

Navarro College
Vocational Nursing Program



Student Handbook
2018-2019

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PHILOSOPHY/MISSION.....	4
NAVARRO COLLEGE STUDENT HANDBOOK AND MISSION STATEMENT.....	5
TERMS AND DEFINITIONS.....	5
PROGRAM OBJECTIVES.....	6
CONCEPTUAL FRAMEWORK.....	7
DIFFERENTIATED ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS VOCATIONAL NURSING EDUCATIONAL PROGRAMS (DEC'S).....	8
STUDENT PROCEDURES.....	10
ADMISSION PROCEDURE.....	10
HEALTH AND FUNCTIONAL REQUIREMENTS.....	13
ESSENTIAL CLINICAL PERFORMANCE REQUIREMENTS.....	14
IMMUNIZATIONS.....	14
HEPATITIS B NOTIFICATION.....	16
STUDENT WITHDRAWALS, REINSTATEMENTS, TRANSFERS, PROBATION AND DISMISSALS.....	17
VOCATIONAL NURSE CURRICULUM.....	20
VACATION AND HOLIDAYS.....	21
ATTENDANCE PROCEDURE.....	21
ACCIDENT OR INJURY TO THE STUDENT WHILE ON DUTY.....	22
PERSONAL ILLNESS/INJURY.....	22
PROFESSIONAL BEHAVIOR.....	22
DRESS CODE.....	23
EMPLOYMENT STATEMENT.....	24
GRADING AND EVALUATION.....	25
CLINICAL PERFORMANCE EVALUATION.....	25
ASSIGNMENTS.....	25
TESTING.....	26
TUTORIAL SERVICES.....	27
CODE OF ETHICS FOR THE LICENSED VOCATIONAL NURSE.....	27
COMMUNICABLE DISEASES.....	28
VOCATIONAL NURSING TEXTBOOK LIST 2018-2019.....	30
VOCATIONAL NURSING PROGRAM ESTIMATED PROGRAM COSTS.....	32-34
EXPUNGED AND SEALED OFFENSES.....	355
ORDERS OF NON-DISCLOSURE.....	366
DISCLOSURE OF MENTAL ILLNESS OR TREATMENT FOR ADDICTION TO ALCOHOL AND/OR DRUGS.....	377
INVESTIGATION QUESTIONS.....	377
DISABLED CANDIDATE FOR THE EXAMINATION FOR LICENSURE.....	388
PROGRAM POLICIES.....	388
NAVARRO COLLEGE DISABILITY SERVICES.....	388
MEDICATION ADMINISTRATION PROCEDURE.....	399
SKILLS PROFICIENCY CRITERIA.....	40

DOSAGE CALCULATION EXAMINATION PROCEDURE	40
ADDITIONAL CLINICAL PROCEDURES	41
DRUG SCREEN PROCEDURE	41
POLICY AND PROCEDURE FOR OBTAINING CRIMINAL BACKGROUND CHECK FROM THE FEDERAL BUREAU OF INVESTIGATION (FBI)	42
ADDITIONAL BACKGROUND CHECK.....	422
POSITIVE CRIMINAL BACKGROUND HISTORY	422
CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM	422
CHEMICAL DEPENDENCY/ABUSE PROCEDURE	433
READMISSION TO PRGOGRAM AFTER STUDENT DISMISSAL FOR CHEMICAL DEPENDANCY/ABUSE.....	433
CARDIO PULMONARY RESUSCITATION CERTIFICATION	433
PROCEDURE FOR SELECTION OF VALEDICTORIAN	444
VOCATIONAL NURSING PROGRAM FORMS.....	455
HEALTH EVALUATION FORM (PARTS I & II)	466
NAVARRO COLLEGE HEALTH PROFESSIONS OCCURRENCE FORM	488
COUNSELING FORM	499
FORMAL CONTRACT.....	50
GRADE JEOPARDY PLAN OF ACTION	51
STUDENT TEST QUESTION REVIEW FORM.....	522
SIGNATURE FORMS.....	533
STUDENT CONFIDENTIALITY AGREEMENT.....	544
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION	555
SURSCAN AUTHORIZATION FOR RELEASE OF INFORMATION	566
TB QUESTIONNAIRE	577
STUDENT ACKNOWLEDGMENT HANDBOOK SIGNATURE FORM.....	58

Last Revision: 6/2018

PHILOSOPHY/MISSION

The Faculty of the Vocational Nursing Program:

1. Acknowledge and support the Philosophy and Mission Statement of Navarro College.
2. Believe as a Member of the Profession, the Vocational Nursing student should assume responsibility and accountability for the quality of nursing care through continued self-competence and acknowledgement of the legal scope of practice.
3. Believe as Provider of Patient-Centered Care, the Vocational Nursing student should provide safe, compassionate, basic nursing care using a direct and interdisciplinary approach and learn to formulate patient goals and outcomes with an understanding of evidence-based practice.
4. Believe as a Patient Safety Advocate, the Vocational Nursing student shall demonstrate knowledge and compliance of the Texas Nurse Practice Act and the Texas Board of Nursing Rules by promoting quality and safe environment through obtaining instruction, supervision, or training as needed.
5. Believe as a Member of the Health Care Team, the Vocational Nursing student shall communicate and collaborate 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 while participating as a patient advocate.
6. Believe the purpose of Vocational Nursing education in society is to provide the opportunity for an individual to live up to their full potential as a participating member of society. Education of Vocational Nurses comprises a theoretical base and a clinical component to prepare the graduate, who is responsible for their actions, to assume an active position within the health care team in a range of settings under the direction of a Registered Nurse or healthcare provider.
7. Believe that education is accomplished through a teaching/learning process with both the teacher and learner having responsibilities in establishing an environment conducive to learning. We believe the learner has the responsibility to enter the environment ready to learn and respond.
8. Believe nursing education integrates scientific principles and knowledge into the practice of Vocational Nursing. The faculty is committed to planning learning experiences which are designed to meet the educational objectives and to keep up-to-date by continued professional growth in education and evidence-based practice.

Vocational Nursing Mission Statement

We strive to produce nurses that can deliver safe and effective quality care to the community by empowering students through facilitating learning, via teaching excellence and exceptional resources, and promote the Navarro College student to move through the education continuum.

Revised: April 2017

NAVARRO COLLEGE STUDENT HANDBOOK AND MISSION STATEMENT

Navarro College Vocational Nursing Program is under the umbrella of Navarro College. All students will be expected to comply with the Navarro College student policies and with the LVN program policies. Please go to the following link to review the Navarro College Student Handbook and the Navarro College Mission Statement. See Page 56 to sign student acknowledgement form.

<http://navarrocollege.edu/handbook/>
Revised April 2017

TERMS AND DEFINITIONS

1. Community – a specific population living in a geographical area; a group which shares common interests, values, or needs.
2. Cultural – influence of a given group which defines behavior and promotes adjustments within that group.
3. Differentiated Essential Competencies (DECS) – written guidelines for nursing programs to help meet the approved criteria for education established by the Board of Nursing. They are designed to demonstrate the progression of expectations across the type of nursing programs based upon educations preparation.
4. Family – a social system and primary reference group, two or more of whom are or have lived together over a period of time.
5. Health process – process of living and dying which includes promotion and maintenance of health, illness, rehabilitation, and dying.
6. Health – a state of complete mental, physical, and social well-being; not merely the absence of illness.
7. Illness – process which impedes the progress of the individual toward maximization of potential for daily living. It can involve disruption in biological, psychological, and/or social integrity.
8. Individual – one unique person who is part of a family and community.
9. Maintenance of health – process which involves client health, stabilization, and equilibrium.
10. Maximum potential for daily living – state toward which the individual strives. It involves the optimum use of the powers and assets of the individual for the achievement of life goals.
11. Physiological – biological aspects of the individual.
12. Promotion of health – process whereby persons are provided the knowledge and resources necessary for maximizing the potential for daily living.
13. Psychological - mental aspects of the individual.

14. Quality of life – state of life which the individual perceives as providing maximum satisfaction and fulfillment.
15. Rehabilitation – process of restoring maximum function and improving quality of life following illnesses.
16. Social – relationships with others, affiliations, and enculturation.
17. Spiritual – personal quality which includes striving for inspiration, reverence, and harmony with the universe.

CORE PROGRAM OBJECTIVES (DEC'S)

The Navarro College Vocational Nursing Program will maintain at all times a quality curriculum and high standards for its students. Upon successful completion of the Vocational Nursing Program the student should be able to:

1. Act as a Member of the Profession by demonstrating an understanding of basic health science through the acquisition of concepts of nutrition, pharmacology, microbiology, anatomy and physiology.
2. Act as a Provider of Patient Centered Care by utilizing the nursing process and scientific principles to identify patient needs across the life span, to plan, implement and evaluate the effectiveness of nursing care using evidence based practice.
3. Act as a Patient Safety Advocate by providing safe, competent health care for patients in a variety of settings in accordance with the Scope of Practice and Code of Ethics for Vocational Nursing Practice.
4. Act as a Patient Safety Advocate by safely and competently administering medications.
5. Act as a Member of the Profession by demonstrating accountability through responsible behavior, by protecting the legal and ethical rights of the patient and facilitating personal and professional growth through continued education.
6. Act as a Member of the Health Care Team by utilizing resources within the community to provide holistic teaching to the patient and caregiver and to assist in the promotion of health, and prevention of disease and rehabilitation.
7. Act as a Member of the Health Care Team by promoting mental health concepts through therapeutic communication when interacting with patients, families, caregivers, peers, health care team and other professionals.
8. Act as a Member of the Health Care Team by beginning to supervise other unlicensed assistive personnel and vocational licensed personnel as assigned.

Each Syllabus for each course will have Student Learning Outcomes specific to that course and will be cross-referenced to the Core Program Objectives above. The Core Program Objectives above are referenced from the Texas Board of Nursing DEC's (Differentiated Essential Competencies See Page 8).

Reviewed and revised 6/2018

CONCEPTUAL FRAMEWORK

The conceptual framework of the Vocational Nursing Program utilizes the following major concepts: Individual, Health/Illness, Nursing Process, Communication, Teaching/Learning, and Nursing Skills. These concepts support the nursing process and are threaded throughout the curriculum.

Holistic perspective is a way of viewing the total person emphasizing the interrelationship of the body, mind, spirit, which is exhibited as a dynamic between the person and the environment.

Individual is a person with unique physiological, psychological, socio-cultural, and spiritual needs. Each individual is perceived as unique but progresses across the life span in a predicted sequence from infancy to old age. As a unique person, this individual can be part of a family and community.

Health/Illness lie on opposite ends of a continuum that ranges from optimal health to terminal illness and death. An individual's health constantly fluctuates. Ideal health is achieving maximum potential for daily living with illness impeding the progress of the individual toward maximum potential due to a disruption of physical, mental, social, cultural, and/or emotional integrity.

Nursing Process is a scientifically based five-step process (assessment, nursing diagnosis, planning, implementation, and evaluation) designed to assist individuals and families in maximizing health potentials or assisting with dignified death. It integrates theory and a sound knowledge base with practice and includes promotion of health, prevention of illness, rehabilitation, and dying.

