Vocational Nursing Program
Student Handbook

For academic year 2011-2012

This handbook was current at the time of printing and is subject to change at the discretion of the Nursing Administration. For the most recent version, please visit our website (www.cisco.edu). The handbook can be found under Courses & Programs, Nursing (http://www.cisco.edu/s/926/index.aspx?sid=926&gid=1&pgid=311).

Cisco College
Abilene Educational Center
717 East Industrial Blvd.
Abilene, TX 79602
325.794.4400
WELCOME TO CISCO COLLEGE
VOCATIONAL NURSING PROGRAM

To The Student Vocational Nurses:

Cisco College welcomes you as a student to our school. We believe that you chose our school not only because of your interest in nursing, but also because you felt sure that our school would give you the best preparation to meet your needs.

You have chosen vocational nursing as a career because of your interest in nursing and your desire to make a genuine contribution to the health and well-being of other people. We hope this desire will be met, and you will find satisfaction leading to success during the year of study and as a Licensed Vocational Nurse.

You will be given the best preparation possible during the pre-clinical and clinical periods. We know that you will be a credit to your school, your vocation, and your community. We have faith in you as a future Licensed Vocational Nurse and wish you success in achieving your goals.

Your Faculty,

Dani Day
Vice President for Learning Services

Faculty:

Professor Cheryl Adams, ADN, RN
Segellie Bryan, BSN, RN (Adjunct)
Professor Stephanie Cook, ADN, RN

Professor Donella Tucker, MSN, RN
Professor Stephanie Varhola, ADN, RN
Professor Rickie Young, BSN, RN
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INTRODUCTION

The Student Handbook has been developed by the faculty to inform the student of the philosophy, objectives, curriculum and policies of the nursing program.

The Vocational Nursing program is a one-year program leading to a certificate in vocational nursing which prepares the graduate to take the National Council Licensure Examination for Practical/Vocational nurses (NCLEX-PN). The program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Telephone (404) 975-5000, Fax (404) 975-5020. Licensure must be granted by the Texas Board of Nursing.

Satisfactory completion of the program entitles the student to a certificate from the college. This certificate qualifies the graduate to take the National Council Licensure Examination (NCLEX). Passing of the NCLEX-PN Examination will qualify the graduate as a Licensed Vocational Nurse.

Excerpt: Nursing Practice Act – Chapter 301, subchapter A. General Lprovisions Sec 301.002 Definitions

(5) “Vocational nursing” means a directed scope of nursing practice, including the performance of an act that requires specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of vocational nursing. The term does not include acts of medical diagnosis or the prescription of therapeutic or corrective measures. Vocational nursing involves:

(A.)collecting data and performing focused nursing assessments of the health status of an individual;
(B.)participating in the planning of the nursing care needs of an individual;
(C.)participating in the development and modification of the nursing care plan;
(D.)participating in health teaching and counseling to promote, attain, and maintain the optimum health level of an individual;
(E.)assisting in the evaluation of an individual’s response to a nursing intervention and the identification of an individual’s needs; and
(F.) engaging in other acts that require education and training, as prescribed by board rules and policies, commensurate with the nurse’s experience, continuing education, and demonstrated competency.
PHILOSOPHY

Individuals live in a complex society which is increasingly challenging. A person may be viewed as an open, integrated system, having biological, psychological, sociological, and spiritual aspects, following a developmental continuum, and in constant interaction with the external environment. Society is a major component of the external environment and is comprised of the total of the human interactions occurring on all levels. A vital part of the nature of the individual is to be caring and to receive caring-processes which occur in the person’s social setting. Each person is a part of and a product of the society in which that individual lives. Cultural background, societal norms, social roles and spiritual influences combine to impact the person’s and the family’s interaction with the environment.

At times individuals require assistance in dealing with alterations or potential alterations in health. Society recognizes nursing as a discipline uniquely able to assist with these problems. Nursing responds with humanistic caring to the developing individual and families requiring assistance. Humanistic caring is the creative, intuitive and cognitive aspect of the helping process. While caring is not unique to nursing, it is unique in nursing. It is the mutual human process in which the nurse responds with intention and authentic presence to a patient.

