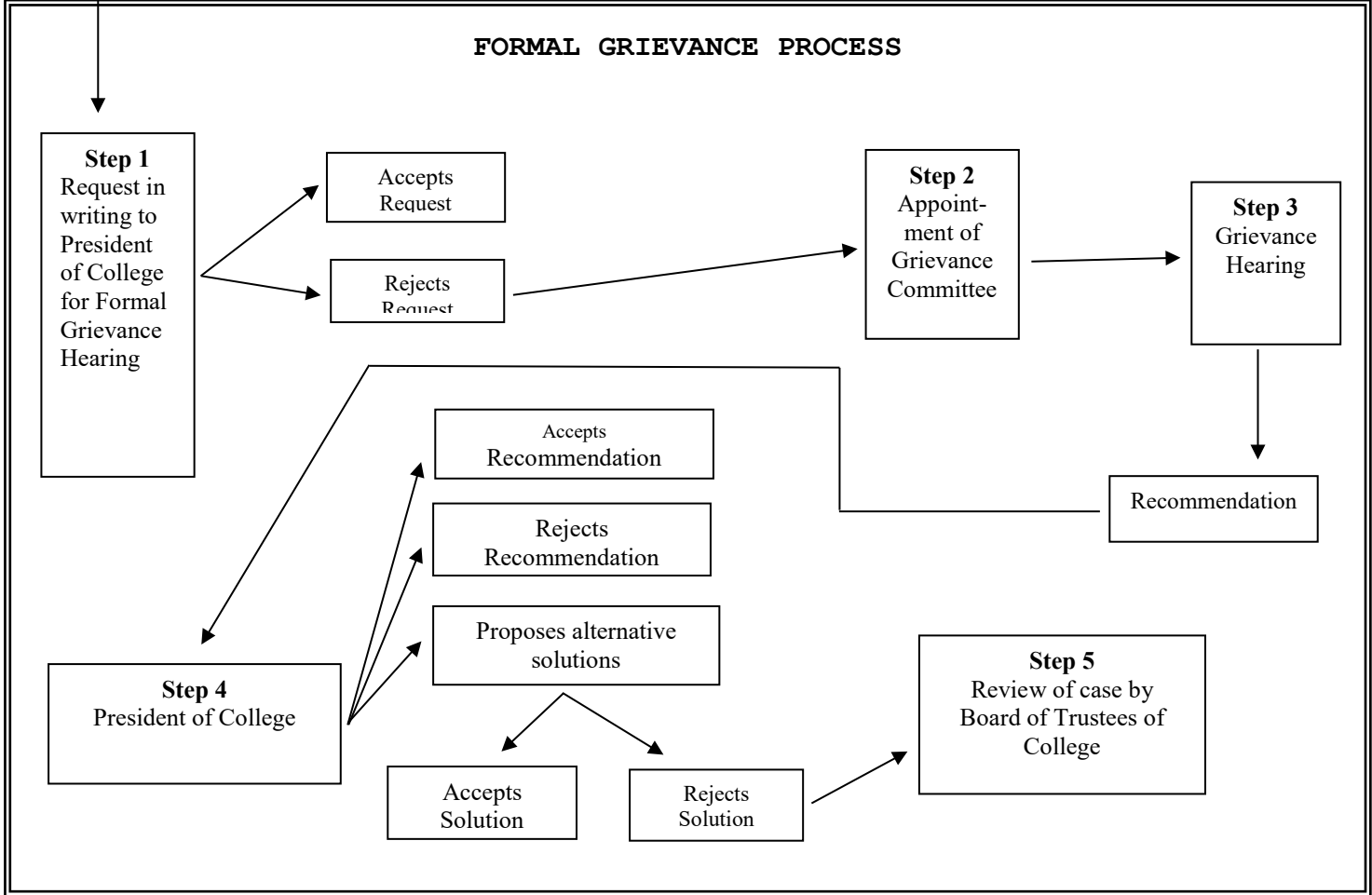
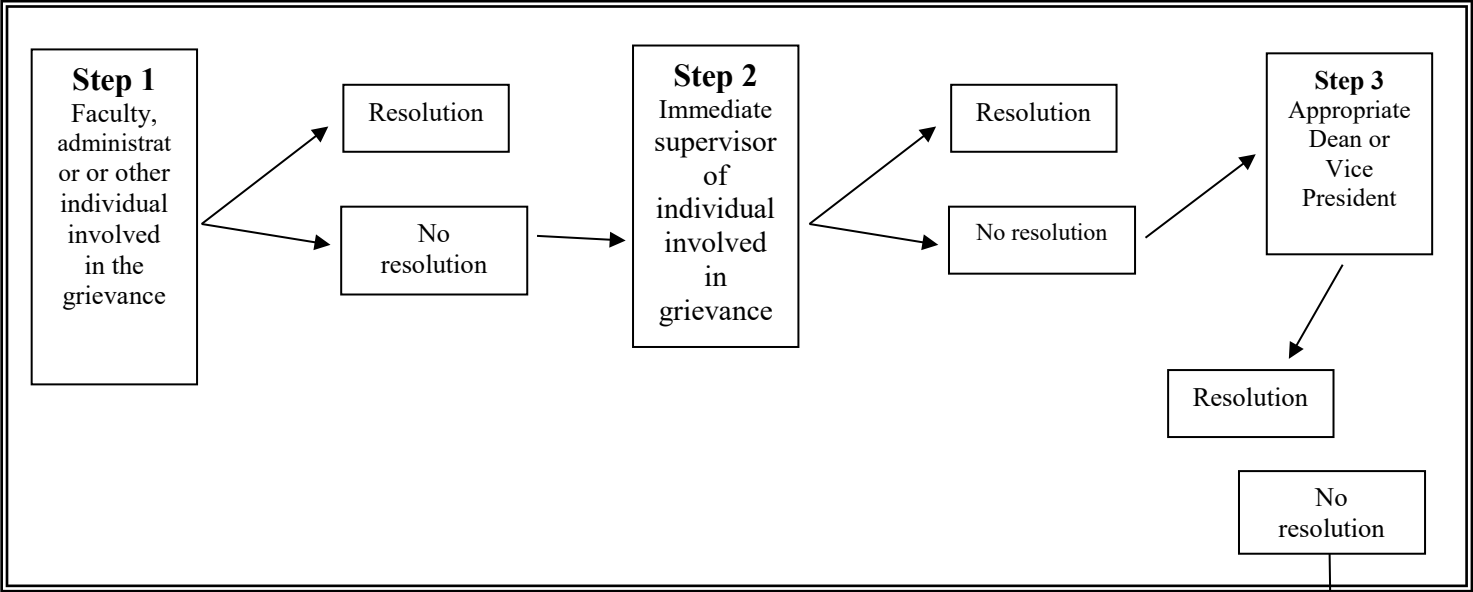
Policy: The program director of each Health Professions program will be responsible for handling complaints that fall outside of due process. In the event that the program director is not available or if it is inappropriate for the program director to address the complaint (e.g. the complaint involves the program director), the complaint will be forwarded to the Dean of Health Professions or the Vice President of Instruction.

- Complaints should be submitted in writing to the program director.
- The program director should respond to the complainant within 10 business days of receiving the complaint. When appropriate, the program director may consult with other offices and personnel to address the complaint.
- If the program director is unable to resolve the complaint, the person(s) may contact the Dean of Health Professions or Vice President of Instruction.
- Complaints will be handled in an expeditious manner.
- Complaints may be filed without fear of retribution or retaliation.
- Documentation regarding the complaint, any actions taken, and resolution will be maintained securely for five (5) years.

Due process is the right of all students. The process insures that any student, who feels that they have been unfairly treated or that policy has been applied differently in their case than in others, may appeal decisions that affect them. Any problems should first be discussed with the course instructor. If satisfaction is not reached, the student than may discuss the problem with the program director and then the Chair of Nursing.

- All student grievances will be handled through regular administrative organizational channels or in accordance with other formal policies of the college.
- Please see the McLennan Community College Student Handbook, The Highlander Guide, concerning "student grievances." www.mclennan.edu/students/hguide
- **Class-Related Problems:**
- A student having problems directly related to a class should first talk with the instructor. If the problem is not resolved, the student may talk to the Program Director or Division Chair, then to the appropriate Dean, then to the Vice President, Instruction.

GRIEVANCE POLICY



MEDICATION ADMINISTRATION TEST POLICY

In the **first semester**, drug calculation problems will be on tests (VNSG 1327, 1423 and 1122). Drug calculation problems will also be included on the oral medication check-off in campus lab.

In order to give oral and injectable medications in Level II and selected intravenous medications in Level III, the student must successfully pass a medication competency test at the beginning of each semester.

The critical clinical objective dealing with medication administration cannot be attempted until the competency test has been passed with a minimum grade of 85.

The test may be repeated three times in order to achieve a grade of 85.

Inability to successfully complete the medication clinical objective will be reflected on the clinical evaluation tool and may result in the student receiving a grade of non-credit (NC) in the clinical course.

CLINICAL EVALUATION GUIDELINES AND FINAL GRADE CRITERIA

Clinical evaluation is a teaching method used to assist the student in clinical practice, progression and enhancement. In order to provide the maximum learning experience, the faculty believes it is essential for the student to be actively involved in the identification of personal strengths, weaknesses and activities to promote or strengthen these attributes. The student's clinical progression throughout the program will be reviewed and considered in guiding and determining clinical activities in each course to assist the student in performing at the expected level of competency.

The clinical evaluation tool reflects the student's level of competency. Students will be evaluated on their learning rather than their mistakes. The final clinical grade will be determined from the student's performance during clinical rotations each semester. Credit or non-credit will be the final grade assigned for each clinical course.

Final Grade Criteria:

Credit:

On completion of the course the student will receive credit if she/he:

1. Performs at the expected level of competency or higher.
2. Attains goal(s) identified in any Plan(s) for Success.
3. Fulfills Learning Contract.

Non-credit:

The student will not receive credit if:

1. Criteria are not achieved at the minimum expected level or higher.
2. Plan(s) for Success are not attained.
3. Learning contracts are not fulfilled.

Plan of Success: A plan developed, written, and carried out by the student when clinical performance is below the expected level of competency. The instructor will provide guidance and assistance to the student in reaching the identified goal.

Learning Contract: A plan developed and written by the faculty when a student has been unable to achieve Expected Level of Competence Criteria through her/his own Plan(s) for Success.

PREPAREDNESS FOR CLINICAL LAB

Preparation sheets have been developed to assist the student in preparing for the clinical assignment. The clinical instructor will check the prep sheet at pre-conference time.

If the student is unable to demonstrate such preparedness, the instructor will note this behavior on the Clinical Evaluation form.

CLINICAL RELATED PROBLEMS

Repeated inappropriate behavior and unsafe practice are grounds for requesting that the student leave the clinical facility. If the problem is not resolved, the student can receive a clinical non-credit grade in the nursing course.

Some examples of inappropriate behavior and unsafe practice include but not limited to:

1. Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner.
2. Performing unsafe nursing care thereby causing physical injury or emotional stress to a client.
3. Failing to maintain patient confidentiality.
4. Falsifying any information concerning the client, staff and peer group.
5. Inability to perform skills learned in skills laboratory.
6. Performing skills that are not appropriate for level of practice.
7. Removing any items from a client's room or hospital without permission.
8. Any act that is identified as Unprofessional Conduct in RULE §217.12 of the Board of Nursing.

The student is further expected to exhibit professional behavior in appropriate dress, attitude and conduct. Students will abide by hospital policies.