Communication is defined as a two-way process which utilizes verbal and non-verbal messages to establish rapport with patients and to assist in providing patient care. Communicating with other health team members is vital to coordinating the delivery of patient care. Accurate recording and documentation are additional indicators of the ability to communicate effectively.

Teaching/Learning Process is a planned intervention the nurse uses to assist individuals and families to attain and/or maintain an optimal level of health.

Nursing Skills are patient-related activities performed by the nurse in a caring, non-judgmental manner while providing individualized patient care. Learning a skill integrates the cognition of scientific knowledge underlying the skills and the dexterity to perform the skills in order to provide efficient, effective, safe care.

DIFFERENTIATED ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS VOCATIONAL NURSING EDUCATIONAL PROGRAMS (DEC'S)

The purpose of this program is to prepare graduates to practice within the framework of legal, ethical, and professional standards; to exhibit awareness of present and emerging roles of vocational nursing with regard to past trends, current practice, and future directions; to accept responsibility for continued personal and professional growth, to be cognizant of the holistic nature of the person; to be a provider of individual nursing care in a multiplicity of health care settings. The program follows guidelines outlined in the Texas State Board of Nursing "Differentiated Essential Competencies (DECs), providing didactic and hands on instruction that moves along a continuum from semester to semester starting as a "beginning student" and end as an "advanced student" for each of the four categories outlined in the DECs as shown below.

1. Member of the Profession:

- a. Function within the nurse's legal scope of practice and in accordance with 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, which 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.

2. Provider of Patient-Centered Care:

- a. Use clinical reasoning and established evidence-based policies as the basis for decision-making in nursing practice.
- b. Assist in determining the physical and mental status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
- c. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered outcomes 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 material resources in providing care for assigned patients and their families.
3. Patient Safety Advocate
- a. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules, which 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, which take into consideration patient safety and organizational policy.
4. Member of the Health Care Team
- a. Communicate and collaborate 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, which focus on improving the health care of patients and their families.
 - c. Participate in the identification of patient needs for referral to sources, which facilitate continuity of care and ensure confidentiality.
 - d. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
 - e. Communicate patient data using technology to support decision making to improve patient care.
 - f. Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.
 - g. Supervise nursing care provided by others for whom the nurse is responsible.

https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf

STUDENT PROCEDURES

ADMISSION PROCEDURE

Goal: To ensure that all applicants have an equal opportunity to be successful in the Vocational Nursing Program.

1. Admission Requirements and Application Process

The Vocational Nursing Program admits students each fall semester. Enrollment is limited and program requirements must be met in order to be eligible. Admission to Navarro College does not guarantee admission to the LVN Program. **To qualify for an application to the program, the applicant must:**

- Be TSI complete by either passing all elements of the TSI Assessment Test, being TSI Exempt, or by passing developmental courses.
- Score the required score in Reading on the TEAS Test. Must be within 7 points of the National Mean.
- Be accepted for admission to Navarro College OR be a current or former student at Navarro. (Proof can be provided with a copy of the acceptance letter, copy of the Navarro College degree plan, or a copy of the Navarro College transcript.)

Upon satisfactory completion of the TEAS test and receipt of required documents, the applicant will be notified by e-mail regarding the application status. If qualified, an application will be sent, along with other pertinent data regarding admission.

Information Sessions regarding entrance into the LVN Program are held beginning in the fall and continuing through early spring each year. It is a requirement of admission that an Information Session is attended. Dates are announced on the Vocational Nursing web site: lvn.navarrocollege.edu. (for more information).

2. Admission Ranking Criteria

Applicants who have met the application criteria and have submitted the required application and data will be ranked for possible admission according to the following criteria: (Courses do not count unless a C or better completed by the end of the Fall semester prior to the admission year):

- Scores on the TEAS test (Reading portion only)
- Grade of "C" or better in BIOL 2401 and 2402, PSYC 2301, PSYC 2314, MICRO 2420, HPRS 1101, and HPRS 1206 if completed.
- Participation in a HOSA Program (Health Occupations Student Association). Proof provided with high school transcript.
- Grades obtained in previous college courses (with a grade of "C" or better)
- Previous work experience in the health care field and/or health care certification (Health Care experience accepted only by letter with dates by employer).
- A Degree in any field. Associates, Bachelor's, or Master's degree.

In general, successful applicants are those who obtain the higher scores on the TEAS test (reading portion), at least nine hours of college courses, and successful completion of the biology and psychology courses and HPRS courses.

All application files must include proof of acceptance to Navarro College as well as application to the Vocational Nursing Program with copies of official transcripts from schools and colleges attended.

3. **Other documents that must be included with the application include:**

- Copy of receipt of certified mail if declaratory order petition has been mailed (copy of certified mail receipt).
- Documentation of at least 2 HepB vaccines (Total series of 3). Third vaccine must be completed by designated due date (by orientation) or the student may lose his/her place in the program.
- If applicable, documentation of health care certification or work history and or Documentation of certifications (CNA, CMA, Paramedic, EMT, Phlebotomist, or equivalent certification). This must be current WITH expiration date in order to receive ranking points.

4. **Other documents that must be included after acceptance to the program with due dates to be announced include:**

- Documentation of required immunizations (excluding Tb and influenza which are completed after acceptance). A complete list of required immunizations can be found on pages 14-17. Third HepB and second Varicella should be complete by orientation date. Proof of completion of immunizations must be provided by the data designated by the VN program.
- Documentation of American Heart Association Healthcare Provider CPR - must be in effect through August 31 of the graduating year.

All deadlines must be met to be eligible for consideration of admission. Notifications of acceptance are typically emailed during the month of May for the upcoming Fall Semester.

5. **Acceptance to Program**

- a. After receipt of an acceptance letter for the VN Program, a physical examination form must be completed by a healthcare professional and submitted. Instructions will be in acceptance packet. Health forms that have been submitted for ADN application will be accepted with student approval. Returning students do not have to obtain another physical IF they submitted one in the PREVIOUS academic year but must sign a statement saying that their overall health has not changed.

- b. All accepted students are required to register for a mandatory urine drug screen by the date designated in the admission packet. Instructions will be in acceptance packet.
- c. All accepted students are required to attend a mandatory orientation on the date scheduled by the Vocational Nursing Program. Instructions will be in acceptance packet.
- d. Names of all accepted students will be submitted to the Texas Board of Nursing. Upon notification by the Texas Board of Nursing, Upon completion of the FBI check (through the BON) and notification from the Texas Board of Nursing, all students must provide a copy of their clearance by the BON (blue card) to the Vocational Nursing Program no later than the date designated in the acceptance packet. Failure to provide proof of clearance to the VN Department by the first day of class will result in the student being withdrawn and the student may not attend the program.
- e. All students will be required to sign a form giving permission for clinical facilities permission to run a criminal history check prior to the beginning of clinical.
- f. Students who have a positive criminal history must show proof of submission of the “Declaratory Order Petition” (copy of certified receipt) to the Texas Board of Nursing by deadline of the application. Clearance from the BON (copy of the clearance letter) MUST be submitted to the Campus Coordinator by the first day of class. Students who cannot provide proof of clearance from the BON by the first day of class WILL NOT be allowed to attend the program. Students with positive criminal history should file the Declaratory Order (DO) petition as soon as possible when they have made the decision to apply to nursing program. (more information on this is provided at the information sessions). Send the DO as certified mail and keep a receipt to submit to the Vocational Nursing Program Director when required). (see page #33 for eligibility questions to see if you need to file a DO).
https://www.bon.texas.gov/forms_declaratory_order.asp
- g. Size of Classes: Each campus class has limited enrollment based on faculty availability, classroom availability, clinical space available and Board of Nursing requirements. Anticipated size for each program is:
Corsicana Campus=59 Ellis County Campus (Waxahachie)=59
Navarro College South (Mexia)=26
- h. When a class is filled, applicants will either be placed on an alternate list or sent a letter of denial. Students are not accepted past the third (3rd) class day. Students must be in attendance in class as soon as possible after being accepted, but no later than 8:00 a.m. on the fourth (4th) class day.

- i. Liability Insurance: All nursing students are required to have student liability insurance valid for one year following the date of enrollment in the program. This is accomplished through fees paid at the time of registration.

HEALTH AND FUNCTIONAL REQUIREMENTS

General Requirements:

Students enrolled in nursing courses will independently be able to:

1. Assess patients accurately. Accurate assessment requires the adequate use of the senses of vision, hearing, smell and touch with or without assistive (mechanical) devices.
2. Skillfully execute nursing care and emergency care treatments and procedures. Execution of treatments and procedures requires:
 - a. functional, psychomotor movements that are coordinated,
 - b. equilibrium, and
 - c. functional use of the senses of touch, vision and hearing.
3. Communicate accurately with patients, family and health care workers. Communication requires the ability to hear, observe, speak, read, write, and interpret information. Students must be able to communicate effectively in oral, written form, and non-verbally with all health care team members.
4. Exercise good judgment and utilize intellectual abilities to choose, prioritize and complete tasks, and to problem solve effectively in nursing situations.
5. Develop mature and compassionate relationships with patients and co-workers and demonstrate stable emotional health in adapting to:
 - a. changing environments,
 - b. physically taxing workloads, and
 - c. stress

Any applicant or enrollee who is unable to meet these program requirements may request reasonable individual consideration for admission or retention. No otherwise qualified handicapped individual shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any nursing program or division activity.

Prior to clinical agency lab rotations, students are required to submit the completed health evaluation form and immunization record on forms provided by the nursing program. (See Health Evaluation Form, p. 44-45) Applicants applying to ADN and LVN may use the same form.

Appropriate documentation of immunizations includes the following:

- Laboratory (Serological) Evidence of Immunity
- Official Immunization Record (Card)
- Documentation of Immunization on Health Professions Division Health Form

NOTE: Exclusion from compliance is handled on an individual basis. Example: Medical contraindication - such as MMR vaccination during pregnancy or within three months of pregnancy.

ESSENTIAL CLINICAL PERFORMANCE REQUIREMENTS

The Vocational Nursing Student must have sufficient:

1. **Visual acuity** with corrective lenses to:
 - a. Accurately read small print on medication containers, syringes, discriminate color changes, read type at 8 font, and hand-writing on college-ruled paper.
 - b. See objects up to 20 inches away.
 - c. Accurately read monitors and equipment calibrations.
 - d. Identify call lights and unusual occurrences on a unit at a distance of 100 feet.

2. **Auditory perception with corrective devices** to:
 - a. Hear monitor alarms, emergency signals, client’s call bells, pagers, and telephone conversation.
 - b. Hear client’s heart sounds, bowel sounds, and lung sounds with a stethoscope.
 - c. Receive and understand verbal communication with others.
 - d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounding alarms.

3. **Physical ability and stamina** to:
 - a. Perform client care for an entire length of clinical experience (8-12 hours).
 - b. Stand for prolonged periods of time (8-12 hours).
 - c. Transfer/position/lift up to 300 lbs. with assistance.
 - d. Lift and carry objects (up to 30 lbs.) without assistance.
 - e. Push/pull equipment requiring force on linoleum and carpeted floors.
 - f. Stoop, bend, squat, reach overhead while maintaining balance as required to reach equipment, supplies, and perform client care, including cardiopulmonary resuscitation (CPR).