The faculty believes nursing is the consideration of the developing human being as a unitary whole in constant interaction with the environment. The focus of nursing is the provision of direct care services to individuals and families to aid in the achievement and maintenance of health. Nursing functions include promotion of health, prevention of alterations in health, detection of alterations in health, restoration of health following alterations, and support of the terminally ill and their families.

Individuals should be assisted to become independent of such assistance as soon as possible. It is the consideration of the total person and that person’s degree of health, rather than the presence of disease, which guides nursing practice. Health exists as a state apart from illness, and is defined as a personal perception of the degree to which the person can function at the desired level and the existence of balancing mechanisms which can be mobilized to move the person toward more optimal functioning. Health can exist in greater or lesser degree. The goal of nursing is to expand or maintain health and to limit the impact of alterations in health status. The method for providing nursing care is the application of the nursing process.

Nursing includes a wide range of activities from simple tasks to increasingly complex and demanding responsibilities. We believe all levels of nursing preparation must share a common core of concepts so that graduates prepared for the different levels of nursing practice can work together. Graduates should be able to progress from one level to another.
with maximum efficiency, if they desire. The common concepts of nursing can be organized in three areas related to problem-solving processes, interpersonal processes, and technical skills. The individual enrolled in the nursing program at Cisco College can complete one or two levels of preparation for nursing practice: The Vocational Nursing Level and the Associate Degree Nursing Level.

The education of nurses should include the major concepts of nursing practice. Nursing education is a systematic process designed to aid the student in the application of selected natural and behavioral science principles and unique nursing concepts to the provision of health care for individuals and their families. Learning has been achieved when desired competencies are demonstrated.

The educational process should occur in a supportive environment in which all aspects of the human person are respected, nurtured and celebrated. This implies adaptation to various student abilities and styles of learning.

Students are expected to take an active role in their education and become increasingly self-directed. Critical thinking skills are essential to the practice of nursing and can be nurtured through the teaching/learning process. Learning builds on the learner’s past experiences. The teacher guides the learner in the development of competencies, but the learner must be actively engaged in the learning process. The teacher and learner collaborate with one another.

Through this interaction, the teacher also becomes the learner and the learner becomes the teacher. This is a part of nursing education and also of nursing practice. The goal of education is to foster the development of independent learners who assume responsibility for life-long pursuit of knowledge.

Vocational nursing occupies the foundation level of nursing practice. The graduate of the vocational nursing program is prepared to practice nursing with clinical competence, a commitment to caring, and utilize critical thinking in structured settings with patients with predictable outcomes under the provisions of the Nursing Practice Act of the state of Texas. Vocational nursing practice is defined by the Differentiated Essential Competencies (DECs) through designated competencies related to roles of Provider of Care, Coordinator of Care and Member of a Profession.
DEFINITIONS OF MAJOR CONCEPTS

**Person** - A biological, psychological (cognitive and emotional), sociological, spiritual being following a developmental continuum, in constant interaction with the environment. Although possessing four aspects, a person, as envisioned by Martha Rogers (1970), is a unified whole possessing its own integrity and manifesting characteristics that is more than and different from the sum of its parts. A vital part of the nature of the individual is to be caring and to receive caring.

**Health** - A personal perception of the degree to which the person is able to function to the desired level. Health implies the existence of balancing mechanisms which can be mobilized to move the person toward more optimal functioning. Health exists as an entity separate from the presence of illness. Nursing seeks to promote health and minimize the impact of alterations in health status in the individual/family. Family is comprised of those persons who are so designated by an individual.

**Patient** - The individual recipient of assistance from a health-care provider. This help can be in the form of personal care, technical procedures, education or counsel. Because the areas of health care can be preventive, restorative, and supportive, an individual does not have to be ill to be a patient. The patient is viewed as an active participant in the caring transaction; the goal is to return the person to self-care and to enhance the person’s attainment of appropriate developmental goals.

**Nursing** - Nursing uses problem solving processes, interpersonal processes and technical nursing skills to provide health-related services to individuals and families who are dealing with problems ranging from simple to complex. The object of nursing is the promotion of health, prevention of alterations in health status, detection of alterations in health, restoration of health following alterations, and support during terminal illness. Nursing intervention is appropriate when individuals/families are unable to provide for themselves, and has the goal of enabling self-care, to expand or maintain health and to limit the impact of alterations in health status.