An applicant or a student who is denied rotation privileges by any of the clinical affiliated agencies may not be eligible for continuation in the program. The denial must be in writing from administration of the agency denying privileges.

CLINICAL RELEASE FORMS

Students must abide by rules and policies of clinical agencies where hospital lab assignments are provided. Since clinical affiliations are not liable for injuries or communicable diseases, students may be requested to sign and acknowledge liability release forms of area hospitals. Students must comply with policies of the clinical agency to remain in the program and clinical course.

CLINICAL VISITATION POLICY

Students are not allowed to visit clients in the hospital on other units during clinical time. Students are not allowed to wear their uniform, lab coat or other emblems identifying them as a nursing student or become involved in performing client care when making a personal visit to a client in the hospital or other clinical agency at any time.

Students are not permitted to receive visitors (family, friend, significant other etc.) while in the clinical setting. Students are not permitted to visit with other students on another floor while in the clinical setting.

HEALTH INSURANCE REQUIREMENT

All students must provide proof of Health Insurance prior to enrollment in the Vocational Nursing Program and must maintain health insurance throughout the duration of the program. Students will not be allowed into the clinical setting without proof of Health Insurance. Acceptable forms of proof of Health Insurance are either: A). Health Insurance Coverage Letter from the Health Insurance Company or B). the physical Health Insurance Card.

CPR CERTIFICATION

All students must complete an **American Heart Association, Basic Life Support, 2-year certification CPR course** prior to enrollment in the Vocational Nursing Program and must maintain this specific CPR certification during enrollment. Students will not be allowed into the clinical setting without American Heart Association, Basic Life Support CPR completion and will be counted as absent or may be dropped from the course. *(No on-line courses will be accepted).*

DRUG SCREEN

All students admitted, re-admitted, or transferred, must have a 12 panel drug screen. This must be completed within 30 days prior to the first day of clinical. Students must provide a urine, blood, and/or breath sample when requested for the purpose of drug screening by an agency (testing laboratory) designated by the Vocational Nursing program. Students will also permit the agency to release the results of the drug screening to authorized McLennan Community College Vocational Nursing program faculty or Program Director. The Vocational Nursing program will maintain the drug screening results. All Vocational nursing students must have a negative drug screen within 30 days prior to the first day of clinical before full admission status is granted. Students will be given information on licensure information, eligibility requirements and "good professional character" requirements from the Board of Nursing (www.bon.state.tx.us.) Students will be required to pay for the costs. Students will not be allowed to participate in clinical affiliations for 24 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.

IMPAIRED STUDENT POLICY & PROCEDURE

According to the Vocational Nursing Student Handbook, students "Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner" is considered inappropriate behavior and unsafe practice and is grounds for having the student leave the clinical environment.

Faculty who suspect any student of attending clinical while under the influence of any substance affecting the student's ability should abide by the following:

In the clinical environment whether on McLennan Community College campus or at affiliated clinical facility:

1. Notify Clinical Coordinator of occurrence. If unable to reach Clinical Coordinator, notify Program Director.
2. Notify campus police 299-8911 or facility security for assistance in maintaining a safe environment, if needed.
3. Faculty or designated professional is required to stay with student until Clinical Coordinator or Program Director arrives.
4. If student needs medical evaluation, student will be referred to the Emergency Department or call 911. Student will be responsible for charges incurred.
5. Have another professional witness student behavior. The witness will provide written documentation.
6. Student will not be allowed to void prior to specimen collection.
7. Student will not return to the clinical experience for the remainder of the scheduled clinical day.
8. Clinical Coordinator or Program Director will notify A&D Testing at (254)399-8378 to provide an on-site screening.
 - a. A&D Testing will perform a Rapid Screen and/or Alcohol Breath Analyzer at clinical site. Negative rapid screen results shall not be disclosed to student.
 - b. A&D Testing will send a specimen to lab confirm the results via 12 panel drug screen.
 - c. If Lab result is positive, Medical officer review will be obtained
 - d. A&D Testing will send MCC VN an invoice for the services performed.

9. Following specimen collection:
 - a. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
 - b. Student shall be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.

10. For positive drug screen results:
 - a. Students must meet with Program Director and Clinical Coordinator.
 - b. Students will be withdrawn from nursing program.
 - c. Student will earn a 'non-credit' for the clinical course
 - d. Students will not be allowed to participate in clinical affiliations for 24 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
 - e. Clinical Coordinator or Program Director will file complaint to Board of Nurses in compliance with Rules and Regulations defined.
 - i. BON Rule 217.12 Unprofessional Conduct #10 (d) A positive drug screen for which there is no lawful prescription
 - ii. BON Section 301.402 Mandatory Report by Nurse (b) A nurse shall report to the Board in the manner prescribed under Subsection (d) if the nurse has reasonable cause to suspect that: (2) the ability of a nursing student to perform the services of the nursing profession would be or would reasonably be expected to be impaired by chemical dependency.
 - iii. Complaint form located on Board of Nursing website at www.bon.texas.gov
 1. Select Disciplinary Action
 2. Select How to file a complaint
 3. Select Individual complaint form or <http://www.bon.texas.gov/about/pdfs/cmplt.pdf>
 - f. Documentation regarding incident and lab results to be placed in student's administrative file in nursing program.
 - g. Report to be submitted to the following MCC personnel. Report must be hand delivered to the following. No electronic submission of report will be accepted.
 - i. Vice-President of Student Services
 - ii. Student services counselor

11. For negative drug screen results:
 - a. Incidence to be reviewed with Program Director and Clinical Coordinator prior to next clinical day.

12. A student who refuses to provide a specimen upon request will be considered to have a positive drug screen and will be removed from the program and all items described in #10 will be followed.

CRIMINAL BACKGROUND CHECKS

All students admitted, re-admitted, or transferred, must have a **cleared criminal background check**. Students will be required to pay for the costs. Students will be instructed prior to admission, the procedure to follow for obtaining a criminal background check. Students must indicate to the fingerprint company that it is for nursing, so that it will be initiated to the Federal Bureau of Investigations (FBI) linking system. The fingerprint process will initiate a criminal background check with results being sent to the Board of Nursing and will be kept on file at the Board of Nursing for future licensure. The blue clearance background card received from the Board of Nursing must be submitted to the Vocational Nursing office **PRIOR** to the first day of class. The information received from the criminal background check will determine the eligibility for full acceptance status into the Vocational Nursing program. All Vocational nursing students must have a clearance of a criminal background check before full admission status is granted. Students must be aware that results of the criminal background check history may bar them from full acceptance status into the VN program (see examples on www.bon.state.tx.us and www.bon.state.tx.us/disciplinaryaction/discp-guide.html). Students must report any and all arrests or convictions while enrolled in the program. If students exit from the program for any one long semester, the criminal background check process must be repeated.

CLASSROOM SAFETY

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab or simulation area.

Please make arrangements for children in advance prior to coming to class, clinical, lab or simulation.

Abuse, threats, intimidation, harassment or coercion are prohibited in the classroom and clinical setting, and are a violation of the MCC code of conduct. Students who violate the MCC code of conduct will be referenced to the Student Advising Specialist on campus.

A student who: uses abusive language, verbally and or physically threatens, intimidates, harasses, physically injured or coerces faculty or students in the Vocational Nursing Program during clinical or classroom setting **will be removed** from the Vocational Nursing Program.

Academic Integrity

Academic Integrity: A Student's Responsibilities

All students who enroll at McLennan Community College are admitted with the expectation that they will demonstrate integrity in every aspect of their work both for and with other members of this academic community. Please read this information carefully. Once you matriculate, you have accepted responsibility for your actions.

How does the college define Academic Integrity?

The Center for Academic Integrity, of which McLennan Community College is a member, defines ACADEMIC INTEGRITY as a "commitment, even in the face of adversity, to five fundamental values: **honesty, trust, fairness, respect** and **responsibility**; from these values flow principles of behavior that enable academic communities to translate ideas into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. Offenses will be tracked so that appropriate sanctions can be applied.

How serious are the consequences for Academic Dishonesty?

According to a survey conducted jointly by MCC's Academic Integrity Committee and the Planning, Assessment, and Institutional Research Office during the spring of 2010, faculty on this campus clearly take academic dishonesty infractions very seriously and articulate their policies within course syllabi.

The **professor's grading system** is the **first measure of consequence** for a student who commits a breach of academic integrity. The grading system can be found in the course plan for each class in which the student enrolls. Faculty members and/or their department chairs may require **a meeting with students caught cheating**, including plagiarizing, to discuss incidences of cheating and the penalty to be assigned in the course. **Academic Integrity policy and procedures apply equally to all courses - whether on campus or online.**

How is Cheating defined?

With regard to cheating, plagiarism or other forms of academic dishonesty, the term "**cheating**" **includes, but is not limited to:** (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. **The term "plagiarism" includes, but is not limited to,** the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

What happens to a student identifies as having cheated?

If the student's offense rises to the level of invoking, within the course grading system, penalties of consequence, it is a reportable offense. Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Discipline for further tracking. *Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.*

Student Discipline publishes a periodic summary of student lapses in academic integrity to keep the faculty apprised not only of general trends with this important aspect of college life but also of administrative actions taken. Although names are not reported in this summary, **Student Development keeps a record of repeat offenders for determination of future consequences.**

The intent of this policy is to focus all partners in the academic exchange - students, faculty, and administrators - **on issues of accountability** and to increase **students' understanding that academic training includes an expectation of academic integrity**, the absence of which incurs serious response.

For more information about issues of student discipline, including appeals, please refer to the [Highlander Guide student handbook](#).

SANCTIONS FOR ACADEMIC INTEGRITY

The following actions may be imposed on a student who has committed an act of academic misconduct:

- I. Possible actions by the faculty member
 - A. Notify the Program Director in writing that an incident has occurred and has been dealt with.
 - B. Grant no credit for the work (exam or assignment) in question.
 - C. Assign a grade of "F" or zero for the work in question.
 - D. Recommend to the Program Director, in writing, that the student be dropped immediately from the course with a grade of "F".
 - E. If the alleged incident occurs during a final examination, a grade of "I" (incomplete) shall be given the student until a decision by the faculty is determined
- II. Possible actions by the Program Director
 - A. The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and documents the results of the investigation.
 - B. Based on the results of the investigation, the Program Director shall refer the student through academic administration channels. The Program Director shall recommend to academic administration or student services counselor that one or more of the following specific actions be considered:
 1. Issue a warning and place a written report of the incident in the student's permanent record maintained in the Program Director's Office.
 2. Place the student on probation at the College for a specified period of time.
 3. Place the student on suspension from the College for a specified period of time.

MEMBERS, PURPOSE AND FUNCTIONS OF STUDENT AFFAIRS COMMITTEE

Texas Board of Nursing Rule 214.8(h)

Students shall have mechanisms for input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness.

- A. Student Affairs Committee Membership
 - 1. Faculty membership shall consist of a minimum of two faculty members. One faculty from each level (Level I Level II & III.)
 - 2. Student representatives
 - a. Student membership shall consist of one representative from each level (Levels: I, II, & III)
 - b. Student representatives will be elected by their respective classes and affirmed by the LVN Program Director;
 - c. Student membership is subject to change on a semester basis.
- B. The purpose of the Student Affairs Committee is to allow for open communication between students and faculty.
- C. Functions of the Student Affairs Committee will be to:
 - 1. facilitate student communication with each other and with faculty;
 - 2. review and refer student concerns and suggestions through appropriate administrative channels;
 - 3. Students shall have mechanisms for input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness.
 - 4. Student input will be recorded in faculty minutes

POLICY REVISIONS

The student will be notified and given a copy of any additional policy statements and/or revisions.