4. **Manual dexterity including sufficient gross motor and fine motor coordination** to:
 - a. Pick up, grasp, and manipulate small objects with control.
 - b. Perform electronic documentation and keyboarding

5. **Mental and emotional stability:**
 - a. Able to interact with people socially with multiple distractions.
 - b. Able to perform nursing skills and multi-task with multiple distractions.

IMMUNIZATIONS

<u>Immunization</u>	<u>Requirement</u>
Measles (Rubeolla)*	Students born since January 1, 1957 must have proof of two doses of vaccine since age 12 months. The two doses must be at least 30 days apart.

	Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of measles (rubeolla).
Rubella*	All students must have proof of at least two doses of vaccine since age 12 months. Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of Rubella.
Mumps*	All students must have proof of at least two doses of vaccine since age 12 months. Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of Mumps.
Tetanus/Diphtheria	All students must have proof of a Tetanus/Diphtheria vaccine within the past 10 years.
TB	All students must have the results of a TB skin test taken no later than 30 days of the first class day. <i>(Students should not do this TB skin test until accepted into the program.)</i> If a TB skin test is contraindicated due to a previous reaction, the student is required to submit the date of the reaction to the test and proof of a negative chest x-ray. Complete Page 55 if previous chest x-ray NOTE: A chest x-ray does not preclude a skin test for students who have not experienced a positive or reactive skin test.
Varicella	All students must have proof of two vaccines OR provide appropriate laboratory serum titer levels. <i>Documentation of history of the disease is not sufficient.</i>
Hepatitis B	All students are required to complete a Hepatitis B vaccine series (three injections) due to risk of exposure. (See Hepatitis B Notification, p. 16) Students with an allergy to the Hepatitis B vaccine or who are pregnant must show proof from a healthcare provider. Student may provide appropriate laboratory serum titer levels to document immunity. Due to the fact that this series takes 6 months, prospective students should start this process early. Documentation of TWO of the HEPB vaccines is required by the application deadline (typically the first of March) and the third vaccine must be completed by orientation date).
Influenza Vaccine	All students are required to show proof of receipt of the current fall season influenza vaccine prior to the beginning of the fall clinical rotation. Submission date to be provided by the program. Students

	with an allergy to the influenza vaccine must show proof from a healthcare provider. Students should wait to obtain this vaccine until after class has started and are instructed to do so.
Meningitis	All students within the age requirement must have proof of the vaccine per college policy on immunizations for Navarro College. (22 years old or younger)
<u>Recommended Immunizations</u>	
Polio	All students are advised to provide documentation of immunization.
Hepatitis A	

HEPATITIS B NOTIFICATION

The Texas Department of Health has implemented a new rule regarding vaccinations for health professions students. Texas Administrative Code, Title 25, Part I, Chapter 07, Subchapter B, Rules 97.62, 97.64, and 97.65 state *“all health professions students shall receive a complete series of Hepatitis vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.”*

What does this mean to you as an applicant to the VN Program?

It means that all students are now required to have the Hepatitis B vaccine series in order to participate in the clinical rotations at Navarro College. If the student has reasons for declining the vaccine which fall within the guidelines of the Texas Department of Health, documentation of those reasons must be presented to the VN Program Director. The Program Director will discuss with the student the procedure for filing the declination documentation.

NOTE: Fall Applicants

All applicants must show documented proof of the Hepatitis B Series being started, completed, or have serologic confirmation of immunity by the designated application deadline (at least 2 injections by application deadline date) in order to be considered for admission to the VN Program. **Failure to provide this documentation may eliminate you from the list of candidates for possible acceptance into the VN Program.**

Three doses are required to provide immunity:

- Dose #1
- Dose #2.....usually 1-2 months after Dose #1
- Dose #3.....usually 4-6 months after Dose #1

Some places offer fast tracks

NOTE: All other required immunizations (with the exception of the influenza vaccine) and the health examination are due on or before the required orientation in July. This date will be announced in the admission packet if selected for admission. Failure to provide the required documentation by the designated date may result in non-admission.

If you have ever tested positive for TB please see questionnaire (Complete and submit) on page 55

STUDENT WITHDRAWALS, REINSTATEMENTS, TRANSFERS, PROBATION AND DISMISSALS

1. Navarro College reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, clinical performance, and/or scholastic records indicate that it would be inadvisable for the student to continue with the program.
2. Voluntary withdrawal requires written notification by the student. This notification must be submitted to the Vocational Nursing Coordinator at the respective campus and it must include the reasons for withdrawing. The VN Coordinator is responsible for notifying the VN Program Director of the withdrawal.
3. If a student's level of performance is less than satisfactory during theory or clinical, the student should be counseled or contracted. Students should be counseled or contracted in writing when course grades are at or below 75% and suggestions should be made to assist the student. Instructors reserve the right to utilize the "Grade Jeopardy form" see Students Forms.
In clinical: See page 25. Any behavior in the clinical setting which may be judged as detrimental to patients shall be considered reason for immediate withdrawal with a grade recorded as "Fail".
4. All students withdrawing from or dismissed from the VN Program must make an appointment for an exit interview with the VN Program Director within three (3) weeks of withdrawal.
5. To be eligible for readmission the student must have the exit interview with the VN Program Director. It is the student's responsibility to initiate the interview.
 - a. During the exit interview the student may give an explanation for withdrawal.
 - b. The student may be asked to enter a contractual agreement in order to solve the problems or correct situations which contributed to the withdrawal.
 - c. Students will be asked to furnish proof of successful completion of the contractual agreement.
 - d. Faculty will review student file and vote on readmission.
6. A student may request one readmission to the program.
7. Applicants will be considered for readmission on an individual basis and as space is available. The VN Faculty may also require specific activities/courses in certain areas to help the student be more successful in the program. For example:
 - a. Academic failure
 - b. Behavioral/emotional problems
 - c. Financial problems
 - d. Personal health
8. Any applicant must apply for readmission by writing a letter to the VN Program Director at least twelve (12) weeks prior to registration for the entering semester or at the discretion of faculty.

9. Dismissals: Student behavior reflects on the profession of nursing and the College. Unprofessional student behavior may result in a faculty recommendation for disciplinary action, failure, or dismissal for any of the following reasons:
- a. Inability or unwillingness on the part of the student to change behaviors to meet the objectives of the program. (Example: *This may be from habitual absences or tardiness.*)
 - b. Inappropriate behavior or unreasonable lack of skill or fidelity in performing vocational duties, such as:
 - i. Revealing the details of professional services rendered or confidences of a patient to the public.
 - ii. Performing services requiring professional services rendered or confidences of a patient to the public.
 - iii. Falsification of clinical records or reports.
 - iv. Altering existing records or reports.
 - v. Use of procedures or shortcuts that are not advocated in departmental manuals or student objectives.
 - vi. Performing duties with a physical or mental impairment that could result in harm to the patient.
 - c. Failure to adhere to established rules and procedures of the College or its clinical affiliates.
 - d. Willful damage, destruction, or theft of property.
 - e. Failure to maintain satisfactory working relationships with patients, supervisors, or colleagues.
 - f. Cheating on examinations.
 - g. Arrest or conviction of a felony after admission to the program.
 - h. Maligning a patient, physician, or colleagues to the public.
 - i. Verbally or physically abusing a patient: or failing to intervene for the patient if a witness to such misconduct.
 - j. Failure to maintain scholastic requirements.
-

A student who has been dismissed for patient abuse, either verbal, physical, or neglect MAY NOT RE-ENTER the VN PROGRAM.

10. Transfer students (Vocational or ADN/BSN) will be accepted on a space available basis following:
- a. Evaluation of allowable credit as ascertained by review of copies of official transcripts, course syllabi and course descriptions. The allowable credit must equal course equivalency (i.e. number of contact hours, course content). The evaluation process is performed by the Vocational Nursing Program Director and the Dean of Health Professions.
 - b. Required documents for transfer students include:
 - i. Letter requesting transfer
 - ii. Two letters of recommendation from nursing faculty at previous school of nursing

- iii. Copies of official transcripts from all schools attended
- iv. Copy of most recent clinical evaluation
- v. Proof of current CPR (American Heart Association)
- vi. Proof of current health insurance
- vii. Copy of all required immunizations
- viii. Clear criminal history background or copy of Texas Board of Nursing blue card or letter of clearance through Declaratory Order from the Texas Board of Nursing (BON clearance outcome letters and blue cards are good for one year-previous academic year to present) students will be required to review the BON eligibility questionnaire. Students should submit a statement to the BON stating that they are being admitted to the Vocational Nursing Program and have filed a Declaratory Order (DO) in the past and are requesting an updated Clearance Outcome Letter. The student should submit the statement WITH a newly filled out Declaratory Order Petition. Attach the previous Clearance Outcome letter and send certified to the BON. Any new offenses since that time will require a new filing of the DO form with all pertinent court documents).

- c. All transfer students must comply with Navarro College admission policy and must show proof of acceptance to Navarro College.
- d. Students transferring into the Spring Semester must take all Spring and Summer courses and meet all program requirements including:
 - i. Demonstrate competency in all Fall Skills Check offs.
 - ii. Dosage calculation competency through a math proficiency examination with a score equivalent to the semester requirements.

Students will be given one opportunity to demonstrate competency prior to the first class day of the Spring Semester. If competency is not demonstrated based on the skills and math criteria of the program, the student will not be allowed to enter the Vocational Nursing Program.

- e. Only students completing the Vocational Nursing Program requirements for Navarro College will be allowed placement on the Texas Board of Nursing Affidavit of Graduation which is submitted to the Texas Board of Nursing following graduation by the Vocational Nursing Program Coordinator or Program Director.
 - f. All admitted transfer students will be required to complete a program orientation prior to the first class day.
 - g. The Vocational Nursing faculty reserves the right to refuse admission to any student requesting transfer.
 - h. If a transfer student has filed a Declaratory Order in the past, he/she should follow instructions outlined above under 10.
11. Transfer students from the Navarro College Associate Degree Program will be considered on an individual basis. Required documents include all documents listed in Item 10b of the transfer requirements.

Student who have successfully passed the Fall and Spring semester of the ADN program with a grade of C or better will be considered for transfer into the LVN program for the Spring semester.

Navarro College ADN transfer students must meet all program requirements including skills competency and dosage calculation from the Fall Semester as stated in 10d. Failure to meet the requirement elements satisfactorily will result in non-admission.