**Problem-Solving Processes**

One of the ways in which patients are assisted with health related problems is the application of problem-solving processes in their care. Use of problem-solving processes requires critical thinking. Problem-solving processes in nursing include nursing process and intuitive judgment. Nursing process is the basic structure which shapes the nursing action. Intuitive judgment develops with education and experience.
Nursing Process-Nursing process is the systematic process used by the nurse to structure the nurse-patient interaction. The steps include assessment, nursing diagnosis, goal-setting, planning, intervention or implementation and evaluation. The use of the nursing process is basic to all levels of nursing. The level of complexity and accountability increases with increasing levels of practice.

Intuitive Judgment-Intuitive judgment is the experienced-based ability to understand without requiring scientific rationale. This process is in early stages of recognition but is a component of nursing practice which should be developed.

Critical Thinking-The disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as guide to belief and action. It is based on universal intellectual values.

INTERPERSONAL PROCESSES

Interpersonal processes are basic to nursing. The major processes are communication, teaching/learning and caring. Caring is the creative, intuitive and cognitive aspect of interpersonal and helping processes.

Communication-Communication is the basic element of human interaction that allows persons to establish, maintain, and improve contacts with others. Important components of the communication process are the sender, receiver, message and feedback. The levels of communication are intrapersonal, interpersonal, and therapeutic communication.

Teaching/Learning-Teaching and learning are linked in nursing education and in nursing practice. Teaching is the interactive process which promotes learning, which is the acquisition of new knowledge, skills, attitudes and concepts. Through the teaching/learning process the student and teacher acquire nursing knowledge. Patient education is also an interactive process for promotion of health and prevention of illness.

Caring-Caring is not unique to nursing, but is unique in nursing. Caring in nursing is a mutual human process in which the nurse artistically responds with authentic presence to a call from a client (Boykin, 1994). There are five characteristics of caring (Roach, 1984): competence, confidence, compassion, conscience, and commitment.

Vocational Nursing-The basic level of nursing practice, utilizing problem solving processes, interpersonal processing, technical skills for selected nursing diagnoses, and appropriate nursing interventions in stable settings with patients with predictable outcomes. Vocational nurses assist registered nurses with the care of patients in more complex settings.

Associate Degree Nursing-A discipline able to provide the mid-level of nursing services, using problem-solving processes, interpersonal processes, and advanced technical skills.
Care is provided to individuals/families in various settings with patients with predictable and unpredictable outcomes and in more complex settings with nurses with advanced preparation or experience.
ADMISSION POLICY

GENERAL ADMISSION CRITERIA

Completion of the following is necessary to gain admission to Cisco College Vocational Nursing Program. Candidates for admission must meet general college admission requirements.

1) Application for Admission:
   a) Complete the student application
   b) Official Transcript:
      i) High School or GED: An official transcript from an accredited high school or GED (General Education Development Test) must be submitted before an application for admission will be considered.
      ii) Transfer students: A complete official transcript must be presented before students transferring from another college can be considered. Must submit syllabi of nursing courses completed with C or better.
   c) Submit results of Texas Higher Education Assessment (Accuplacer) scores. If you have not taken the test, contact a counselor for Accuplacer test information. For more information on the Accuplacer Test see below. Must take all sections of Accuplacer Test.
   d) Students are eligible for acceptance if passing scores on reading, writing and math portions on Accuplacer Test.

2) Admission Requirements:
   a) Health Examination: All students entering into the Nursing program are required to have a physical examination.
   b) A copy of immunization record (TB test, MMR, Tetanus) should indicate that immunizations are current. Student shall receive a complete series of Hepatitis B vaccine or show serologic confirmation of immunity to Hepatitis B virus in order for application to be considered complete. Please contact personal health-care provider or your local Health Department for further information and time frame to complete Hepatitis B series prior to enrollment. Can take up to 4-6 months for series.
   c) Payment of Tuition and Fees: Payment of all tuition and fees is due at time of registration. Registration at Cisco College is not official until all tuition and fees are paid.
d) Basic CPR, Health-care Provider (American Heart Association)

3) Financial aid is available. Information may be obtained through the field representative at (325) 794-4400 ext. 4412.