**McLennan Community College
Vocational Nursing
Drug Screen & Criminal Background Check**

As a Vocational Nursing Applicant/Student I agree to provide randomly, a urine, blood and or breath sample for the purpose of drug screening by an agency (testing laboratory) designated by the Vocational Nursing Department. All students will be drug tested and must have a negative drug screen in order to continue in the Vocational Nursing Program. **I also permit the agency to release the results of the drug screening to authorized Vocational Nursing Faculty or Program Director.** I authorize the maintenance of drug screening results by the Vocational Nursing Program. I recognize that in order for clinical affiliates to comply with Joint Commission Accreditation Standards, negative drug screens are mandated. **All students must have a negative drug screen in order to continue in the program.**

All students must have a cleared criminal background check by the first day of class, Fall and Spring semester, before full admission is granted.

Students who have a declaratory order that is transferred to the Texas BON Enforcement Department will be dropped from the Vocational Nursing Program. The Enforcement Department of the Texas BON may take a minimum of 3 months or longer to determine Student eligibility for licensure. Students must be cleared by the BON by the 1st day of class.

Students cannot attend clinical unless they are cleared by the Texas BON with either the Blue Card or letter from the Texas BON.

Print Name

Date

Signature

MANDATORY REPORTING OF NURSING STUDENT

The Nursing Practice Act for the State of Texas requires that schools of nursing must report students suspected of being impaired by chemical dependency. The following section of the Nursing Practice Act states the requirement:

Sec. 301.404. Duty of Nursing Educational Program to Report.

(a) In this section, "nursing educational program" and "nursing student" have the meanings assigned by Section 301.402(a).

(b) A nursing educational program that has reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires.

COURSE SEQUENCE

FALL ADMISSION

Pre-Requisites:

BIOL 2404
SPCH (1311, 1315, 1318, 1321)
any 3 credit hour speech
PSYC 2301
HPRS 1206

Fall Semester

Level I - refer to Level I objectives
and DEC Competencies

VNSG 1423
VNSG 1360
VNSG 1122
VNSG 1327

Spring Semester

Level II - refer to Level II objectives
and DEC Competencies

VNSG 1509
VNSG 1260
VNSG 2510
VNSG 1261
VNSG 1119

Summer Semester

Level III - refer to Level III objectives
and DEC Competencies

VNSG 1330
VNSG 1262
VNSG 1334
VNSG 1263

SPRING ADMISSION

Pre-Requisites:

BIOL 2404
SPCH (1311, 1315, 1318, 1321)
any 3 credit hour speech
PSYC 2301
HPRS 1206

Spring Semester

Level I - refer to Level I objectives
and DEC Competencies

VNSG 1423
VNSG 1360
VNSG 1122
VNSG 1327

Summer Semester

Level II - refer to Level II objectives
and DEC Competencies

VNSG 1330
VNSG 1262
VNSG 1334
VNSG 1263

Fall Semester

Level III - refer to Level III objectives
and DEC Competencies

VNSG 1509
VNSG 1260
VNSG 2510
VNSG 1261
VNSG 1119

EVALUATION THEORY & PRACTICE

1. There will be periodic evaluations of theory and clinical performance by such methods as oral or written test, demonstrations, individual and group conferences, observations, etc. The clinical evaluation will be graded on credit/noncredit basis. Critical clinical objective will be identified in each course involving clinical practice. The student must pass both theory and clinical to progress in the program.
2. Evaluation sessions are scheduled between the student and instructor at regular intervals to monitor student progress. Students are encouraged to discuss their progress with the instructor.

The **Texas Board of Nurse Examiners** considers "C" the minimum grade acceptable. Any course grade below "C" cannot be accepted for credit and the entire course must be repeated for credit.

3. All students are expected to take tests at the scheduled time.
4. **Make-up tests are limited to one in each course.** Make-up tests may be essay in nature. A grade of "0" will be given for any other missed tests in the course.
5. Each test may include material covered in all previous units.
6. **Late arrivals distract those who are already concentrating on the test.** Students arriving after another student have completed the test and left the room will take a make-up test.
7. **Students must be seated in exam room before any exam starts.** If a student arrives 15 minutes after scheduled start time, the exam will be rescheduled as a make-up exam at a later date.
8. **All bathroom breaks should be taken before the exam starts.** Any student requesting a bathroom break will only have 1 bathroom break during an exam and will be accompanied by faculty to the restroom.
9. **No cell phones or backpacks should be brought to the test.** All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use earplugs if needed.
10. **If a student is found with a cell phone or watch during any exam it will be viewed as an attempt to cheat on the exam and you will be given a zero "0" on the exam.**
11. **When exam is complete you may collect your backpack/purse and belongings where your cell phone and/or watch are stored.**

PROGRESSION POLICY

IN ORDER FOR THE STUDENT TO PROGRESS IN THE VOCATIONAL NURSING PROGRAM, THE FOLLOWING REQUIREMENTS MUST BE MET:

LEVEL I

- A. Achievement of a grade of "C" (78) or better in all Vocational Nursing courses in the curriculum, including required academic courses.
- B. Must have a grade of "C" (78) or better in all Level I Vocational Nursing courses to progress to Level II courses.
- C. Achievement of a PASSING grade in all clinical courses.

LEVEL II

- A. Achievement of a grade of "C" (78) or better in all nursing courses.
- B. Must complete all Level II courses with a "C" (78) or better to progress to Level III courses.
- C. Pre-requisites to any nursing course have been successfully completed.
- D. Achievement of a PASSING grade in the clinical courses.
- E. Passing the medication administration test.

LEVEL III

- A. Achievement of a grade of "C" (78) or better in all nursing courses.
- B. Pre-requisites to any nursing course have been successfully completed.
- C. Achievement of a PASSING grade in the clinical course.
- D. Passing the medication administration test.

All students must be concurrently enrolled in both a theory course and a clinical course each semester of the program.

Students cannot progress to the next level in the program until both theory and clinical courses in the previous level have been successfully passed.

Failure in any Vocational Nursing course indicates the possibility of failure in licensing examinations. Therefore, no more than one VNSG course may be repeated during the program, and that course may be repeated only once.

CONTINUATION POLICY

Credits for the certificate include a minimum grade of "C" or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of "C" (78) will be required for courses transferred or substituted to satisfy certificate requirements.

A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

Withdrawal & Failures in the Vocational Nursing Program

- ✓ Failure of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ Withdrawal of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured
- ✓ by the date/year the student exited the program.
- ✓ One (1) course failure and one (1) course withdrawal of two program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.

Re-Entry or Re-Admission into the VN Program

- ✓ Only one (1) course failure or one (1) course withdrawal may be repeated while in the VN Program. This course can only be repeated once.
- ✓ One (1) course failure or one (1) course withdrawal can be repeated once while in the VN program during a three (3) year period.
- ✓ A student who is unsuccessful due to one (1) course withdrawal or one (1) course failure may re-enter or re-apply to the VN program only one (1) additional time
- ✓ During a second re-admission/re-entry into the VN program; if the student is unsuccessful due to a withdrawal or failure (theory/clinical); the student must wait three (3) years from the exit date/year from the program before applying to the VN program as a new student.

(Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

TRANSFER STUDENTS

The McLennan Community College Vocational Nursing Department does not accept transfers from other colleges or universities.

UNSUCCESSFUL COMPLETION

LEVEL 1 – Fall/Spring*

- Student must reapply to the program as a new student.

LEVEL 2 – Spring Semester*

- Student must repeat 1509, 2510, 1260 and 1261 (during fall semester)
- Retaking 1509, 2510, 1260 and 1261 is based on “space available”.
- Student may enter summer session as a Level 2 student based on “space available.”
- Student must complete HESI-PN Remediation, EAQs and answer 100 NCLEX-PN questions weekly (Saunders NCLEX-PN) while awaiting re-entry acceptance into the program. Student must turn in questions weekly while awaiting re-entry acceptance into the program.
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode
- Failure to complete HESI-PN Remediation can result in the loss of privilege to return to the Vocational Nursing Program.
- During the semester in which the student is not in the Vocational Nursing program, students must participate in sim lab 4 hours per week. The student must practice skills from Levels 1 and 2. Failure to participate in weekly Sim Lab will result in loss of privilege to return to the VN Program
- Answer & turn in 100 NCLEX-PN questions weekly. Failure to turn in 100 NCLEX-PN (score of 75% in exam mode) questions weekly will result in a loss of privilege to return to the VN program. Turn questions into Program Director or Simulation Instructor.

LEVEL 3 – Summer*

- Student must repeat 1509, 2510, 1260 and 1261 in the spring semester.
- Retaking 1509, 2510, 1260 and 1261 is based on “space available”.
- Student must complete HESI-PN Remediation, EAQs and answer 100 NCLEX-PN questions weekly (Saunders NCLEX-PN) while awaiting re-entry acceptance into the program. Student must turn in questions weekly
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode

UNSUCCESSFUL COMPLETION (Continued)

- Failure to complete all HESI-PN Remediation & EAQs can result in loss of privilege of returning to the Vocational Nursing Program.
- Upon completion of HESI-PN Remediation/Practice Tests and space available, LVN re-entry students must take the following classes: VNSG 1330, 1334, 1262 and 1263
- During the semester in which the student is not in the Vocational Nursing program, students must participate in sim lab 4 hours per week. The student must practice skills from Levels 1 and 2 & 3. Failure to participate in weekly Sim Lab will result in loss of privilege to return to the VN Program
- Answer & turn in 100 NCLEX-PN questions weekly. Failure to turn in 100 NCLEX-PN questions weekly will result in a loss of privilege to return to the VN program. Turn questions into Program Director or Simulation Instructor.
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode

UNSUCCESSFUL COMPLETION

LEVEL 2 – Summer*

- During fall semester: Student must complete HESI-PN Remediation, EAQs and answer 100 NCLEX-PN questions weekly (Saunders NCLEX-PN) while awaiting re-entry acceptance into the program. Student must turn in questions weekly
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode
- Failure to complete HESI-PN Remediation & EAQs can result in loss of privilege of returning to the Vocational Nursing Program.
- Entry to 1509, 2510, 1260 and 1261 in the spring semester is based on “space available.”
- During the semester in which the student is not in the Vocational Nursing program, students must participate in Sim lab 4 hours per week. The student must practice skills from Levels 1 and 2. Failure to participate in weekly Sim Lab will result in loss of privilege to return to the VN Program
- Answer & turn in 100 NCLEX-PN questions weekly. Failure to turn in 100 NCLEX-PN questions weekly will result in a loss of privilege to return to the VN program. Turn questions into Program Director or Simulation Instructor.
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode in order to turn questions into Sim instructor or Program Director
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode in order to turn questions into Sim instructor or Program Director

UNSUCCESSFUL COMPLETION (Continued)

* **For 1st time failures ONLY**

LEVEL 3 – Fall*

- Must repeat 1509, 2510, 1260 and 1261 during spring semester.
- Student must complete HESI-PN Remediation, EAQs and answer 100 NCLEX-PN questions weekly (Saunders NCLEX-PN) while awaiting re-entry acceptance into the program. Student must turn in questions weekly
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode
- Re-entry in 1509, 2510, 1260 and 1261 is based on “space available”.
- Failure to complete HESI-PN Remediation & EAQs can result in loss of privilege of returning to the Vocational Nursing Program.
- Students must do the HESI-PN Remediation, EAQs and answer 100 NCLEX questions weekly during winter break. Students must turn in the weekly NCLEX-PN questions when returning for the Spring semester.
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode in order to turn questions into Sim Instructor or Program Director
- Student must participate in the HESI live review with the Fall Graduating class even if student is not graduating.
- During the semester in which the student is not in the Vocational Nursing program, students must participate in Sim lab 4 hours per week. The student must practice skills from Levels 1,2 and 3. Failure to participate in weekly Sim Lab will result in loss of privilege to return to the VN Program
- Answer & turn in 100 NCLEX-PN questions weekly. Failure to turn in 100 NCLEX-PN questions weekly will result in a loss of privilege to return to the VN program. Turn questions into Program Director or Simulation Instructor.
- Students must pass NCLEX-PN questions with a minimum score of 75% in exam mode.