12. Auditing Courses - Auditing vocational nursing courses is not permitted.

VOCATIONAL NURSE CURRICULUM

1. The Vocational Nursing curriculum shall contain the courses, theory hours and clinical practices listed below. The total length of the curriculum is twelve (12) months which includes 576 hours of theory instruction and a minimum of 840 hours of clinical instruction.
2. The class hours and clinical experience hours are arranged not to exceed 36 hours per week Monday through Friday. Courses include:

First Semester	VNSG 1505: Health Science (Internet) VNSG 1423: Basic Nursing Skills VNSG 1331: Pharmacology (Internet) VNSG 1327: Essentials of Medication Administration VNSG 1122: Vocational Nursing Concepts (Internet) VNSG 1260: Clinical I
Second Semester	VNSG 1133: Growth and Development (Internet) VNSG 1429: Medical Surgical Nursing I VNSG 1334: Pediatrics (Internet) VNSG 1330: Maternal Neonatal Nursing VNSG 2431: Advanced Nursing Skills VNSG 1460: Clinical II
Third Semester	VNSG 1432: Medical Surgical Nursing II VNSG 1236: Mental Health (Internet) VNSG 1238: Mental Illness VNSG 1219: Professional Development VNSG1191: Special Topics in Practical Nursing (Role Transition) VNSG 1261: Clinical III

3. Clinical experiences are arranged in all areas of the hospitals and long term care facilities. Other health agencies are also utilized for learning situations.
4. Simulated clinical lab experiences are treated the same as clinical practice.

VACATION AND HOLIDAYS

Students shall be scheduled according to the Navarro College calendar which includes the following holidays and semester breaks: (*refer to Navarro College Catalog*)

1. Holidays - Labor Day, Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day and Independence Day
2. Semester breaks - December - Between Fall and Spring semesters; March -Spring Break; May - Between Spring and Summer semester.

ATTENDANCE PROCEDURE

1. Attendance is expected in the vocational nursing courses since it is assumed that students are enrolled for the serious purpose of furthering their education.
2. Students are expected to attend and be punctual for **all scheduled days of clinical including clinical lab**. The clinical experience is vital to the successful completion of the course. In the event that the student must be absent from a clinical experience, it is the responsibility of the student to notify **both the instructor and the clinical agency** no later than 30 minutes prior to the scheduled reporting clinical time. When calling, it is **MANDATORY** that the student identify the person to whom they speak. Students arriving more than 30 minutes beyond the assigned time will be considered absent and will be sent home. **Three (3) clinical tardies equate to one 8 hour clinical absence.**

Students who have to leave clinical at any time during the day will be counted absent for the entire day and 3 points will be deducted. Students who do not notify their instructor that they are leaving clinical will lose 3 points for a full day absence and additional points for not following the program policies. The student will be required to make-up the clinical day. This policy refers to clinical time at a facility and clinical lab time.

3. **Students are required to be in attendance for the minimum number of the scheduled hours for the clinical course per semester.** The maximum number of clinical hours a student can miss per semester are: 16 Fall, 24 Spring, 16 Summer. A student who exceeds the maximum number of missed hours will be dismissed from the VN Program. Students who do not exceed the maximum hours will be required to attend clinical make-up day(s). Clinical points will be deducted for absences. Makeup clinical hours or points deducted will not be returned to the student. (See page 27-29 Communicable Disease procedure). Any computer assignments that are given as a part of make-up clinical hours that are not complete will be counted as missed hours.
4. **Students are expected to attend and be punctual for all days of class and Skills Lab.** The classroom learning experience is vital to the successful completion of the course. Excessive absenteeism may result in failure or being dropped from the course. Students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements of the course. The student is expected to be in attendance the minimum number of scheduled class hours for each semester. The student will be considered tardy if not in class at the designated start time. Instructors may ask students to remain outside the classroom when arriving tardy until the next

scheduled break (instructor discretion). **Three (3) classroom tardies equate to one (1) one-hour classroom absence.** Absences of greater than the allowed number per semester (38 Fall, 32 Spring, 21 Summer) will result in dismissal from the Vocational Nursing Program.

5. Students will be counseled or contracted in writing if attendance is in jeopardy (see Counseling and Formal Contract forms under: Vocational Nursing Program Forms).
6. Attendance is a student responsibility. Absence from class or clinical is considered situational and not a student privilege. Students are accountable for any content missed due to an absence. Students must have their own transportation to and from class and clinical.
7. Attendance for the preceptor rotation in the summer semester will be designated as per the preceptor packet. Students may be assigned day, evening, or night shift rotations and should be prepared to participate in the rotation at the designated time.
8. Veterans benefit recipients must be dropped from a course for benefit purposes within three (3) weeks after his/her last date of attendance. The V.A. may require repayment of all benefits received since the beginning of a semester for any course which the student receives a "W" grade.

ACCIDENT OR INJURY TO THE STUDENT WHILE ON DUTY

If a student is injured while in the clinical setting, the instructor must be notified immediately. The instructor will notify the Program Director and complete all necessary documentation, which may include the Health Professions Occurrence Form (See Student Forms)

Navarro College and the clinical facility are not responsible for any claims for expenses that result from an action of a student or patient in the clinical setting. The student is responsible for personal medical care/expenses.

PERSONAL ILLNESS/INJURY

In the event of an illness or injury that hinders a student's ability to perform in the clinical setting, the Navarro College's Vocational Nursing Program requires a physician's statement authorizing that the student can safely continue to give patient care at the appropriate level of competency. Specific release guidelines may be required in the physician's statement for situations involving, but not limited to, back injury, surgery, communicable diseases, etc. Each case will be considered on an individual basis.

PROFESSIONAL BEHAVIOR

1. Electronic devices are only allowed with permission of and in the presence of the instructor in the classroom and the clinical setting. Under no circumstances should electronic devices be used or visible during ancillary rotations (clinical rotations outside the hospital), or when not in the presence of the instructor.
2. It is inappropriate for children and/or family members to be present in the classroom or clinical area without permission or approval from the faculty.

3. **The student uniform and name badges are to be worn in the class and clinical setting and on official outings** (as covered in the dress code on pages 24) **for the Vocational Nursing Program.** The name badge must be removed upon leaving the clinical setting or official outing.
4. Use of alcoholic beverages or any substances which impair judgment are prohibited in the classroom and the clinical setting.
5. Conversational professionalism includes interaction with peers, faculty, nursing staff, patients, and patient families. Students are to speak in a courteous voice and use appropriate non-verbal language, and avoid the use of offensive language in the classroom and in clinical and public areas when representing Navarro College.
6. Disagreements with instructors, staff nurse, or designated supervisor should be handled in a courteous and professional manner.
7. Students are representing Navarro College and the nursing profession and should maintain a professional attitude in conversation and behavior in all settings. Any violation of the standards of professionalism may result in disciplinary action which may include, but not be limited to, a written contract, remediation, or dismissal from the Vocational Nursing Program. This includes unprofessionalism using social media.
8. Dishonesty will not be tolerated. This includes, but is not limited to, forging, altering or misusing forms, records, or identification cards; cheating; stealing, destroying, damaging, or misusing college property or the property of others.
9. Infractions of any of the Professional Behavior criteria may include remediation and/or disciplinary action, including dismissal from the Vocational Nursing Program.
10. Students will be counseled or contracted in writing for disciplinary issues (see Counseling and Formal Contract forms. Vocational Nursing Program Forms).
11. Students will follow chain of command for any issue that is beyond his her level of responsibility. (i.e. notify Instructor first, Program Director/Coordinator, then Dean) Students should defer issues that they have with clinical facilities to the instructor/Coordinator prior to contacting nurses, employees, or administrative personnel at the clinical facility.

DRESS CODE

1. General Rules: All students are required to wear the school uniform which meets the criteria as listed below and are expected to be in complete uniform (including name badge) when in class or clinical, with the exception of instructor-designated days. The lab coat with patch and name badge may be worn at other times for identification purposes.

To reinforce the principles of medical asepsis and to ensure patient safety in the clinical areas, students will be expected to:

- a. Be clean, neat, and well-groomed (includes clean shaven face or well-trimmed mustache and beard).
- b. Wear make-up only in moderation.

- c. Wear no perfumes, colognes, or highly scented lotions.
 - d. Keep fingernails short and trimmed. (Nails should be no longer than the tip of the finger). **Only** clear, colorless nail polish will be permitted. No acrylic nails or nail tips allowed.
 - e. Limit jewelry to watch, wedding bands that do not violate rules of asepsis, one pair small stud earrings in the **earlobes only**. No necklaces or bracelets.
 - f. No body or tongue piercings without a medical statement of necessity. Tattoos that can be covered must be covered.
 - g. Arrange hair away from face so as to support rules of asepsis.
 - h. Black or white headbands (without ornamentation) are allowed.
 - i. Wear no open-toed shoes (no mesh or openings). No boots should be worn.
 - j. If required for religious beliefs, a white scarf without ornamentation is allowed. It must be tucked inside the uniform and cannot hang down to support rules of asepsis.
 - k. No hats are allowed in clinical.
 - l. No gum should be chewed while providing patient care.
2. All students must have:
- a. Official scrubs, lab jacket, and appropriate undergarments (undershirt may be color of choice for class; but only white, gray, or black for clinical) Lab jacket **MUST** be worn when entering clinical facility and when going outside patient care areas.
 - b. VN patches (Left sleeve of scrubs and lab coat) (Minimum of three)
 - c. Socks of choice and support shoes (for clinical - white or black leather only and **no** mesh openings). Students may wear professional shoes of their choice for class and Skills Lab).
 - d. Name badges (minimum of two) (ordered per campus)
 - e. Watch with second hand (water resistant)
 - f. Black pens (two) and notepad
 - g. Bandage scissors (6" size). No large scissors.
 - h. Stethoscope
 - i. Penlight
 - j. Scrubs of select color (one or two sets)
 - k. Hemostat (one) any size
 - l. Blood pressure cuff

EMPLOYMENT STATEMENT

All students, whether employed or unemployed while enrolled in the V.N. Program, will:

1. Be responsible for maintaining their required grade point average, attend all scheduled class, clinical, and laboratory sessions, and meet all scheduled deadlines.
2. Accept responsibility for actions within their employment agency and understand that the V.N. Department acknowledges no liability for activities performed while on the job.
3. Not wear the college uniform, laboratory coat, insignia or any other indication of student status while working as an employee of any agency.

GRADING AND EVALUATION

The grading scale for the Vocational Nursing Program is:

- A = 90 – 100
- B = 80 – 89
- C = 75 – 79
- F = Below 75

Each student must have a 75% in each course to continue in the program. It is the student's responsibility to contact the instructor if the grade average falls below **76**. Grades are posted for each course on Blackboard. The student may be required to complete remediation at the instructor's discretion (See student forms). The student and the instructor will keep a copy of the completed action plan (see Grade Jeopardy Plan of Action Form, Vocational Nursing Program Forms). If the final grade in any course is below a 75, the student will not be allowed to attend clinical if the semester is still in session. Students may choose to remain in other theory courses until the end of the semester, but they will not be allowed to return for the following semester. They may also choose to withdraw from all co-requisite courses at the time of the failure if desired if the last date for college withdrawal has not passed. Final grade of 74.5 in any class will be rounded to 75.

CLINICAL PERFORMANCE EVALUATION

Clinical performance will be evaluated by clinical evaluation at the end of each semester and is based on a clinical points system. Grades will be assigned using the Clinical Evaluation Tool for each semester. Mid Term grades will be posted on Canvas each semester.

Clinical evaluation conferences will be scheduled by appointment with the clinical instructor.