**Criminal Background Checks and Drug Screening**

All students admitted to the program are required to undergo a criminal background check (CBC) and submit to drug screening as required. Students who cannot pass the CBC or screening may be unable to meet the requirements for completion of the program.

Any clinical facility utilized by the Cisco College Health Sciences programs has the right to conduct its own criminal background check and/or have students submit to drug screening, and at their discretion, can prevent a student from clinical practice at their facility. Any fees will be the student’s responsibility. If a student is not allowed in a clinical facility, they cannot meet the requirements of the Program and must withdraw. In the case of withdrawal, reimbursement of tuition will follow Cisco College policy.

**Department of Public Safety (DPS)/Federal Bureau of Investigation (FBI) Criminal Background Checks for Accepted/Alternate Nursing Students Procedure**

Cisco College will submit a roster including all accepted nursing students and applicants to the Board of Nursing (BON). The BON will confirm receipt of the roster and will send a FAST PASS for each student on the roster. The student will then present the FAST PASS to L1 Identity Solutions to have the electronic submission completed for the criminal background check. The college will either mail or e-mail the FAST PASS to the applicants. Contact information must be kept current.

After ten business days of confirmation of receipt of this roster, the student must arrange a fingerprint scanning appointment with L1 Identity Solutions using the originator number (ORI) TX923490Z. The student will pay L1 for fingerprint scanning services and the cost of the DPS/FBI background check. At this time, we understand the cost to be $34.25 for the DPS/FBI check and $9.95 for L1 services. This process must be done by fingerprint scanning.

L1 Identity Solutions will electronically submit the finger scan to the Texas DPS to initiate the background check and transmit the results to the BON. Once the BON receives the DPS/FBI criminal background check, the BON will do the following:

A. Mail a postcard directly to those students who have a clear background check. (NOTE: results will not be mailed to the school so student shall bring card in to be copied for his/her file); or

B. Correspond with those students who have a positive background check and request a petition for a declaratory order, or,
C. Correspond with the students who have a rejected fingerprint scan and request another fingerprint scan.

Students who have a positive criminal history shall undergo the declaratory order process. These students will not be required to pay the $150.00 review fee up front. If the nature of the issue can be resolved within the delegated authority of the Operations Department at the BON, there will be no charge. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for review, the student will be billed for the $150.00 review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. Since this process can take up to twelve months, students should complete this process while waiting for admission to the program.

If a student is required to submit a declaratory order, an outcome letter will be received from the BON. A copy of the letter should be submitted to the Nursing Programs Office for consideration of admission.

Without proof of clearance by the BON, either in the form of a blue clearance card or the outcome letter, the student will be unable to complete the program.

Upon completion of the criminal background check process by each school cohort, the BON will send the updated roster back to the school which will reveal the following:

A. Receipt of the fingerprint scan from L1 and/or

B. The BON requested a petition for a declaratory order from those students who have a possible eligibility issue.

Cisco College nursing program, upon receipt from the BON indicating a request for petition for a declaratory order, will request a conference with the student. Or, the student, upon being notified by the BON of the request, can schedule a conference with the Director of Nursing Programs.

The above process does not take the place of individual clinical sites performing their own FBI/DPS checks.

Feel free to contact the Nursing office at 325.794.4415 or by email to the assistant to Nursing Programs if you have any questions.

**Testing Requirements**

The Board of Nursing rules and regulations (214.8) admission criteria include that all students shall be pre-tested. The vocational nursing program uses the Accuplacer test to meet this requirement. Applicants must pass all sections of the Accuplacer Test. Applicants
who have earned masters, bachelor or an associate degree may submit SAT or ACT scores in lieu of testing.

A grade of at least a "B" is required in developmental courses (if taken in lieu of re-taking the Accuplacer test) for those students who do not pass the reading, writing or math section of the Accuplacer Test prior to consideration for admission into the nursing program.

It is the policy of Cisco College to admit students without discrimination in regard to age, religion, creed, ethnic origin, marital status, race, sex, or handicap, which does not interfere with attainment of program objectives.