HESI LIVE REVIEW Date:

UNSUCCESSFUL COMPLETION (Continued)

HESI LIVE REVIEW Date:

* For 1st time failures ONLY

Student

Date

Kim Sales-McGee RN MSN

Date

GRADUATION POLICY

Effective August 2003, all Vocational Nursing students will be required to pass an exit exam. If a passing grade is not accomplished on the exit exam, they will be required to participate in approved remediation prior to graduation.

HESI-PN EXIT EXAM POLICY

The goals of the **HESI** exit exam are to:

- Predict licensure success with a computerized comprehensive nursing exam.
- Assist the vocational nursing student with identifying strengths and weaknesses of content necessary to successfully complete the NCLEX-PN exam.
- Develop a plan to improve any weakness thus enabling the likelihood of success on the graduate’s initial NCLEX exam.
- Assist the graduate nurse to enter the health field as a safe practitioner.

All Vocational Nursing students are required to participate in HESI PN Exit Exam Remediation.

POLICY: All Vocational Nursing Students are required to take the HESI-PN exit exam during the semester of graduation from the program. Students are responsible for ALL HESI exit exam fees. The HESI-PN Exit Exam conversion score will be used as the final exam grade.

REMEDICATION

All Vocational Nursing students must complete remediation before the Affidavit of Graduation (AOG) will be sent to the Texas Board of Nursing.

Students with a HESI PN EXIT score of <u>900 or higher:</u>	Students with a HESI PN EXIT score <u>below 900:</u>
<p>The remediation will consist of the following steps:</p> <p>1) Must complete the HESI remediation:</p> <ul style="list-style-type: none"> — Log on to Evolve Account (no charge for remediation) — <i>Complete all essential study packets for the second HESI-PN Exit Exam.</i> — <i>Complete All case studies in the second HESI-PN Exit Exam. & pass with a score of 80% or higher</i> — Program Director and/or faculty will monitor remediation progress via faculty access thru EVOLVE. — HESI Remediation Content provides <i>“estimated time” & “time spent”</i> reviewing content. <i>“Time spent”</i> can be equal to or exceed estimated time, <u>but cannot be less than the estimated time.</u> 	<p>The remediation will consist of the following steps:</p> <p>1) Must complete the HESI remediation:</p> <ul style="list-style-type: none"> — Log on to Evolve Account (no charge for remediation) — <i>Complete all essential study packets for both HESI-PN Exit Exam remediation</i> — <i>Complete All case studies in both HESI-PN remediation & pass with a score of 80% or higher</i> — Program Director and/or faculty will monitor remediation progress via faculty access thru EVOLVE. — HESI Remediation Content provides <i>“estimated time” & “time spent”</i> reviewing content. <i>“Time spent”</i> can be equal to or exceed estimated time, <u>but</u>

	<p style="text-align: right;"><u>cannot</u> be less than the <i>estimated time</i>.</p> <p>2) Student will answer 3000 NCLEX Questions : <u>Saunders Comprehensive Review NCLEX-PN Examination</u></p> <ul style="list-style-type: none"> — Student must make <u>75% on each exam. (exam mode)</u> — Student must submit a PDF print out of their results to the Program Director or Faculty member. <ul style="list-style-type: none"> ○ No screen shots of results. You may email or bring in your PDF printout — Student should attempt to answer 500-600 questions per week.
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All students should have remediation complete within 5 to 6 weeks.

HESI Scores below 900:

- **Do ALL HESI Remediation Essential Packets & The Saunders NCLEX-PN 3000 QUESTIONS CONCURRENTLY**
- **ANSWER 85-100 QUESTIONS PER DAY**
- **REVIEW ALL RATIONALES**
- **3000 NCLEX-PN Questions: Pass with 75% on each exam (Exam Mode)**
- **Complete both HESI-PN Exit Exams Case Studies. Each Case Study must have a passing grade of 80% or higher.**
- **Email PDF results of NCLEX-PN Questions (*NO SCREEN SHOTS*)**

REMEDIATION DUE:

Contact Program Director:

- **Email: ksales-mcgee@mclennan.edu**
- **Phone: 254-299-8374**
- **Fax: 254-299-6232**

Effective Spring 2022

NCLEX-PN Testing

Three (3) Months After Graduation

Students who wait 3 months or longer to take their NCLEX-PN Exam after graduating from the Vocational Nursing Program will need to remediate before an AOG will be mailed to the Texas Board of Nursing.

The following remediation will need to be completed:

1. 3000 NCLEX-PN questions answered in exam mode with a passing score of **75**.
2. Online NCLEX-PN Test Bank: Board Vitals (www.boardvitals.com). Select 3 months + 1600 questions.

Cost is \$89.00. (Price subject to change by company)
3. Take HESI-PN Exit Exam. Cost is \$55.00. (Price subject to change by company)
4. Complete case studies and essential packets from HESI-PN Version 1, 2, 3.
- * No NCLEX questions, certificate or paperwork over 3 months old from date of graduation will be accepted.
5. Students must submit proof of purchase upon receipt; students must also submit results of practice exams and turn in to the Program Director of the Vocational Nursing Department. You may fax or email proof of purchase and exam results to the Program Director.

PROGRESSION REQUIREMENTS

In order for the student to progress in the nursing program, the following requirements must be met:

1. Achievement of a grade of "C" or better in all nursing and identified prerequisite courses in the curriculum.
 - The Vocational Nursing Program requires a 78% as the minimum passing grade
2. Prerequisites to each nursing course have been successfully completed with a grade of C or higher.
3. Achievement of the grade of "Credit" in the clinical area.
4. Current CPR course for Healthcare Providers certification.
5. Documentation of TB skin test and/or chest x-ray must be current throughout program of study.

Grading Policy

GRADE DETERMINATION

A grade of "C" (**78**) or better in theory is required to pass all nursing courses. Clinical laboratory grades are on a credit/non-credit basis.

The student must pass both theory and clinical to progress in the Vocational Nursing Program.

College Grading System Scale

The following shall be the system used for reporting and evaluating student grades at McLennan Community College.

COURSE GRADE		GRADE POINTS PER SEMESTER HOUR
A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILURE	0

Grade Determination – Effective with classes entering nursing school the Fall 2005 to present.

A grade of "C" (**78**) or better in theory and a grade of SATISFACTORY in clinical is required to pass the course.

The grade values are as follows:

A	=	90	- 100
B	=	80	- 89
C	=	78	- 79
D	=	65	- 77
F	=	Below	65

Grade Calculations

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to two decimal places. The final exam for the course will be computed to two decimal places. **No grades will be rounded.**

Final Examinations

A comprehensive exam will be given at the termination of the course. All critical skills for the course must be completed satisfactorily before the final exam can be taken. All regular examination policies apply to the final exam. The final exam grade will not be rounded off.

Examination Policy for MCC VN Program

1. Dates for unit exams will be included with syllabus/calendar for the particular course.
2. All students are expected to take exams at the scheduled time.
3. Students with disabilities may request special examination accommodations as outlined in the general catalog.
3. Exams may cover material from previously mastered levels.
4. There will be only 1 make-up exam per course. **A grade of zero will be given if a second exam is missed in any course.**
6. Any student unable to take an exam at the scheduled time, **FOR ANY REASON**, will contact the VN faculty **prior to and up to 5 minutes after** scheduled examination time.
7. No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs (provided by student) if needed.
8. Grades will be delivered by Brightspace. The Brightspace posting will be the student's grade.

No grades will be given out by phone or personal e-mail.

9. The purpose of the exam review is to provide a learning experience for the student.
 - a. Exams must be reviewed in the presence of an instructor.
 - b. There will be no note taking during the exam review process.
 - c. No prior exams may be reviewed.
 - d. No cellphones or other electronic devices may be taken out or used during the review
10. Although exams may be reviewed during the specified time, the exams themselves are the property of the Vocational Nursing program.
11. The VN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur.
12. All make up exams will be given at the end of the semester. Make up exam date will be placed on course calendar.
13. Only 1 make up exam per course.
 - If a student misses second exam in the same course, they will be given a zero (0) for that exam

Testing Policies and Procedure for Security Measures:

- No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room or in a designated area assigned by faculty. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs if needed.
- No cell phones or watches on the table or in your pockets. All cell phones will be placed in your backpack/purse. All backpacks will be placed in a designated area per faculty.
- No watches can be worn during an exam. Place all watches in backpack/purse and placed in designated area.
- If a student is found with a cell phone or watch during any exam it will be viewed as an attempt to cheat on the exam and will be given a zero "0" on the exam.
- Students must be seated in exam room before any exam starts. If a student arrives 15 minutes after scheduled start time, the exam will be rescheduled as a make-up exam at a later date.
- Any student arriving after a student(s) has already completed the exam will take the make-up exam rather than the scheduled exam.
- Any student unable to take an exam at the scheduled time, FOR ANY REASON, will contact the VN faculty prior to and up to 5 minutes after scheduled examination time.
- All bathroom breaks should be taken before the exam starts. Any student requesting a bathroom break will only have one (1) bathroom break during an exam and will be accompanied by faculty to the restroom.
- When exam is complete, students may collect backpack/purse and belongings where their cell phone and/or watch are stored.
- The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and will document the results of the investigation.

Exam Review - The purpose of the exam review is to provide a learning experience for the student.

- Exams must be reviewed in the presence of an instructor.
- There will be no note taking during the exam review process; no cell phones will be out during the review.
- The student has a 30-minute time period to review the exam, either in faculty office or computer lab.
- No prior exams may be reviewed.
- Although exams may be reviewed during the specified time, the exams themselves are the property of the nursing program.
- The student has one week from the time of a scheduled test to review each test and that it is the student's responsibility to arrange a time with the instructor to review a test. The student also acknowledges and understands that they will not be allowed to review a scheduled test after this one week time period.
- All make up exams will be given at the end of the semester.
- No cellphones or other electronic devices may be taken out or used during the review

Testing Policy

- No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam & may NOT be taken out until after student is dismissed from the exam.
- Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam
- No food or drink on the desk during exams

Computer Testing Software:

- You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.
- Students will **not** be permitted to re-take an exam that has already been completed.

Follow these rules during computer exam:

- Save each answer before moving on to the next question
- Do not use scroll button during test (this can possibly change the answer you selected)

Student Printed Name _____

Student Signature _____

Program Director _____

TIME ASSIGNMENT

The schedule throughout the program will not exceed 40 hours per week including classes and experience hours.

1. Schedules of times and places will be provided as appropriate.
2. The majority of the program will be during the day.
3. Since the student will have an approximate 40-hr. week schedule, full time employment is strongly discouraged.

ADDRESS CHANGE OR NAME CHANGE

It is the responsibility of any student enrolled in the Vocational Nursing program to inform:

- The Admission & Records Office (Registrar)
- The Vocational Nursing office (HP 222) of any changes of address or phone numbers.
- Complete a Student Data Change form and give to the secretary of the VN program.