In clinical, students should be counseled when his/her grade reaches 85 and a Formal Contract (See Vocational Nursing Program Forms) should be initiated if student reaches a grade of 80. However, if the clinical grade is less than 75, the student will be withdrawn from the clinical course. The student will have the option to remain in academic courses, but cannot progress to the next semester. Any student who loses 10 or more points in one clinical day should be contracted and required remediation (at the discretion of the clinical instructor) should be completed prior to the student returning to the actual clinical setting. If an instructor feels the student is unsafe during clinical time, the student may be pulled out of patient care areas and dismissed from clinical at the discretion of the instructor, and the student will receive a clinical absence (3 points deducted and required to make up clinical time).

ASSIGNMENTS

1. Clinical Assignments: All clinical assignments are due on the date assigned. No assignments are accepted late. Points will be deducted per the clinical evaluation tool.
2. Other assignments: Any other assignments made by the instructor during class that are not completed within the assigned time frame may result in time deducted for class absence.

3. Instructors reserve the right to deduct additional points beyond the Rubric on the Clinical Evaluation Tool for incomplete work or not turning in assignments.

TESTING

1. Vocational nursing students are expected to take examinations at the regularly scheduled time. If a student is absent for an exam, the student must take the exam at the assigned time scheduled by the instructor. The format of the makeup exam is at the discretion of the faculty. The dates and time for make-up tests will be at the instructor's discretion. **Failure to attend the make-up test date or if student is late without prior notification of instructor will result in a zero for the test(s) missed by the student.**
2. All final examinations are comprehensive. All tests will be timed and may be given on computer or via paper/pencil.
3. To ensure quality education and equality to all students in the Vocational Nursing Program, the following special conditions will apply during testing:
 - a. The instructor(s) controls the option of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
 - b. All books, papers, notebooks, personal belongings, and electronic devices (including smart watches) will be placed in a designated area during testing. If a student fails to comply and a cell phone becomes audible during a test, the student will be dismissed from the testing center and receive a zero on that test.
 - c. Any information found on, or in the immediate vicinity of, an individual during a testing situation will be grounds for termination of the testing. If utilized, the test booklet and Scantron will be retrieved from the student, and the student will be instructed to leave the testing area, or the student will be required to log off the computer. A grade of zero will be recorded and averaged into the final grade.
 - d. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing for the students involved. The offending students will be instructed to leave the testing area. A grade of zero will be recorded and averaged into the final grade.
 - e. If any computer window is open or the student goes outside the testing site browser without instructor permission, the student will be dismissed from the test and given a zero.
 - f. Should a student need to communicate with the instructor during a test, he/she should remain seated and raise his/her hand.
 - g. Under NO circumstances is the student allowed to copy and paste test questions OR hand write the test question. This will be grounds for disciplinary action up to and including dismissal from the VN program.
 - h. Infractions of the honesty policy will be grounds for dismissal from the program.
 - i. Reviewing a test question: A student has the opportunity to request review of a test question on any exam with the exception of the final exam. To request review of a test question, the procedure below must be followed:
 - i. The "Student Test Question Review Form" must be used to request review of a question. Forms will be available online (see student forms).

- ii. The student must sign the form.
- iii. In order for the question to be considered for review, the student must write in the designated area on the form his/her answer, rationale, and textbook page number for reference. Reviewed questions must be supported by textbook information to be considered.
- iv. The form must be given to the instructor who gave the test by 5:00p.m. the day of the test for the review to be considered. (In the event the instructor who gave the test is not available, the student must submit the form to another Vocational Nursing Instructor. If it is online course, the form will be scanned and sent to the course instructor.
- v. The instructor may take up to seven (7) days to provide an answer to the reviewed question as time must be allowed for review and collaboration among the faculty.

TUTORIAL SERVICES

Navarro College VN faculty believes that the student must accept primary responsibility for his/her learning and that the student is expected to seek help early from his/her instructor when assistance is needed. However, the faculty recognizes that many individuals enter the nursing program without sufficiently developed study skills; therefore, the faculty encourages each student to join a study group.

In addition, Navarro College Corsicana offers a free generalized tutoring service to any student desiring the service. The tutoring service is located at the "Team Center" at each campus.

The VN student shall be responsible for and abide by additional policies of Navarro College as outlined in the college catalog.

All Navarro College students are required to complete a college survey prior to graduation.

CODE OF ETHICS FOR THE LICENSED VOCATIONAL NURSE

1. Know the scope of the maximum utilization of the LP/VN as specified by the Nursing Practice Act of the state in which one is licensed and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and the delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.

7. Accept responsibility for membership in the National Federation for Licensed Practical Nurses (NFLPN) and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Adopted by the National Federation of Licensed Practical Nurses in 1961 and revised in 1979.
<http://www.nflpn.org/practice-standards4web.pdf>

COMMUNICABLE DISEASE PROCEDURE (STUDENT GUIDELINES)

During the clinical experience, students may be assigned to care for individuals who are infected with communicable diseases, such as HIV (Human Immunodeficiency Virus). Students will be expected, in every case, to accept the care for their assigned patients, to maintain patient rights to privacy and confidentiality, and to treat all patients with concern for their human dignity. Violation of patient confidentiality could result in immediate dismissal from the program.

Students should be aware of potential health hazards that come from contact with patients with communicable diseases. Students who have compromised immune systems are at particular risks, and they must conform to clinical agency policies regarding patient care activities.

To minimize the risk of transmission of communicable diseases, all nursing students will:

1. Be instructed in basic skills of isolation techniques, handling and disposal of needles and invasive devices, as well as handling of blood and body fluids in the skills lab before actual clinical practice of these skills on a patient.
2. Be provided classroom instruction related to modes of transmission and prevention of the spread of communicable diseases.
3. Receive clinical orientation on specific policies for standard precautions.
4. Refrain from all direct patient care and handling of patient care equipment while the student has exudative lesions or weeping dermatitis present.
5. Students with symptoms that could be considered contagious to other people (including but not limited to: active cough, fever, chills, vomiting, diarrhea, should follow procedure for calling in sick and should NOT report to the clinical site. (All absences will count into students attendance allowances. See page 21-22).
6. Utilize standard precautions with all patients according to Centers of Disease Control Guidelines which include in part:
 - a. Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of all patients, when handling or touching items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
 - b. Hands should be washed immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or other body fluids.
 - c. Gloves should be changed between each patient.
 - d. Masks and protective eyewear should be worn for invasive procedures and for any procedures likely to generate droplets of blood or body fluids.

- e. Gowns or plastic aprons should be worn for procedures prone to cause splashes of blood or body fluids.
 - f. Used needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand. Disposable needles, syringes, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal immediately following use.
 - g. Soiled linens should be handled as little as possible with minimum agitation. All soiled linen should be bagged while wearing gloves to prevent leakage and tied closed at the location where it was used.
 - h. Gloves are to be worn when handling placenta and/or a newborn, post-delivery, until all blood and amniotic fluid have been cleaned from the infant's skin and during post-delivery care of the umbilical cord.
 - i. Specimens of blood and body fluids should be placed in a leak-proof container. When collecting specimens, care should be taken to prevent contamination of the outside of the container. Gloves are to be worn when handling specimens.
 - j. Mouthpieces and resuscitation bags should be used in the place of mouth to mouth resuscitation.
7. The student must complete appropriate facility incident reports and the Health Professions Occurrence Form (Vocational Nursing Program Forms) if exposed to blood or body fluids through parenteral (needle stick or cut), mucous membrane (splash to eyes or mouth), or cutaneous (through skin which is chapped, abraded, or has dermatitis) means. Follow-up screening will be recommended according to facility guidelines. The cost of the follow-up care will be paid by the student.

VOCATIONAL NURSING TEXTBOOK LIST 2018-2019

Title of Book/Semester	Author	ISBN Number	Publisher	Edition
FALL				
The Human Body in Health & Illness & E-Book Package	Herlihy		Saunders	6th
The Human Body in Health & Illness (Text book)	Herlihy	978-0-323-49844-9	Saunders	6 th
The Human Body in Health & Illness Study Guide	Herlihy	978-323-49836-4	Saunders	6th
Anatomy Coloring Book	Wynn Kapit	9780321832016	Pearson	4 th
Dosage Calculation Workbook for Navarro College	Barbara Jones	9780357046180	Cengage	
Davis' Drug Guide for Nurses w product code	Deglin	978-0-8036-6945-1	F.A. Davis	16th
VSim Nursing Fundamentals (computer program)	Laerdal	Codes purchased from the bookstore	Laerdal	
VSim Nursing Pharmacology (computer program)	Laerdal	Codes purchased from the bookstore	Laerdal	
Fundamental Concepts & Skills for Nursing Student Learning Guide	DeWit	978-0-323-48326-1	Saunders	5th
Fundamental Concepts & Skills for Nursing (Text Book)	DeWit	978-0-323-39621-9	Saunders	5 th
Fundamental Concepts & Skills for Nursing Text & E-Book Package	DeWit		Saunders	5th
Understanding Pharmacology & Essentials for Medication Safety	Workman	9781455739769	Elsevier	2nd
Understanding Pharmacology & Essentials for Medication Safety Study Guide	Workman	9780323394949	Elsevier	2nd
Nurses Pocket Guide	Doenges	978-0-8036-4475-5	F.A. Davis	14th
RECOMMENDED				
Taber's Cyclopedic Medical Dictionary	Venes	978-0-80365-904-9	F.A. Davis	23 rd
Mosby's Diagnostic & Laboratory Test Reference	Pagana	978-0323-609-692	Elsevier /Mosby	14 th
Comprehensive Review for the NCLEX/PN Examination		978-0323394628	Elsevier	5th
SPRING				
Introduction to Medical-Surgical Nursing Text & E-Book Package	Linton		Elsevier	6th
Introduction to Medical-Surgical Nursing Text Book	Linton	978-1-4557-7641-2	Elsevier	6 th
Introduction to Medical-Surgical Nursing Study Guide	Linton	9780323222082	Elsevier	6th
VSim Nursing Medical Surgical (computer program)	Laerdal	Codes purchased from the bookstore	Laerdal	
VSim Nursing Pediatrics (computer program)	Laerdal	Codes purchased from the bookstore	Laerdal	
Introduction to Maternity & Pediatric Nursing Study Guide	Leifer	978-1-4557-7256-8	Elsevier	7th

Introduction to Maternity & Pediatric Nursing Text Book	Leifer	978-1-4557-7015-1	Elsevier	7 th
Introduction to Maternity & Pediatric Nursing Text & E-Book Package	Leifer		Elsevier	7 th
SUMMER				
Foundations of Mental Health Care Text	Morrison	978-0323354929	Elsevier/Mosby	6 th
Foundations of Mental Health Care Text & E-Book Package	Morrison		Elsevier/Mosby	6 th

Revised: June 2018

NOTE: Books may be purchased by semester or all at once (if available in the College Bookstore). New editions may be updated after the printing of the VN Student Handbook. *Students are expected to purchase all textbooks and supplies for each course and have the current edition.*