PERSONAL APPEARANCE & UNIFORM

Women and Men:

Scrubs: Solid burgundy color to be purchased at Banana Scrubs

Two tops to choose from: 1 pocket on chest or 2 pockets on lower hem

Three bottoms to choose from: Cargo, drawstring or classic crease

- V-neck t-shirts may be worn under uniform tops and should not show. T-shirts worn under the uniform will follow agency policy.
- A MCC Vocational Nursing Program patch must be worn on the left sleeve.

Skirt: Burgundy

Lab Coat: Purchased from Banana Scrubs, with VNSG patch on left sleeve.

Additional: White leather shoes with rubber soles and may have neutral trim. Stethoscope, bandage scissors, watch with second hand, name badge.

At all times....scrubs and lab coat will be clean, freshly laundered and pressed if needed. Scrubs will be worn only when students are engaged in clinical activities. Wearing scrubs to class/lab is optional.

PERSONAL APPEARANCE & UNIFORM REQUIREMENTS

1. At all times, uniforms and lab coats will be clean, freshly laundered and pressed if needed.
2. Uniforms will be worn only when students are engaged in nursing class activities and specified occasions of the college. Student will wear full uniform except in situations where they are specifically instructed not to do so.
3. The length of the skirt will be no shorter than knee length.
4. The color of hose to be worn with the uniform skirt will be white or neutral. Hose with runs will not be worn. White **socks or hose** will be worn with scrub pants.
5. Shoes will be kept in good condition, clean and polished.
6. MCC name badges will be worn on the upper left side of the uniform at all times during clinical.
7. Hair will be kept neatly arranged and away from the face. Students must select a hairstyle that will not fall forward or over the face while performing client care or clinical activities. Hair shall be neutral in appearance and without distractive colors and/or styles. Neutral barrettes the color of the hair will be acceptable. No bows are allowed. Sideburns will not extend below the earlobe. Neatly trimmed mustaches and beards will be acceptable. (Post conference is included in duty time).
8. The only jewelry that will be acceptable will be one simple ring or set and one small chain necklace. No ring with a stone(s) (stones may harbor microorganisms). Those with pierced ears may only wear one pair of small metal studs or studs w/precious or semi-precious stones. Earrings shall not extend below the earlobe. Body piercing in other areas should NOT be visible.
 - Tattoos must be covered according to agency policy.
 - Tongue, nose or eyebrow piercings will not be worn during clinical
9. Make-up will be applied in a manner that will give a natural look. Heavily applied eyeliner, eye shadow and mascara will not be acceptable.

10. Fingernails will be kept smoothly rounded, sufficiently short, not to extend beyond the tips of the fingers. Nail polish may be worn only if in good repair without chipping. **No artificial nails are to be worn while providing direct client care.**
11. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances, colognes, or perfumes will be worn. Offensive body odors will not be tolerated.
12. Chewing gum or eating candy while on duty will NOT be allowed. Breath mint and breath spray permitted.
13. Smoking in the clinical area is NOT permitted. The lingering smell of tobacco on breath, hands and clothing is objectionable to those who are ill and/or do not smoke. Students must adhere to each institution's smoking policy. Violators will be reported to the program director.
14. Use of alcoholic beverages, illegal/illicit drugs or prescription drugs in which the student isn't authorized to use is **PROHIBITED** prior to and during clinical hours.
15. Students using authorized prescription drugs may not participate in clinical if the following occurs:
 - Medication will cause drowsiness in the clinical setting
 - Impairs mental and physical functioning in the clinical setting
16. Any indication of chemical dependency and or having recently used/consumed alcoholic beverages while in the clinical environment will result in the student being dismissed from clinical and possibly the program (**See Impaired Student Policy**).

VIOLATIONS OF THE STUDENT POLICIES

INFRACTIONS OF THE STUDENT UNIFORM POLICIES MAY RESULT IN RECOMMENDATIONS FOR COLLEGE DISCIPLINARY ACTION AND/OR SUSPENSION

GENERAL CONDUCT

1. Chewing gum during clinical practice is not acceptable.
2. Students are not to receive or place phone calls during class or clinical hours without the consent of the instructor and then only in case of emergency. This includes the use of “beepers” and portable phones. **Cell phones are to be turned OFF when entering the classrooms.** Messages should be left at the Vocational Nursing office.
3. Students are not to receive visits from members of the family or friends during class or clinical hours except in case of an emergency.
4. Emergency messages to the student will be directed through the Vocational Nursing secretary (254-299-8347 or 299-8374). Family members and/or others are not to call directly to the clinical area.
5. Along with being well groomed and clean while in uniform, the student must be constantly aware of the image portrayed to the public. No profanity or loud talking.
6. Job orientations, work hours, doctor, dental and business appointments are to be scheduled for times other than class or clinical times.
7. The current MCC Student Handbook and The Highlander’s Guide contains further information regarding general conduct policies. www.mclennan.edu/students/hguide

ACADEMIC INTEGRITY

- The objective of the Code of Ethics is to promote an environment in the School of Nursing of intellectual honesty, professionalism, trust and integrity. It is intended to guide the professional behavior of students studying in the School of Nursing and applies to demonstrate and abide by the code of ethics set forth at all times.

SEXUAL HARASSMENT POLICY

Sexual Harassment Policy

(Policies and Procedures: F-V-k,1)

Sexual harassment is reprehensible and will not be tolerated by McLennan Community College. All members of the college community (including, but not necessarily limited to, the Board of Trustees, the administration, the faculty/staff, students, and members of the public while on campus) are expected to conduct themselves in a manner that will provide an atmosphere free from sexual harassment.

Prohibited Acts

No member of the college community shall engage in sexual harassment.

Definition of Sexual Harassment

For the purposes of this policy, "sexual harassment" is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

Informal Complaint Procedure

- a. At the complainant's option, an informal complaint alleging that any provision of this policy has been violated may be brought to one of the following: the Director of Human Resources; the EEO Officer; the Vice President, Instruction; the Vice President, Student Services; or the Executive Vice President.
- b. The administrator to whom an informal complaint is brought will counsel the complainant as to the options available under this policy and, at the complainant's request, may help the complainant resolve to draft a formal complaint if the complainant decides to follow that route.

Formal Complaint Procedure

- a. A person wishing to make a formal complaint alleging a violation of this policy must do so in writing by filing the formal complaint with the EEO Officer. The formal complaint must be detailed and specific enough that a proper investigation may be conducted based on the formal complaint, and the formal complaint must contain the complainant's consent to an investigation into the allegations contained in the formal complaint. The EEO Officer will consult with the appropriate vice president to determine the method by which the investigation will be conducted and the appropriate administrator to conduct the investigation.
- b. An investigation of a formal complaint is for the purpose of establishing whether there is a reasonable basis for believing that an alleged violation of this policy has occurred.

- c. The administrator who is conducting the investigation may interview the person who filed the formal complaint, the person accused, and any other person believed to have knowledge of relevant facts and may take any other action necessary to reasonably and properly investigate the formal complaint. At all times, the administrator conducting the investigation will take steps to ensure confidentiality, to the extent possible. The administrator conducting the investigation shall afford any person accused by formal complaint of a violation of this policy a full opportunity to respond to the allegations.
- d. After an investigation into a formal complaint is complete, the appropriate vice president may:
 - conclude that there is not a reasonable basis for believing that an alleged violation of this policy occurred;
 - negotiate a resolution of the formal complaint, without reaching a conclusion as to whether or not there was a reasonable basis for believing that an alleged violation of this policy occurred; or
 - Institute formal action as described in the Section entitled "Process of Taking Formal Action" of this policy.

Please see the McLennan Community College Student Handbook, **The Highlander Guide** for more information on the student's code of conduct.

HEALTH AND INJURY POLICY

All MCC students enrolled in any health science program will be required to provide a **copy** of the original documentation of immunization against Hepatitis B; varicella; measles, mumps, rubella; and diphtheria/tetanus. Also, students will be required to have a tuberculosis skin test annually and complete the TB questionnaire if the chest x-ray is required or chest x-ray annually. Costs for immunizations and x-rays will be the responsibility of the student. Also students must follow the influenza vaccine policy of the health care institution. Failure to comply with immunization schedule may result in student being withdrawn from the clinical course and the program. The immunization requirement is mandated by the Texas Department of Health.

MCC, its staff and or the clinical facilities are not financially liable for illness, injury or medical expenses of the student. Therefore, the student is responsible for his/her health care by medical insurance or other means of his or her choice. Any clinical related injury should be reported immediately to the appropriate clinical instructor.

- All students must provide proof of Health Insurance prior to enrollment in the Vocational Nursing Program and must maintain health insurance throughout the duration of the program. Students will not be allowed into the clinical setting without proof of Health Insurance. Acceptable forms of proof of Health Insurance are either:
 - A). Health Insurance Coverage Letter from the Health Insurance Company or
 - B). the physical Health Insurance Card.

While information required on the Health Form is not used in the selection of students for acceptance into the Vocational Nursing Program, students are requested to have the physical and mental skills necessary to meet standards of the workplace within the clinical settings. Reasonable accommodations will be made for students who have documented disabilities.

Students must have an understanding of the risk of occupational exposure to blood and other potentially infectious materials.

INFECTION CONTROL POLICY

During the performance of clinical laboratory duties, MCC Vocational Nursing students shall comply with universal precautions for preventing the spread of infection to clients, themselves, and others. The following measures shall be employed:

Protective barriers reduce the risk of exposure of the health-care worker's skin or mucous membranes to potentially infective materials. For universal precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Gloves should reduce the incidence of contamination of hands, but they cannot prevent penetrating injuries due to needles or other sharp instruments. Masks and protective eyewear or face shields should reduce the incidence of contamination of mucous membranes of the mouth, nose, and eyes. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands. Because specifying the types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised. (www.cdc.gov)

HANDS - Hands should always be washed before and after contact with clients, even when gloves have been worn. If hands come in contact with blood, body fluid, or human tissue, they should be washed immediately with soap and water.

GLOVES - Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces are anticipated.

GOWNS - Gowns or plastic aprons are indicated if blood splattering is likely.

MASKS AND GOGGLES - These should be worn if aerosolization or splattering is likely to occur, such as in certain oral and surgical procedures, wound irrigations, suctioning, and bronchoscopy.

SHARP OBJECTS - These should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle-disposal box. All needle-stick accidents, mucosal splashes, and contamination of open wounds with blood or body fluids should be reported immediately to the instructor or supervisor.

BLOOD SPILLS - Blood spills should be cleaned up promptly with an agency designated disinfectant solution, such as 5:25 percent sodium hypochlorite diluted 1:10 with water.

BLOOD SPECIMENS - Blood specimens should be considered biohazardous and be so labeled.

RESUSCITATION - To minimize the need for emergency mouth-to-mouth resuscitation, the location of mouthpieces, resuscitation bags, and other ventilatory devices should be identified by the student at the start of each new clinical rotation.

NOISE POLLUTION

CELLULAR PHONES and **PAGERS** must be silenced during class, skills lab. *Cell phones are to be off and put up during clinical*, and may not be brought into testing areas.

EMERGENCY/ PERSONAL PHONE CALLS

If there is an emergency, your families may contact the Vocational Nursing Program at 254-299-8347. The Vocational Nursing Administrative Assistant will contact the MCC Instructors. Please make certain that families are informed of your clinical rotation and the appropriate phone numbers.