FIRST SEMESTER (18 Hrs) FALL	In-District	Out of District	Out of State
TUITION AND FEES			
Tuition	\$864.00	\$1,638.00	2,556.00
Matriculation Fee	14.00	14.00	14.00
Building Use Fee	504.00	504.00	504.00
Health Professions Fee	360.00	360.00	360.00
Vehicle Registration Fee	16.00	16.00	16.00
Technology Fee	144.00	144.00	144.00
Lab Fees - Nursing	72.00	72.00	72.00
Clinical Fee	15.00	15.00	15.00
Internet Fee	74.00	74.00	74.00
VN Software Package	595.00	595.00	595.00
Insurance	13.00	13.00	13.00
Mock Trial Fee	30.00	30.00	30.00
Total Tuition and Fees	\$2,701.00	\$3,475.00	\$4,393.00
ADDITIONAL REQUIRED FEES			
Drug Screening and Criminal Background Check	125.00	125.00	125.00
Books	750.00	750.00	750.00
Uniform, Shoes, Supplies	350.00	350.00	350.00
Total Tuition and Fees	\$1,225.00	\$1,225.00	\$1,225.00
SEMESTER TOTAL ESTIMATED	\$3,926.00	\$4,700.00	\$5,618.00

SECOND SEMESTER (19 Hrs) SPRING	In-District	Out of District	Out of State
TUITION AND FEES			
Tuition	\$912.00	\$1,729.00	2,698.00
Matriculation Fee	14.00	14.00	14.00
Building Use Fee	532.00	532.00	532.00
Health Professions Fee	380.00	380.00	380.00
Vehicle Registration Fee	16.00	16.00	16.00
Technology Fee	152.00	152.00	152.00
Lab Fees - Nursing	48.00	48.00	48.00
Clinical Fee	15.00	15.00	15.00
Internet Fee	74.00	74.00	74.00
VN Software Package	347.00	347.00	347.00
Total Tuition and Fees	\$2,490.00	\$3,307.00	\$4,276.00

ADDITIONAL REQUIRED FEES			
Books	400.00	400.00	400.00
Drug Screen	40.00	40.00	40.00
Total Additional Required Fees	\$440.00	\$440.00	\$440.00
SEMESTER TOTAL ESTIMATED	\$ 2,930.00	\$ 3,747.00	\$ 4,716.00

THIRD SEMESTER (13Hrs) SUMMER	In-District	Out of District	Out of State
TUITION AND FEES			
Tuition	624.00	\$1,223.00	\$1,846.00
Matriculation Fee	14.00	14.00	14.00
Building Use Fee	364.00	364.00	364.00
Health Professions Fee	260.00	260.00	260.00
Vehicle Registration Fee	16.00	16.00	16.00
Technology Fee	104.00	104.00	104.00
Lab Fees - Nursing	48.00	48.00	48.00
Clinical Fee	30.00	30.00	30.00
Internet Fee	37.00	37.00	37.00
VN Software Package	347.00	347.00	347.00
Testing Nursing Exit	55.00	55.00	55.00
Total Tuition and Fees	\$1,899.00	\$2,498.00	\$3,121.00
ADDITIONAL REQUIRED FEES			
Books	150.00	150.00	150.00
State Board Application and NCLEX Fee	350.00	350.00	350.00
Drug Screen	40.00	40.00	40.00
Total Additional Required Fees	\$540.00	\$540.00	\$540.00
OPTIONAL FEES			
Photograph	15.00	15.00	15.00
Graduation Pin	30.00	30.00	30.00
Total Optional Fees	\$45.00	\$45.00	\$45.00
SEMESTER TOTAL ESTIMATED	\$2,484.00	\$3,083.00	\$3,706.00

TOTAL PROGRAM COSTS	In-District	Out of District	Out of State
TUITION AND FEES			
Tuition	2,400.00	4,590.00	7,100.00
Matriculation Fee	42.00	42.00	42.00
Building Use Fee	1,400.00	1,400.00	1,400.00
Health Professions Fee	1,000.00	1,000.00	1,000.00
Vehicle Registration Fee	48.00	48.00	48.00
Technology Fee	400.00	400.00	400.00
Lab Fees - Nursing	168.00	168.00	168.00
Clinical Fee	60.00	60.00	60.00
Internet Fee	185.00	185.00	185.00
VN Software Package	1,289.00	1,289.00	1,289.00
Insurance	13.00	13.00	13.00
Mock Trial Fee	30.00	30.00	30.00
Testing Nursing Exit	55.00	55.00	55.00
Total Tuition and Fees	\$7,090.00	\$9,280.00	\$11,790.00
ADDITIONAL REQUIRED FEES			
Books	1,300.00	1,300.00	1,300.00
Uniform, Shoes, Supplies	350.00	350.00	350.00
State Board Application and NCLEX Fee	350.00	350.00	350.00
Drug Screen	205.00	205.00	205.00
Total Additional Required Fees	\$2,205.00	\$2,205.00	\$2,205.00
OPTIONAL FEES			
Photograph	15.00	15.00	15.00
Graduation Pin	30.00	30.00	30.00
Total Optional Fees	\$45.00	\$45.00	\$45.00
TOTAL ESTIMATED PROGRAM COSTS	\$9,340.00	\$11,530.00	\$14,040.00

*Fees/Costs are subject to change without notice

Revised June 20,
2018

NOTIFICATION OF TEXAS BOARD OF NURSING INVESTIGATION QUESTIONS

The process for application to the Texas Board of Nursing for licensure has been reviewed and the following emphasized:

1. Completion of the Navarro College VN Program does not guarantee the ability to write the National Council Licensure Exam for Practical Nursing (NCLEX-PN).

It is the Texas Board of Nursing (BON) that authorizes eligibility to take the NCLEX-PN examination. To check your eligibility for renewing your license, please review the following:
Sited by <https://www.bon.state.tx.us/forms/tlinq.asp>

If you answer yes to any questions below including criminal, psychiatric, or drug alcohol abuse, **please make sure you have all certified court documents or health care provider documents prepared and send to the TBON with petition for Declaratory Order as soon as possible. Do not delay! It can take several months to obtain clearance. See page # 12 for URL.**

1. Been arrested or have a pending criminal charge?
2. Been convicted of a misdemeanor?
3. Been convicted of a felony?
4. Pled nolo contendere, no contest, or guilty?
5. Received deferred adjudication?
6. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
7. Been sentenced to serve jail or prison time or court-ordered confinement?
8. Been granted pre-trial diversion?
9. Been arrested or have any pending criminal charges?
10. Been cited or charged with any violation of the law?
11. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

NOTE: You may only exclude Class C misdemeanor traffic violations

EXPUNGED AND SEALED OFFENSES

1. 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 of the Nurse.

ORDERS OF NON-DISCLOSURE

2. 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 of duty 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 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.

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

2. **Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.* The Declaratory Order process permits the Texas Board of Nursing to make decisions regarding the petitioner's eligibility for licensure prior to entering the Vocational Nursing Program. The petition form can be obtained by visiting the Texas Board of Nursing website at www.bon.texas.gov, or by calling the BON office at 512-305-7400.

https://www.bon.texas.gov/forms_declaratory_order.asp

"The paperwork will be submitted for the initial review in the Operations Department within fifteen business days of the application, examination fee, background check results, and

pertinent documentation being received. This initial review can take up to 30 days. If it is determined that the issue being reported to the BON meets the criteria for opening a case according to our current rules, you will be required to pay a \$150.00 (may be approximate) review fee. Your file will be transferred to the Enforcement Department for review once the payment is received. This review may take a minimum of four months. The BON will not approve an applicant for permanent licensure until a decision has been rendered by our Enforcement Department.” (Texas Board of Nursing website)

DISCLOSURE OF MENTAL ILLNESS OR TREATMENT FOR ADDICTION TO ALCOHOL AND/OR DRUGS

The practice of professional nursing requires current mental fitness, sobriety, and physical fitness. The BON has identified certain mental disorders, which, if occurring within the last 5 years, may indicate a potential lack of fitness. Addiction to, or the treatment for, the use of alcohol or other drugs within the last 5 years may also indicate a potential lack of fitness. A Petition of Declaratory Order must be submitted for any of these situations by all applicants prior to entering the Vocational Nursing Program and a clearance outcome letter must be received by the Director of the VN program by the first day of class or the student will lose his/her place in the VN program. (Student must submit copy to Director)

INVESTIGATION QUESTIONS

The process for application to the Texas Board of Nursing (BON) for licensure has been reviewed and the following emphasized to the candidate:

1. Completion of the Navarro College Vocational Nursing Program does not guarantee the ability to write the National Council Licensure Exam for Practical Nursing (NCLEX-PN).
2. The Texas Board of Nursing authorizes eligibility to take the NCLEX-PN examination. A roster of potential applicants will be submitted to the BON in the Fall Semester. Candidates for licensure are required by the Board of Nursing to answer “eligibility questions” and submit fingerprints for a criminal background check.

https://www.bon.texas.gov/licensure_eligibility.asp

3. If any of the questions must be answered with a “yes” response (Exhibit A), the candidate is required to submit a Petition for Declaratory Order to the Board of Nursing
4. Cost for the initial Declaratory Order process is included in the fingerprinting expense. If the applicant requires additional investigation by the Board of Nursing, a charge of \$150.00 may be required. All fees are non-refundable. Eligibility determination takes a minimum of 1-4 months; therefore, early petition to the BON is essential considering application to the Vocational Nursing Program.

https://www.bon.texas.gov/forms_declaratory_order.asp

5. Disclosure of Mental Illness or Treatment for Addiction to Alcohol and/or Drugs: The practice of professional nursing requires current mental fitness, sobriety, and physical fitness. The Texas Board of Nursing has identified certain mental disorders, which, if occurring within the last five years, may indicate a potential lack of fitness. Addiction to,

or the treatment for, the use of alcohol or other drugs within the last five years may also indicate a potential lack of fitness. A Petition of Declaratory Order must be submitted for any of these situations by all applicants with a clearance outcome letter prior to entering the Vocational Nursing Program.

DISABLED CANDIDATE FOR THE EXAMINATION FOR LICENSURE

In compliance with the Americans with Disabilities Act (ADA), the Texas Board of Nursing provides reasonable accommodations for candidates with disabilities that may interfere with their performance on the National Council Licensure Examination for Practical Nurses (NCLEX-PN®).

Disability is defined in the Americans with Disabilities Act as a “physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.” **Major life activities** means “functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.” (28CFR35.104 - Nondiscrimination on the Basis of Disability in State and Local Government.)

Candidates who feel they qualify to receive special accommodations for testing should follow directions on the Texas Board of Nursing Website.

https://www.bon.texas.gov/forms_nclex_examination_special_accommodation.asp

Please note, that candidates requesting accommodations will not be approved to take the NCLEX-PN® or receive a Graduate Vocational Nurse work permit until the special accommodations for testing have been approved by the Board.

PROGRAM POLICIES

NAVARRO COLLEGE DISABILITY SERVICES

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability Services Office staff. Please note that in electronic communications Navarro College email is the official medium for student email communication. The Disability Services Office will communicate with the student via his/her assigned Navarro College email.

Students must request services by completing an online application / request for services and/or by scheduling an appointment.

Students requesting accommodations should copy and paste the following link and follow guidelines on the website. Contact names are included on this Navarro College disability services web page:

<http://www.navarrocollege.edu/support-services/disability-services/>

MEDICATION ADMINISTRATION PROCEDURE

The following statements have been adopted by the faculty to demonstrate the progression of student competency pertaining to administration of medications. The policy reflects simple to complex progression as the student gains knowledge and experience.

First Semester

1. The student **cannot** administer medications in this course except at instructor discretion (i.e. influenza vaccine clinic).
2. The student must pass VNSG 1327 (Essentials of Medication Administration) with a grade of 75 to proceed to the second semester.
3. A math proficiency examination must be passed with a minimum grade of 80 to proceed to the second semester. (See Dosage Calculations Examination Procedure.)

Second and Third Semester

1. The student must demonstrate competency in preparing and administering oral, topical, and injectable medications in the campus lab setting before administering medications in the clinical lab setting.
2. Students may prepare and administer under instructor supervision or designated supervisor oral, topical, injectable, and IV medications following the completion of:
 - a. Student orientation to the medication delivery system of the clinical facility in use.
 - b. Verification of student competency in proper medication administration principles and techniques.
 - c. Instructor approval.
3. All medications prepared by the student must be checked for accuracy by the instructor or designated supervisor prior to administration.
4. Students **cannot** prepare or administer Total Parenteral Nutrition (TPN) solutions.
5. Students may administer medications or solutions through a central line and perform dressing changes for central lines only with direct instructor supervision or designated nurse staff supervision and per facility policy.
6. Students **cannot** administer blood and blood products. (Exception: Administer RhoGam at instructor discretion)
7. Intravenous piggybacks and IV saline flush may be administered by the students. **No IV push medications may be given by the students.**
8. Students may administer parenteral medications only with direct instructor supervision or designated nurse staff supervision. Students may start IV infusions only under the direct supervision of the clinical instructor or designated nurse staff.
9. Students **cannot** administer medications via an enteral feeding tube until verification of competency by instructor.

10. All medication errors made by a student are to be documented by the instructor. The remediation will be designated and implemented as stated in the Navarro College: Vocational Nursing: Medication Incident Report.

Special Conditions

1. All medications requiring calculation of dosage must be checked by the instructor prior to preparation and administration.
2. Students in Nursery, Labor and Delivery areas, or Pediatric units **cannot** administer any medications without direct instructor or designated supervisor supervision.
3. In Labor and Delivery, the student will not be responsible for titrating IV drip medications.
4. The student **cannot** give medications in the ICU, except under the direct supervision of faculty or designated staff.
5. Students **cannot** prepare, administer, or monitor epidural anesthesia.

SKILLS PROFICIENCY CRITERIA

All students are required to purchase a Skills Lab kit for use in the skills lab.

A student will have three (3) opportunities to competently perform a skill in the skills lab. After successful completion of the skill in the skills lab, the student will have a maximum of two (2) opportunities to competently perform a skill in the clinical setting.

Official program skills include Vital Signs, Physical Assessment, Sterile Dressing Change, NG Tube Insertion and D/C, Foley insertion and D/C, IV insertion and Therapy, and Sterile Trach Suctioning. A variety of other skills demonstration may be required at the discretion of the instructor.

After the first opportunity in the skills lab, the student will be counseled and remediation activities will be required. Upon the failure of the second attempt in the skills lab, the student will receive a formal contract. Failure to comply with the formal contract and failure to demonstrate competency in third attempt may result in dismissal from the VN Program.

Failure to perform the skill competently after the first attempt in the clinical setting will result in a formal contract being issued and the student being required to practice the skill in the lab with supervision and the possible utilization of additional material.

Failure to perform the skill competently the second time in the clinical setting may result in dismissal from the program.

DOSAGE CALCULATION EXAMINATION PROCEDURE

Students will be required each semester to take a math proficiency examination as a part of each clinical course (VNSG 1260, VNSG 1460, and VNSG 1261) to demonstrate continuing competency in calculation of dosages for medication administration. The proficiency examination will be

administered in the first, second, and third semesters with a minimum score for the first semester of 80, second semester of 85, and third semester of 90.

The student will have three (3) opportunities to demonstrate competency. If the student does not demonstrate competency after three (3) attempts, this results in failure in the clinical course and dismissal from the Vocational Nursing Program. The grade from this examination is not calculated with the course average but is a required element of the clinical course in the Spring and the Medication Administration course in the Fall.

ADDITIONAL CLINICAL PROCEDURES

Vocational Nursing students may be required to do additional tests or screens for specific clinical agencies in order to meet agency requirements. These tests or screens may include, but are not limited to, additional TB tests, immunizations, urine screens for drugs, and criminal background checks, etc.

Results of the tests or failure to comply with this policy may affect my ability to complete the requirements for my clinical experience and could result in clinical failure and being dropped from the Vocational Nursing Program.

DRUG SCREEN PROCEDURE

All students will be required to have random urine drug screens at any time deemed necessary by the instructor prior to the first day of class and/or during the school year. The drug screen will be Chain of Custody and will screen for the following classification of drugs; cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates.

The test will be scheduled with an independent company and it will be unannounced. If requested by the Medical Review Officer, students will be asked to provide a list of all prescriptions and over the counter drugs they have taken.

If positive, the results of the screen will be provided to the Vocational Nursing Program Director. The student will be contacted by the Medical Review Officer and given an opportunity to provide proof of a valid prescription for the substance(s) found in the screening. If the student disagrees with the non-negative screen, an additional fee will be required from the student to have the results retested.

In the event of a non-negative screen without proof of a prescription, the student will be dismissed from the Vocational Nursing Program.

Registration and payment for the drug screen(s) is the responsibility of the student and is due on or before the date designated by the Vocational Nursing Program. Failure to register for the screen will result in non-admission to, or dismissal from, the Vocational Nursing Program.

Additionally, all students will be required to sign a release of drug screen information form for facilities desiring to see the actual drug screen results. Failure to release this information may result in dismissal from the program. (See Surscan Authorization for Release of Information Form. Vocational Nursing Program Forms).

POLICY AND PROCEDURE FOR OBTAINING CRIMINAL BACKGROUND CHECK FROM THE FEDERAL BUREAU OF INVESTIGATION (FBI)

All interested applicants to the Vocational Nursing Program at Navarro College are required to submit to an FBI Criminal Background Check for the Texas Board of Nursing in order to be admitted to the program. Refusal to submit to this check will also result in not being admitted to the VN Program.

Procedure for FBI Fingerprinting

1. Names of all accepted and alternate students will be submitted to the Texas Board of Nursing.
2. Upon notification by the Texas Board of Nursing, accepted and alternate students will be required to complete the fingerprinting process for a required FBI check. Instructions will be provided in the admissions packet.
3. Upon completion of the FBI check and notification from the Texas Board of Nursing, all students must provide a copy of their clearance by the BON (blue card) or clearance outcome letter to the Vocational Nursing Program no later than the date designated in the acceptance packet.
4. Failure to provide proof of clearance to the VN Department by class day #1 will result in the student being dropped due to not being able to attend clinical.

ADDITIONAL BACKGROUND CHECK

All students will be required to sign a form giving permission for clinical facilities permission to run a separate criminal history check prior to the beginning of clinical. The facilities have the right, based on results, to deny the student access to clinical experiences in their facility.

POSITIVE CRIMINAL BACKGROUND HISTORY

Students who have a positive criminal history must show proof of submission of the “Declaratory Order Petition” to the Texas Board of Nursing OR clearance from the BON with a copy of the clearance letter from the BON. Failure to provide this information by the designated date (First day of class) the student will not be allowed to enter the program.

https://www.bon.texas.gov/forms_declaratory_order.asp

CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM

Students who are arrested or have an arrest pending, or conviction, or any offenses identified by the Texas BON as behaviors that may bar licensure, while enrolled in the Vocational Nursing Program must: Report the situation to the Program Coordinator within 24 hours of the incident.

The student will not be able to attend clinical without BON clearance and WILL be dismissed from the Vocational Nursing Program due to clinical absences.

CHEMICAL DEPENDENCY/ABUSE PROCEDURE

When a student signs the VN Handbook Acknowledgement form, he/she is agreeing to submit to a random drug screen at any time at the instructor's discretion. If there is reason to believe that the behavior of a student may be impaired by chemical dependency, the student will be asked to submit to an immediate drug screen. If the drug screen is positive, the student will be dismissed from the Vocational Nursing Program. Program Coordinator should refer the student to Student Services for interventions resources.

Program Coordinators will report all criminal or chemical dependency offenses to the Vocational Nursing Program Director.

If a student is observed to be impaired by alcohol or any other substance, the VN program has the right to dismiss the student from the program.

READMISSION TO PROGRAM AFTER STUDENT DISMISSAL FOR CHEMICAL DEPENDANCY/ABUSE

When there is a chemical dependency or alcohol issue that resulted in student dismissal the student should obtain treatment in order to be considered for readmission. To be considered for readmission, the student must file Declaratory Order with the Texas BON and provide the VN Program Director with a "Clearance Outcome Letter" from the Texas BON prior to being considered for readmission.

https://www.bon.texas.gov/forms_declaratory_order.asp

CARDIO PULMONARY RESUSCITATION CERTIFICATION

Students applying to the Vocational Nursing class must show proof of Cardio Pulmonary Resuscitation by the program application due date. The expiration date must extend to August 31, of the student's graduating year. If it expires prior to August of the graduating year, it must be renewed and a copy of the new CPR card must be provided to the Program Coordinator. Navarro College Continuing Education Department offers CPR courses. Call 903-875-7557.

The program of completion must be American Heart Association Healthcare Provider. (This includes adult, child and infant Cardio Pulmonary Resuscitation and Foreign Body Airway Obstruction). Additional training in the use of the external defibrillator may vary from campus to campus depending on the requirements of the clinical facilities utilized.

For a listing of qualified providers, please contact the American Heart Association Regional Coordinators/Directors or the Navarro College Continuing Education Office.

PROCEDURE FOR SELECTION OF VALEDICTORIAN

The Valedictorian for each campus shall be selected by the following method:

1. Will be determined by the student's GPA from the three VN Program semesters.
2. If it is determined that there is a tie, each student will be recognized as Valedictorian.

VOCATIONAL NURSING PROGRAM FORMS

HEALTH EVALUATION FORM (PARTS I & II)

Student: Complete Part I, sign your name at the bottom

Show health professional documented immunizations and/or tests you have had.

Part II is to be completed by a health professional (i.e., physician, nurse practitioner, etc.).

PART I

Name _____
(Last) (First) (Full Middle Name)

Mailing Address _____
(Number & Street) (City) (State) (Zip Code)

Social Security # _____ **Cell Ph.#** _____ **Home Ph.#** _____

Date of Birth _____ **(Sex)** **Male** _____ **Female** _____

HEALTH PROFESSIONAL: Please review Health History

Check if you ever had, or currently have, any of the following:

	Yes	No		Yes	No
Anxiety			Impaired hearing		
Depression			Impaired sense of smell		
Diabetes			Impaired sense of touch		
Seizures/Epilepsy			Impaired vision		
Fainting / Dizziness			Lifting restriction		
ADHD			Other physical limitation(s):		
Other:					
Comments:					

1) Do you have any medication, food, latex, or other allergies? No Yes (If yes, please list allergies: _____)

2) Ever had a positive TB skin test? No If Yes : Attach Copy of First Reaction & Report and copy of last Negative CXR report with completed TB Questionnaire form in acceptance packet.