TOBACCO PRODUCTS

The use of any tobacco product in any building on the McLennan Community College campus is prohibited. The City of Waco requires that no smoking is allowed within 30 feet of a public building. Smoking in the clinical area is NOT permitted. The lingering smell of tobacco on breath, hands and clothing is objectionable to those who are ill and/or do not smoke. Students must adhere to each institution's smoking policy. Violators will be reported to the program director.

Use of tobacco products in all buildings, within 30 feet of all building entrances and in all college owned vehicles as detailed in the college's *Tobacco Products Policy (E-XXIII)*. The term "tobacco products" includes all ignition based forms of tobacco, smokeless tobacco, electronic vapor devices, or any other practice that mimics the usage of tobacco products.

Requirements that must be completed prior to clinical

- All immunizations, and TB skin test
- Drug screen
- FBI Fingerprints/ background check and declaratory order if applicable
- CPR American Heart Association/ Health Care Provider **Only** (no on-line courses)

These must be completed and the Vocational Nursing office must have documentation of them prior to the first day of clinical. Failure to do so will result in you not being allowed to attend clinical and could subsequently result in your dismissal from the clinical and theory courses

PROFESSIONAL CONDUCT

- **Cell phones must be turned off during clinical.**
- Cell phones may not be answered during clinical.
- No smoking during clinical hours, or when in uniform.
- No alcoholic beverages during clinical hours, or while in school uniform
- Uniforms are to **always** be clean, pressed, and professional. Student will be dismissed from clinical for unprofessional appearance and dress at the discretion of the Clinical Instructor.
- **No arguing or negotiation** with the Clinical Instructor will be tolerated; this is considered unprofessional conduct and is grounds for being dismissed from clinical.
- The Clinical Instructor must be aware of and approve any student leaving the assigned clinical area for any reason.
- Abandonment of patient or clinical responsibilities is grounds for dismissal from clinical.
- Name badge to be worn at all clinical experiences.

Dropping Classes/Withdrawal from College

Avoid Dropping Classes

Before you drop out, talk about your situation with a counselor in Career Development Services (299-8614). Consider remaining enrolled in one or two courses, rather than dropping all your classes, until you know how things will work out.

Limits on dropped classes

Section 51.907 of the Texas Education Code, enacted by the state of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.

Based on this law, MCC or any other Texas Public institution of higher education may not permit a student to drop more than six courses during their undergraduate career. All courses dropped after the census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

If you're affected by this law and plan to attend another institution of higher education, you should become familiar with that institution's policies on dropping courses.

Dropping or Changing Classes during Registration Periods

Make class changes by clicking on "Add Classes" or "Drop Classes" from the WebAdvisor for Students menu.

Dropping from a Class during the Semester

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, program director, division chair or advisor. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, **it is the responsibility of the student to see that the Change in Schedule Form is completed and submitted to Highlander Central.** (The instructor can also process a withdrawal from a course through WebAdvisor.) The student should check WebAdvisor to verify that the withdrawal was processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to Highlander Central or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

Withdrawing from the College

In case of emergency where the student must withdraw from the college, the student may request withdrawal by one of the following, preferably in the order listed: 1) instructors 2) Highlander Central or Office of Student Records or 3) advisor.

Withdrawal from college requires the return of all college-owned property and payment of all outstanding debts. Official transcripts will be issued only after all obligations to the College have been met.

Paying for Dropped Classes

If you receive financial assistance, you should contact the Office of Financial Aid before withdrawing from a class or the college to determine exactly how your financial aid will be affected by the reduction of hours.

If you have a scholarship or have both applied for and are expecting financial aid (Pell grant or loans) and you decide not to attend classes, you must drop your classes through WebAdvisor before the first class day of a semester or term to avoid losing the scholarship or having to pay back the financial aid.

If you drop on or after the first day of a semester or term, your tuition and fees will be charged to your scholarship or financial aid or you will be responsible for paying for your tuition and fees.

If you drop or are dropped before you have completed 60 percent of the semester (10 weeks into the fall semester or three weeks into the summer semester) or if you are dropped for non-attendance during the entire semester, federal law requires that you repay part of your financial aid.

Refunds for Dropped Classes

When a student in a credit course withdraws from the college or drops a course, tuition and mandatory fees will be refunded according to this policy:

Minimester

1. Prior to first class day—100 percent refund
2. During first and second class days—70 percent refund
3. No refund on or after the third class day

Summer Terms

1. Prior to first class day—100 percent
2. During first five class days—70 percent
3. During sixth and seventh class days—25 percent
4. No refund after the seventh class day

Fall & Spring Semester

1. Prior to first class day—100 percent
2. During first 15 class days—70 percent
3. During 16th-20th class days—25 percent
4. No refund after the 20th class day

For information about the refund policy for flexible-entry classes, call the Business Office at 299-8627.

NOTE: The term "class day" refers to the number of calendar days' classes have been in session. "Mandatory fees" include General Services Fee, Facilities Fee, and Lab Fees. "Optional fees" are non-refundable.

Tuition refunds apply only to that portion of a student's semester hour enrollment for which tuition has been charged and payment received. Tuition and fees paid directly to the college by a sponsor, donor or scholarship will be refunded to the source, rather than directly to the student.

Portfolio For Future Employment

PORTFOLIO

The portfolio method of evaluation is designed to achieve four goals. First and foremost, it is designed to give the student an opportunity to create a portrait of which he or she is as a nurse. Second, the portfolio is designed to be ongoing. Third, through the inclusion of activities outside of school, the student's personal contributions to his/her profession, community, etc. will be recognized. Fourth, as an assessment for employment after graduation. (*Organize portfolio in two-pocket folder.*)

INCLUDE THE FOLLOWING COMPONENTS IN THE PORTFOLIO:

I.	Self-assessment/analysis including professional goals.	
II.	Previous employment records and evaluations	
		EXAMPLES:
III.	Technical skills	Clinical check-off sheets (All courses)
IV.	Interpersonal relations	Clinical evaluations
V.	Attendance/punctuality	Clinical evaluations Certificates of attendance
VI.	Communication skills	Written assignments Nursing Care Plans Class projects Class assignments <i>(Best work)</i>
VII.	Creativity	Examples
VIII.	Nursing Research	Participation in research studies
IX.	Extracurricular Accomplishments	
X.	Professional	Certifications, i.e.: CPR, Pals Workshops attended Recognitions Organizations, i.e.: NSNA, LVNAT Continuing Education units
	Personal	Community activities, i.e.: PTA Church activities Volunteer activities
	Honors	School Community-committees

S T A N D A R D S

THE FOLLOWING ARE EXCERPTS FROM THE BOARD OF NURSE EXAMINERS' RULES AND REGULATIONS RELATING TO NURSING EDUCATION, LICENSURE AND PRACTICE:

§217.11 Standards of Nursing Practice. The Texas Board of Nurse Examiners is responsible for regulating the practice of nursing within the State of Texas for Vocational Nurses, Registered Nurses, and Registered Nurses with advanced practice authorization. The standards of practice establish a minimum acceptable level of nursing practice in any setting for each level of nursing licensure or advanced practice authorization. Failure to meet these standards may result in action against the nurse's license even if no actual patient injury resulted.

(1) Standards Applicable to All Nurses. All vocational nurses, registered nurses and registered nurses with advanced practice authorization shall:

- (A) Know and conform to the Texas Nursing Practice Act and the board's rules and regulations as well as all federal, state, or local laws, rules or regulations affecting the nurse's current area of nursing practice;
- (B) Implement measures to promote a safe environment for clients and others;
- (C) Know the rationale for and the effects of medications and treatments and shall correctly administer the same;
- (D) Accurately and completely report and document:
 - (i) the client's status including signs and symptoms;
 - (ii) nursing care rendered;
 - (iii) physician, dentist or podiatrist orders;
 - (iv) administration of medications and treatments;
 - (v) client response(s); and
 - (vi) contacts with other health care team members concerning significant events regarding client's status;
- (E) Respect the client's right to privacy by protecting confidential information unless required or allowed by law to disclose the information;
- (F) Promote and participate in education and counseling to a client(s) and, where applicable, the family/significant other(s) based on health needs;
- (G) Obtain instruction and supervision as necessary when implementing nursing procedures or practices;
- (H) Make a reasonable effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations;
- (I) Notify the appropriate supervisor when leaving a nursing assignment;
- (J) Know, recognize, and maintain professional boundaries of the nurse-client relationship;
- (K) Comply with mandatory reporting requirements of Texas Occupations Code Ch. 301, Subchapter I, which include:
 - (i) unnecessary or likely exposure by the nurse of a client or other person to a risk of harm;
 - (ii) unprofessional conduct by a nurse;
 - (iii) failure by a nurse to adequately care for a client;
 - (iv) failure by a nurse to conform to the minimum standards of acceptable nursing practice;

- (v) impairment or likely impairment of a nurse's practice by chemical dependency; or
 - (vi) exclusions for minor incidents (Tex. Occ. Code §301.419, 22 TAC §217.16), peer review (Tex. Occ. Code §§301.403, 303.007, 22 TAC §217.19), or peer assistance (Tex. Occ. Code §301.410) as stated in the Nursing Practice Act and Board rules (22 TAC Ch. 217).
- (L) Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served;
 - (M) Institute appropriate nursing interventions that might be required to stabilize a client's condition and/or prevent complications;
 - (N) Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the nurse makes the decision not to administer the medication or treatment;
 - (O) Implement measures to prevent exposure to infectious pathogens and communicable conditions;
 - (P) Collaborate with the client, members of the health care team and, when appropriate, the client's significant other(s) in the interest of the client's health care;
 - (Q) Consult with, utilize, and make referrals to appropriate community agencies and health care resources to provide continuity of care;
 - (R) Be responsible for one's own continuing competence in nursing practice and individual professional growth;
 - (S) Make assignments to others that take into consideration client safety and that are commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made;
 - (T) Accept only those nursing assignments that take into consideration client safety and that are commensurate with the nurse's educational preparation, experience, knowledge, and physical and emotional ability;
 - (U) Supervise nursing care provided by others for whom the nurse is professionally responsible; and
 - (V) Ensure the verification of current Texas licensure or other Compact State licensure privilege and credentials of personnel for whom the nurse is administratively responsible, when acting in the role of nurse administrator.

(2) Standards Specific to Vocational Nurses. The licensed vocational nurse practice is a directed scope of nursing practice under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Supervision is the process of directing, guiding, and influencing the outcome of an individual's performance of an activity. The licensed vocational nurse shall assist in the determination of predictable healthcare needs of clients within healthcare settings and:

- (A) Shall utilize a systematic approach to provide individualized, goal-directed nursing care by:
 - (i) collecting data and performing focused nursing assessments;
 - (ii) participating in the planning of nursing care needs for clients;

(iii) participating in the development and modification of the comprehensive nursing care plan for assigned clients;

(iv) implementing appropriate aspects of care within the LVN's scope of practice; and

(v) assisting in the evaluation of the client's responses to nursing interventions and the identification of client needs;

(B) Shall assign specific tasks, activities and functions to unlicensed personnel commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made and shall maintain appropriate supervision of unlicensed personnel.

(C) May perform other acts that require education and training as prescribed by board rules and policies, commensurate with the licensed vocational nurse's experience, continuing education, and demonstrated licensed vocational nurse competencies.