Health care provider immunizations are required: MMR x 2, HepB x 3, Varicella x 2, TDAP (TD must be within date, required booster every 10 years). TB skin test must not expire before May of your first year. Influenza vaccine will be required when you are directed to do so in the Fall.

Do you take any routine medications that may impair judgment, alertness, or motor function: No Yes

If yes, Please list: _____

Your Signature: _____ **Date signed:** _____

Physical Assessment Form: Continued next page (Part II)

STUDENT NAME: _____	PART II	Submit pages 1 & 2 before
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TO THE EXAMINING HEALTH PROFESSIONAL: The individual, identified in Part I, may be accepted for admission to the Nursing Program at Navarro College. Please review the previous page (Part I) which has the student's health history and other information provided by the student, & complete Part II below.

Height: _____ Weight: _____ Pulse (Rate and Rhythm): _____ Resp. _____ Blood Pressure _____

EYES: VISION: R _____ L _____ Hearing: _____

Sense of smell

Sense of touch

Other:

Assisting patient or lifting restrictions, if any

Comments: _____

Based on your evaluation, should this individual be able to perform the functional requirements of the Nursing Program Student Nurse, i.e. assisting/positioning patients, lifting, seeing, hearing, sense of smell, sense of touch, etc.? Please indicate if correction or aids needed with any tasks.

No _____ Yes _____ If yes, please explain: _____

Does this individual have routine medications that are likely to impair judgment, alertness, or motor skills? No __ Yes

_____ If yes: please explain - _____

Attach signed documentation for any immunizations given.

	Address of Health Professional:
Signature of Health Professional	
Printed Name of Health Professional	Phone Number:
Date of Exam: _____	

NAVARRO COLLEGE HEALTH PROFESSIONS OCCURRENCE FORM

Name	Identification	Gender	Occurrence Date	Time
	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other	<input type="checkbox"/> Female <input type="checkbox"/> Male		____ : ____ AM ____ : ____ PM

Location of Occurrence

Corsicana	Mexico	Midlothian	Waxahachie
Campus Location/ Room Number:	Campus Location/ Room Number:	Campus Location/ Room Number:	Campus Location/ Room Number:
Off Campus Site:	Off Campus Site:	Off Campus Site:	Off Campus Site:

Nature of Injury

Bites (insect or human)	Burn, chemical	Fracture
Burn, Scald	Electrical Shock	Puncture Wound
Sprain, Strain	No apparent injury	Other

Occurrence

Fall	Needle stick	Misadventure **
Improper body alignment*	Illness	Property damage
Property Missing	Faulty Equipment	Other

Describe the occurrence in detail, giving only the facts involved:

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Was person seen by a physician? No Yes Date: _____

Physician's Name: _____ Address: _____

Physician's findings: _____

Any follow up necessary? No Yes Explain: _____

Name of person preparing report: _____ Date of report: _____

Instructor: _____ Department Chair: _____

* = Using improper lifting techniques (not keeping back straight and knees bent while lifting)

** = Injury as a result by someone other than the injured person.

COUNSELING FORM
Navarro College Vocational Nursing

Student: _____

Date: _____

Semester: Fall Spring Summer

Year: _____

Faculty: _____

Course (if applicable): _____

I. Area of Concern:

II. Suggestions for correcting this concern:

Student Signature

Date

VN Coordinator

Date

Reviewed/Revised: 9/11

FORMAL CONTRACT

Navarro College Vocational Nursing

Student: _____

Date: _____

Semester: Fall Spring Summer

Instructor: _____

I. Area of Concern:

II. Plan of Stipulations: (as per attached remediation form)

Grades: Failure to complete the course with a grade of 75 will result in dismissal from the Vocational Nursing Program

Clinical and/or Behavior: Failure to comply with the terms of the contract may result in dismissal from the Vocational Nursing Program.

To be completed by _____.

I, _____ hereby agree to the above listed terms.
Student Signature

Faculty Signature

Date

VN Coordinator

Date

Reviewed/Revised: 4/15

GRADE JEOPARDY PLAN OF ACTION

Navarro College Vocational Nursing

Instructions: Students who are in jeopardy of failure in an academic course will provide a written plan of action to the instructor of the course. A copy of the action plan will be maintained in the student file.

Student Name: _____

Course: VNSG _____ Course Name: _____

Semester: Fall Spring Summer Year: _____

Current Test Average: _____

I understand that I am in jeopardy of failing the course listed above. I plan to complete the following remediation activities in order to improve my grade in this course:

- 1.
- 2.
- 3.
- 4.

I understand it is my responsibility to monitor my grades on Blackboard and to make an appointment with my instructor for clarification of material I am having difficulty with in this course.

Student Signature

Date

I have reviewed the action plan developed by the student.

Faculty Signature

Date

Initiated: 2011

STUDENT TEST QUESTION REVIEW FORM

Navarro College Vocational Nursing

Date: _____ Class: _____

Exam: _____ Test Question Number being reviewed: _____

Student's Answer: _____

- I. Rationale for student's answer: (include page number from textbook or PowerPoint slide number)
NOTE: Question will not be reviewed without documentation of rationale.

All reviewed questions must be turned into the instructor by 5:00 PM the day of the exam to be considered.

Student Signature: _____

- II. Response: After the faculty met and reviewed the challenge question.

The review was: accepted not accepted

Rationale for the instructor response:

Faculty Signature

Date

VN Coordinator
Revised: 5/201

Date

SIGNATURE FORMS

STUDENT CONFIDENTIALITY AGREEMENT

Navarro College Vocational Nursing

I understand and agree that in the course of my nursing program any medical or personal information I may learn about any client is privileged information and subject to all state and federal laws which protect the rights of patients.

I understand that the information I learn about any client will not be discussed with anyone except authorized agency personnel or the clinical instructor.

I understand that all client information and client documents are the property of the agency. No photocopying of any client documents is allowed.

I understand that I have a moral and legal obligation to protect the confidentiality of the client and that a breach of confidence may result in disciplinary action up to and including termination from the nursing program and legal action.

I have read and understand this agreement.

Student Printed Name

Student Signature

Date

Faculty Witness Signature

Revised: 5/2016

Date

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Navarro College Vocational Nursing

I authorize the Navarro College administrative staff to release pertinent information regarding my scholastic status to individuals or groups related to scholarships or W.I.A. (Workforce Investment Act). I am also giving permission to the VN program to release pertinent information in regard to my health and immunization status to clinical facilities as well as my status in regard to Texas Board of Nursing clearance. (Blue card or Declaratory Order (DO) Clearance Outcome Letter).

I furthermore agree to submit a copy of my blue card or my DO Clearance Outcome Letter to the Program Coordinator and I understand if I do not submit this I will be dismissed from the VN program.

Student Printed Name

Student Signature

Last 4 Digits of SSN

Date

Street Address

Phone Number

City, ST

Zip Code

SURSCAN AUTHORIZATION FOR RELEASE OF INFORMATION

This is to certify that permission is hereby granted to release drug testing results & information as follows:

Name of client _____
Date of Birth

Information to be released by: Sur-Scan Drug Testing, 2030 Ave. G Suite 1102, Plano, TX 75074
Office # 972. 633. 1388 Fax # 1.775.370.3031

Information to be released to:

1. _____ ___ Attorney ___ Employer ___ Agency
___ Physician ___ Parent ___ Other

(_____) _____ _____
Office Number Fax number E-Mail Address

Address City, State Zip
2. _____ ___ Attorney ___ Employer ___ Agency
___ Physician ___ Parent ___ Other

(_____) _____ _____
Office Number Fax number E-Mail Address

Address City, State Zip
3. _____ ___ Attorney ___ Employer ___ Agency
___ Physician ___ Parent ___ Other

(_____) _____ _____
Office Number Fax number E-Mail Address

Address City, State Zip
This information is being released for the following purpose: _____litigation _____other

INFORMATION FOR INFORMED CONSENT:

I realize that this is a required consent and that I must voluntarily and knowingly sign this authorization before any records can be released, and that I may refuse to sign, but in that event the records cannot and will not be released. This consent is valid from the date listed below and I understand I have the right to withdraw this authorization, in writing, at any time by sending such written notice to Sur-Scan Drug Screening via fax to: 1.775.370.3031

I understand that information used or released pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

Authorized Signature- Donor Date

Authorized Signature-Parent/Guardian Relationship to client Date

Authorized Signature- Witness Date

Initiated: March/2014

TB QUESTIONNAIRE

In the event that you are **unable to take a TB skin test** and a chest x-ray is required, please acknowledge the following:

Have you experienced any of the following symptoms? Please circle.

Fever

Night sweats

Coughing up blood

Chest pain

Weakness

Weight loss

Feeling of sickness

If you circled any of the above, a **current** chest x-ray is required.

If asymptomatic, the most recent negative chest x-ray will be sufficient. Please submit most recent chest x-ray results with this form.

Signature _____ Date: _____

VOCATIONAL NURSING PROGRAM STUDENT HANDBOOK

The LVN Student Handbook provides you with the information concerning policies and procedures of the Navarro College Vocational Nursing Program, which will guide your actions during the one year you work toward your certificate and national licensure as a Licensed Vocational Nurse. The Navarro College Administration approves the LVN Student Handbook. The policies and procedures of the LVN Student Handbook are in addition to the Navarro College Catalog, the Navarro College Student Handbook, and the LVN course syllabi.

STUDENT ACKNOWLEDGEMENT

I, _____, (print your name) have received a copy of the Navarro College Vocational Nursing Student Handbook for the academic year. I understand that I am responsible for the information contained in this handbook, and I will abide by the policies and procedures as stated in this handbook. I also understand that at times the Vocational Nursing Program may change a policy or procedure (with the approval of Administration). I will be notified in writing and asked to replace the current policy/procedure with the new or revised policy/procedure. If my course of study is interrupted, I acknowledge the policies and procedures of the LVN Program of the semester I re-enroll are the policies and procedures applicable to me and my studies in the Navarro College LVN Program.

I am aware that I must achieve a grade of C (≥ 75) or better to progress in the program. If I receive a grade lower than a "C" or receive a "Fail" in any LVN course, I will be academically dismissed from the program and may or may not be eligible to reapply. In addition, LVN faculty will not re-grade assignments or give extra credit. Final grades will be rounded to the nearest tenth of a point. For example, a final grade of 74.5 will round to a 75, and a grade of 74.4 will round to a 74.

I have been advised that I will be required to travel to fieldwork education sites as assigned. I am aware that excessive absences (see attendance policy) will result in dismissal from the program due to inability to complete all course requirements.

I also acknowledge that I am responsible for adhering to all policies and procedures as stated in the Navarro College Catalog, the Navarro College Student Handbook, the LVN Student Handbook, and the LVN course syllabi.

I will keep all the above named material available as a valuable source of information.

In addition, I acknowledge my responsibility as a student in the Vocational Nursing Program of Navarro College to ensure the LVN Program has current contact information available for me at all times (telephone numbers, address, name changes, and email address).

Signature

Date