(3) Standards Specific to Registered Nurses. The registered nurse shall assist in the determination of healthcare needs of clients and shall:

(A) Utilize a systematic approach to provide individualized, goal-directed, nursing care by:

(i) performing comprehensive nursing assessments regarding the health status of the client;

(ii) making nursing diagnoses that serve as the basis for the strategy of care;

(iii) developing a plan of care based on the assessment and nursing diagnosis;

(iv) implementing nursing care; and

(v) evaluating the client's responses to nursing interventions;

(B) Delegate tasks to unlicensed personnel in compliance with 22 Tex. Admin. Code chapter 224, relating to clients with acute conditions or in acute care environments, and chapter 225, relating to independent living environments for clients with stable and predictable conditions.

(4) Standards Specific to Registered Nurses with Advanced Practice Authorization. Standards for a specific role and specialty of advanced practice nurse supersede standards for registered nurses where conflict between the standards, if any, exist. In addition to paragraphs (1) and (3) above, a registered nurse who holds authorization to practice as an advanced practice nurse (APN) shall:

(A) Practice in an advanced nursing practice role and specialty in accordance with authorization granted under Board Rule 221 (relating to practicing in an APN role; 22 TAC Ch. 221) and standards set out in that Rule.

(B) Prescribe medications in accordance with prescriptive authority granted under Board Rule 222 (relating to APNs prescribing; 22 TAC Ch. 222) and standards set out in that Rule and in compliance with state and federal laws and regulations relating to prescription of dangerous drugs and controlled substances.

1. Know and conform to the Texas Nurse Practice Act and the board's rules and regulations as well as all federal, state or local laws, rules or regulations affecting the RN's current areas of nursing practice;

2. Use a systematic approach to provide individualized, goal-directed nursing care by:

a. Performing nursing assessments regarding the health status of the client;

b. Making nursing diagnoses that serve as the basis for the strategy of care;

- c. Developing a plan of care based on assessment and nursing diagnosis;
- d. Implementing nursing care;
and evaluating the client's responses to nursing interventions;
- 3. Know the rationale for and effects of medications and treatments and shall correctly administer the same;
- 4. Accurately and completely report and document:
the client's status including signs, symptoms and responses;
nursing care rendered;
physician, dentist or podiatrist orders;
administration of medications, and treatments;
client response(s); and
contacts with other health care team members concerning significant events
regarding client's status;
- 5. Implement measures to promote a safe environment for clients and others;
- 6. Respect the client's right to privacy by protecting confidential information unless obligated or allowed by law to disclose the information;
- 7. Promote and participate in client education and counseling based on health needs;
- 8. Ensure the verification of current Texas licensure and credentials of personnel for whom the RN is administratively responsible, when acting in the role of nurse administrator;
- 9. Make assignments to others that take into consideration client safety and which are commensurate with the educational preparation, experience, knowledge and ability of persons to whom the assignments are made;
- 10. Delegate nursing tasks in compliance with 218.3, relating to general criteria for delegation and 218.4, relating to supervision;
- 11. Supervise nursing care provided by others for whom the RN is administratively or professionally responsible;
- 12. Accept only those nursing assignments that take into consideration patient safety and that are commensurate with one's own educational preparation, experience, knowledge and physical and emotional ability;
Obtain instruction and supervision as necessary when implementing nursing procedures and practices;
Notify the appropriate supervisor when leaving a nursing assignment;
- 15. Know, recognize and maintain professional boundaries of the nurse-client relationship;
has exposed or is likely to expose a client unnecessarily to risk of harm as a result of failing to provide client care that conforms to the minimum standards of acceptable and prevailing professional practice. The RN should report unsafe practice conditions or other practitioners to the appropriate authority or licensing board. (Repeal and new rule adopted 12/92);
- 17. Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, and religion or health problems of the client served;
- 18. Institute appropriate nursing intervention that might be required to stabilize a client's condition and/or prevent complications;

19. Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the RN makes the decisions not to administer the medication or treatment;
20. Implement measures to prevent exposure to infectious pathogens and communicable conditions;
21. Collaborate with the client; members of the health care team and when appropriate, the client's significant other(s) in the interest of the client's health care;
22. Consult with, utilize and make referrals to appropriate community agencies and health care resources to provide continuity of care;

23. Be responsible for one's own continuing competence in nursing practice and individual professional growth.

Unprofessional conduct

§217.12 Unprofessional Conduct. The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established. These behaviors include but are not limited to:

(1) Unsafe Practice--actions or conduct including, but not limited to:

- (A) Carelessly failing, repeatedly failing, or exhibiting an inability to perform vocational, registered, or advanced practice nursing in conformity with the standards of minimum acceptable level of nursing practice set out in Rule 217.11.
- (B) Carelessly or repeatedly failing to conform to generally accepted nursing standards in applicable practice settings;
- (C) Improper management of client records;
- (D) Delegating or assigning nursing functions or a prescribed health function when the delegation or assignment could reasonably be expected to result in unsafe or ineffective client care;
- (E) Accepting the assignment of nursing functions or a prescribed health function when the acceptance of the assignment could be reasonably expected to result in unsafe or ineffective client care;
- (F) Failing to supervise the performance of tasks by any individual working pursuant to the nurse's delegation or assignment; or
- (G) Failure of a clinical nursing instructor to adequately supervise or to assure adequate supervision of student experiences.

(2) Failure of a chief administrative nurse to follow appropriate and recognized standards and guidelines in providing oversight of the nursing organization and nursing services for which the nurse is administratively responsible.

(3) Failure to practice within a modified scope of practice or with the required accommodations, as specified by the board in granting a coded license or any stipulated agreement with the board.

(4) Careless or repetitive conduct that may endanger a client's life, health, or safety. Actual injury to a client need not be established.

(5) Inability to Practice Safely--demonstration of actual or potential inability to practice nursing with reasonable skill and safety to clients by reason of illness, use of alcohol, drugs, chemicals, or any other mood-altering substances, or as a result of any mental or physical condition.

(6) Misconduct--actions or conduct that includes, but is not limited to:

- (A) Falsifying reports, client documentation, agency records or other documents;
- (B) Failing to cooperate with a lawful investigation conducted by the board;
- (C) Causing or permitting physical, emotional or verbal abuse or injury or neglect to the client or the public, or failing to report same to the employer, appropriate legal authority and/or licensing board;
- (D) Violating professional boundaries of the nurse/client relationship including but not limited to physical, sexual, emotional or financial exploitation of the client or the client's significant other(s);
- (E) Engaging in sexual conduct with a client, touching a client in a sexual manner, requesting or offering sexual favors, or language or behavior suggestive of the same;
- (F) Threatening or violent behavior in the workplace;
- (G) Misappropriating, in connection with the practice of nursing, anything of value or benefit, including but not limited to, any property, real or personal of the client, employer, or any other person or entity, or failing to take precautions to prevent such misappropriation;
- (H) Providing information which was false, deceptive, or misleading in connection with the practice of nursing;

Unprofessional conduct: Continued

- (I) Failing to answer specific questions or providing false or misleading answers that would have affected the decision to license, employ, certify or otherwise utilize a nurse; or
 - (J) Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional services.
- (7) Failure to repay a guaranteed student loan, as provided in the Texas Education Code §57.491, or pay child support payments as required by the Texas Family Code §232.001, et seq.
- (8) Drug Diversion--diversion or attempts to divert drugs or controlled substances.
- (9) Dismissal from a board-approved peer assistance program for noncompliance and referral by that program to the BNE.
- (10) Other Drug Related--actions or conduct that includes, but is not limited to:
- (A) Use of any controlled substance or any drug, prescribed or unprescribed, or device or alcoholic beverages while on duty or on call and to the extent that such use may impair the nurse's ability to safely conduct to the public the practice authorized by the nurse's license;
 - (B) Falsification of or making incorrect, inconsistent, or unintelligible entries in any agency, client, or other record pertaining to drugs or controlled substances;
 - (C) Failing to follow the policy and procedure in place for the wastage of medications at the facility where the nurse was employed or working at the time of the incident(s);
 - (D) A positive drug screen for which there is no lawful prescription; or
 - (E) Obtaining or attempting to obtain or deliver medication(s) through means of misrepresentation, fraud, forgery, deception and/or subterfuge.
- (11) Unlawful Practice--actions or conduct that includes, but is not limited to:
- (A) Knowingly aiding, assisting, advising, or allowing an unlicensed person to engage in the unlawful practice of vocational, registered or advanced practice nursing;
 - (B) Violating an order of the board, or carelessly or repetitively violating a state or federal law relating to the practice of vocational, registered or advanced practice nursing, or violating a state or federal narcotics or controlled substance law;
 - (C) Knowingly aiding, assisting, advising, or allowing a nurse under Board Order to violate the conditions set forth in the Order; or
 - (D) Failing to report violations of the Nursing Practice Act and/or the Board's rules and regulations.
- (12) Leaving a nursing assignment, including a supervisory assignment, without notifying the appropriate personnel.
- (13) Criminal Conduct--including, but not limited to, conviction or probation, with or without an adjudication of guilt, or receipt of a judicial order involving a crime or criminal behavior or conduct that could affect the practice of nursing.

RULE §213.27 Good Professional Character

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education, and experience necessarily affect the nature and extent of behavioral history and, therefore, shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;

(B) is able to think and act rationally;

(C) is able to keep promises and honor obligations;

(D) is accountable for his or her own behavior;

(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;

(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and

(G) is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

(3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.

(4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.

(c) The following provisions shall govern the determination of present good professional character and fitness of a

Good Professional Character: Continued

Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann.

§301.452(b)(3) and (4) Texas Occupations Code chapter 53, and §213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. §301.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

(d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing nursing in any jurisdiction or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.

(3) The only defenses available to a Petitioner, Applicant, or Licensee under section (d) are outlined below and must be proved by clear and convincing evidence:

(A) The procedure followed in the disciplining jurisdiction was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process.

(B) There was such an infirmity of proof establishing the misconduct in the other jurisdiction as to give rise to the clear conviction that the Board, consistent with its duty, should not accept as final the conclusion on the evidence reached in the disciplining jurisdiction.

(C) The deeming of lack of present good professional character and fitness by the Board during the period

required under the provisions of section (d) would result in grave injustice.

(D) The misconduct for which the individual was disciplined does not constitute professional misconduct in Texas.

(4) If the Board determines that one or more of the foregoing defenses has been established, it shall render such orders as it deems necessary and appropriate.

(e) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after the expiration of the three-year period in subsection (f) of this section, or after the completion of the disciplinary period assessed or ineligibility period imposed by any jurisdiction under subsection (d) of this section shall be required to prove, by a preponderance of the evidence: (1) that the best interest of the public and the profession, as well as the ends of justice, would be served by his or her admission to practice nursing; and

(2) that (s)he is of present good professional character and fitness.

(f) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after a negative determination based on a felony conviction, felony probation with or without an adjudication of guilt, or professional misconduct, or voluntary surrender in lieu of disciplinary action and whose application or petition is denied and not appealed is not eligible to file another petition or application for licensure until after the expiration of three years from the date of the Board's order denying the preceding petition for licensure.

(g) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), or the Board in evaluating good professional character in eligibility and disciplinary matters:

(1) Disciplinary Sanctions for Fraud, Theft and Deception approved by the Board and published on February 22, 2008 in the *Texas Register*(33 TexReg 1646) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(2) Disciplinary Sanctions for Lying and Falsification approved by the Board and published on February 22, 2008 in the *Texas Register*(33 TexReg 1647) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryactionjdisp.html>.

(3) Disciplinary Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008 in the *Texas Register*(33 TexReg 1649) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(4) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the *Texas Register*(33 TexReg 1651) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(5) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the *Texas Register*(32 TexReg 1409) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/discp-guide.html>.

Eligibility Questions

Eligibility Issues

Applicants must be able to answer "No" to the following questions in order to use the online application. All other applicants may download a complete application packet. Review of applicants with eligibility issues can take three (3) to six (6) month to complete.

- For any criminal offense, including those pending appeal, have you:
 - A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. pled nolo contendere, no contest, or guilty?
 - D. received deferred adjudication?
 - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - F. been sentenced to serve jail or prison time? court-ordered confinement?
 - G. been granted pre-trial diversion?
 - H. been arrested or have any pending criminal charges?
 - 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.)

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, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

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 other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Eligibility Issues: Continued

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority 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?
- *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

*Pursuant to the Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

**Temporary Permits are not issued
to applicants under investigation**

Contact the Texas Board of Nursing:

www.bon.texas.gov

- Texas Board of Nursing
333 Guadalupe #3-460
Austin, Texas 78701
- Office: (512) 305-7400
Fax: (512) 305-7401
- Executive Director:
Katherine A. Thomas, MN, RN, FAAN

If you have questions or comments for the Texas Board of Nursing, please email the webmaster:

webmaster@bon.texas.gov

McLennan Community College

Accommodations & Services

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX

* [Click Here for more information about Title IX](#)

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the McLennan Community College **Vocational Nursing Program Student Handbook**. The Board of Nursing licensure eligibility is explained. The MCC Student Handbook and *The Highlander Guide* contain general information about the college including guidelines for implementation of general conduct policies and the student grievance procedure. I may review the Highlander Guide, online at <http://www.mclennan.edu/students/> and at the Student Service Center.

- I understand that McLennan Community College, its Staff and/or the Facility and Staff are not financially liable for illness, injury or medical expense I may occur while a student. I have the responsibility of providing for my own health care by medical insurance or other means of my choice.
- I realize that attendance is essential to successful learning and by signing this agreement; I agree not to exceed the absence limit in a Vocational Nursing course.
- As a new program student, if I withdraw or receive a failing course grade at any time during the year, I may apply to begin the program as a new student one more time only. If I am unsuccessful at any time in the second admission, I must wait three years from the exit date of the second admission to apply again.
- I understand I must be in a theory and a clinical course every semester while I'm in the program.
- I understand that specific records such as tuberculosis test results; immunization records or proof of CPR may be furnished to the clinical agencies when requested.
- I give my approval for any MCC Vocational Nursing faculty member to give reference information about me to any potential employer or educational program.
- I agree to comply with the drug screen and criminal background policy.
- I agree to maintain my immunizations, keep my CPR current, and maintain Health Insurance coverage.
- I agree to comply with all Health Insurance Portability and Accountability Act (HIPAA) rules as outlined by the clinical agency.
- I acknowledge and understand that I have one week from the time of a scheduled test to review each test and that it is my responsibility to arrange a time with the instructor to review a test. I also acknowledge and understand that I will not be allowed to review a scheduled test after this one week time period has elapsed and that test scores will be final after this one week period. All tests are of the property of McLennan Community College.
- I have read and understand the MCC Grievance Policy.

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), and Section 504 of the Federal Rehabilitation Act of 1973, McLennan's designated ADA coordinators, Dr. Stephen Benson-Vice President Finance and Administration, and Dr. Drew Canham, Chief of Staff for Diversity, Equity & Inclusion shall be responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom or testing accommodations should contact Amy Sireci, Accommodations Coordinator at 254-299-8122 or disabilities@mclennan.edu.

I have reviewed the entire McLennan Community College Vocational Nursing Program Student Handbook. I understand all policies and agree to abide by them while a student.

Student (*signature*)

Program Director

PRINT NAME

 Date

 Date

NOTE: Signed, duplicate copy in student's file.

I acknowledge that I have received a copy of the McLennan Community College **Vocational Nursing Program Student Handbook**. The Board of Nursing licensure eligibility is explained. The MCC Student Handbook and *The Highlander Guide* contain general information about the college including guidelines for implementation of general conduct policies and the student grievance procedure. I may review the Highlander Guide, online at <http://www.mclennan.edu/students/> and at the Student Service Center.

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- I agree to maintain my immunizations, keep my CPR current, and maintain Health Insurance coverage.
- I agree to comply with all Health Insurance Portability and Accountability Act (HIPAA) rules as outlined by the clinical agency.
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I have reviewed the entire McLennan Community College Vocational Nursing Program Student Handbook. I understand all policies and agree to abide by them while a student.

Student *(signature)*

Program Director

PRINT NAME

 Date

 Date

NOTE: Signed, duplicate copy in student's file.

Testing Policies and Procedure for Security Measures:

- No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room or in a designated area assigned by faculty. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs if needed.
- No cell phones or watches on the table or in your pockets. All cell phones will be placed in your backpack/purse. All backpacks will be placed in a designated area per faculty.
- No watches can be worn during an exam. Place all watches in backpack/purse and placed in designated area.
- If a student is found with a cell phone or watch during any exam it will be viewed as an attempt to cheat on the exam and will be given a zero "0" on the exam.
- Students must be seated in exam room before any exam starts. If a student arrives 15 minutes after scheduled start time, the exam will be rescheduled as a make-up exam at a later date.
- Any student arriving after a student(s) has already completed the exam will take the make-up exam rather than the scheduled exam.
- Any student unable to take an exam at the scheduled time, FOR ANY REASON, will contact the VN faculty prior to and up to 5 minutes after scheduled examination time.
- All bathroom breaks should be taken before the exam starts. Any student requesting a bathroom break will only have one (1) bathroom break during an exam and will be accompanied by faculty to the restroom.
- When exam is complete, students may collect backpack/purse and belongings where their cell phone and/or watch are stored.
- The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and will document the results of the investigation.

Exam Review - The purpose of the exam review is to provide a learning experience for the student.

- Exams must be reviewed in the presence of an instructor.
- There will be no note taking during the exam review process; no cell phones will be out during the review.
- The student has a 30-minute time period to review the exam, either in faculty office or computer lab.
- No prior exams may be reviewed.
- Although exams may be reviewed during the specified time, the exams themselves are the property of the nursing program.
- The student has one week from the time of a scheduled test to review each test and that it is the student's responsibility to arrange a time with the instructor to review a test. The student also acknowledges and understands that they will not be allowed to review a scheduled test after this one week time period.
- All make up exams will be given at the end of the semester.
- No cellphones or other electronic devices may be taken out or used during the review

Testing Policy

- No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam & may NOT be taken out until after student is dismissed from the exam.
- Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam
- No food or drink on the desk during exams

Computer Testing Software:

- You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.
- Students will **not** be permitted to re-take an exam that has already been completed.

Follow these rules during computer exam:

- Save each answer before moving on to the next question
- Do not use scroll button during test (this can possibly change the answer you selected)

Student Printed Name _____

Student Signature _____

Program Director _____

Effective Spring 2022

NCLEX-PN Testing

Three (3) Months After Graduation

Students who wait 3 months or longer to take their NCLEX-PN Exam after graduating from the Vocational Nursing Program will need to remediate before an AOG will be mailed to the Texas Board of Nursing.

The following remediation will need to be completed:

5. 3000 NCLEX-PN questions answered in exam mode with a passing score of **75**.
 6. Online NCLEX-PN Test Bank: Board Vitals (www.boardvitals.com). Select 3 months + 1600 questions.
Cost is \$89.00. (Price subject to change by company)
 7. Take HESI-PN Exit Exam. Cost is \$55.00. (Price subject to change by company)
 8. Complete case studies and essential packets from HESI-PN Version 1, 2, 3.
- * No NCLEX questions, certificate or paperwork over 3 months old from date of graduation will be accepted.
5. Students must submit proof of purchase upon receipt; students must also submit results of practice exams and turn in to the Program Director of the Vocational Nursing Department. You may fax or email proof of purchase and exam results to the Program Director.

Printed Name of Student

Student Signature

Date

Program Director

Date

BACKGROUND CHECK PROCESS

Students are required to pass the Texas Board of Nursing (TBON) background check process by a deadline to be admitted to the program in that admission period. Students must also meet Texas Board of Nursing (BON) and clinical affiliation background check standards throughout the program.

After the initial clearance, the student will be flagged in the TBON background check system anytime a new background issue is recorded. Depending on the nature and severity of the incident, according to TBON and clinical agency standards, the student may be subject to the college and Vocational Nursing department disciplinary procedures and/ or immediate dismissal. **It is the responsibility of the student to report to the Vocational Nursing Director within 72 hours of any offense with or without arrest, or the diagnosis or treatment for a mental health issue as specified in items 4 and 5 of the BON Licensure questions.**

Failure to comply with this reporting requirement can result in immediate dismissal from the program. Depending on the nature of the offense, the student may be subject to immediate dismissal from the program until approved by the TBON and/or agency standards is given. **A student must submit a Declaratory Order Form to the Texas BON within 24 hours of informing the Program Director of the Offense.**

ELIGIBILITY ISSUES OCCURRING WHILE IN Vocational Nursing Department

Any student in a McLennan Community College Vocational Nursing Program who is arrested and/or charged for criminal conduct other than minor traffic violations, or who is notified of an outstanding warrant for his or her arrest for any violation, **must report the issue within 72 hours** or before next clinical assignment (whichever comes first) to the Program Director and submit paperwork reflecting the arrest and charges.

Any student with pending charges for criminal conduct other than a minor traffic violation **will not** be allowed to attend any clinical assignment until the student provides proof of charges being cleared or state agency approval (such as Declaratory Order). Charges are considered “cleared” when documentation is received from a law enforcement agency or court of law indicating dismissal or acquittal of all charges. Any clinical days missed will result in absences and the program’s absence rule will apply. No alternative clinical assignments will be made.

The student may withdraw and reapply for admission after charges are cleared or state agency approval is received. Readmission will be considered on an individual basis. Students who have had two (2) unsuccessful completions in the VN program cannot apply for readmission (See Unsuccessful Completion in VN Student Handbook). Clinical facilities may refuse for a student with criminal background to attend clinical at their site regardless of any findings by the nursing program and/or BON. Inability to attend clinical at a site due to criminal background will result in an unexcused absence and alternative arrangements will not be made. Failure of the student to disclose eligibility issues at any time will result in dismissal from the Vocational Nursing Program.

Student Printed Name

Date

Student Signature

Date

Kim Sales-McGee RN MSN
McLennan Community College
Vocational Nursing Program Director

Date

Health Professions Division Criminal Background Check

I have read and understand the Health Professions Division Criminal Background Check policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

**McLennan Community College
Vocational Nursing
Drug Screen & Criminal Background Check**

As a Vocational Nursing Applicant/Student I agree to provide randomly, a urine, blood and or breath sample for the purpose of drug screening by an agency (testing laboratory) designated by the Vocational Nursing Department. All students will be drug tested and must have a negative drug screen in order to continue in the Vocational Nursing Program. **I also permit the agency to release the results of the drug screening to authorized Vocational Nursing Faculty or Program Director.** I authorize the maintenance of drug screening results by the Vocational Nursing Program. I recognize that in order for clinical affiliates to comply with Joint Commission Accreditation Standards, negative drug screens are mandated. **All students must have a negative drug screen in order to continue in the program.**

All students must have a cleared criminal background check by the first day of class, August 22, 2022, before full admission is granted.

Students who have a declaratory order that is transferred to the Texas BON Enforcement Department will be dropped from the Vocational Nursing Program. The Enforcement Department of the Texas BON may take a minimum of 3 months or longer to determine Student eligibility for licensure. Students must be cleared by the BON by the 1st day of class.

Students cannot attend clinical unless they are cleared by the Texas BON with either the Blue Card or letter from the Texas BON.

Print Name

Date

Signature