**ADVANCE STANDING AND TRANSFER**

Applicants requesting admission with advanced standing, or transfer will be considered on an individual basis and space availability, and must meet the following requirements:

- Applicants must meet the admission requirements of the college and nursing program.
- Applicants will supply an official transcript of previous nursing preparation.
- Courses under consideration must be comparable in content and length, as required in the vocational nursing program, and must have earned a grade of 75% or better to be accepted. Syllabi must be submitted.
- Applicant’s transcript must reflect evidence that courses in nursing content under consideration have been completed within one year. Exceptions may be considered by the whole faculty.
- Applicant to complete a minimum of sixteen credit hours at Cisco College.
- The school records of a student who wishes to transfer will be sent to the Director of the program the student is transferring to upon written request from the student. The student must complete all components of a course to have final course grades.

**WITHDRAWAL**

Should it become necessary for the student to withdraw or be terminated from the program, the following withdrawal procedures are to be completed, especially if the student plans to seek readmission.

- Student must submit a written statement of his/her intention to withdraw including proposed date of withdrawal.
- Student must have an exit interview with the Director of Nursing Programs.
**Readmission/Reinstatement**

Readmission/reinstatement following dismissal or withdrawal may be considered if evidence is presented which reflects that the issue(s) related to the dismissal/withdrawal have been or are being resolved.

- Tuition and fees, depending on the entry level, are a requirement of any student being readmitted to the program. (See business office)
- Upon readmission, the student will be required to develop an individualized program of study and present to the Director of Nursing Programs and/or faculty advisor.
- Only one readmission to program is allowed.
- If out of nursing program for more than 12 months, must submit new application.
- If out up to 12 months, readmission is based on:
  a) Previous academic and clinical performance
  b) Reasons for leaving the program
  c) Faculty collaboration

**Educational Cost**

Current tuition and fee information can be found on the College website at [www.cisco.edu](http://www.cisco.edu).

**Refund Policy**

Students who officially withdraw (withdraw from all courses) from Cisco College shall have their tuition and mandatory fees refunded according to policy. Contact the business office for refund policy for tuition and mandatory fees.

**Student Records**

Official records (registration, business, etc.) will be maintained at Cisco. Students who pay at time of registration and subsequently receive a Pell Grant, Texas Rehab, TGSL or other aid should contact the business office.

**Nondiscrimination and Handicapped Services Policy**

It is the policy of Cisco College to provide equal employment, admission and educational opportunities without regard to race, color, religion, national origin, sex, age, or handicap. It is further the policy of the College to provide information and necessary services to
handicapped students on an individual basis. For information, students should contact Student Services by calling (254) 442-5000.

PROGRAM AND CURRICULA

VOCATIONAL NURSING CURRICULUM

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DIFFERENTIATED ESSENTIAL COMPETENCIES (DEC) OF GRADUATES OF TEXAS NURSING PROGRAMS

- Vocational (VN)
- Diploma/Associate Degree (DIP/ADN)
- Baccalaureate Degree (BSN)

In Texas, licensed nursing practice flows along a continuum from the licensed vocational nurse to the doctorally prepared registered nurse. While selected aspects of nursing care may be delegated by licensed practitioners to ancillary persons such as nursing assistants or
aides, Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) currently form the core of providers of care, coordinators of care and members of the nursing profession.

Basic educational preparation for the LVN examination is at the vocational level. Programs are provided through community colleges, hospitals, or proprietary schools and are approved by the Texas Board of Nursing.

The curricula of each of the nursing programs differ, resulting in differentiated entry-level competencies of graduates. The competencies progress from vocational nursing to diploma/associate degree nursing to baccalaureate degree nursing. The competencies of each educational level build upon the previous level.

**Competencies**

The competencies are written for nursing programs to meet the approval criteria established by the Board of Nursing.

The competencies are organized according to three major roles of the nurse: Provider of Care, Coordinator of Care, and Member of Profession. Broad competency statements describe the expected behaviors of the graduates. The competencies are then further described in terms of "knowledge needed to achieve the competency" and "related clinical behaviors and judgments."

The competencies serve as guidelines for utilization of new graduated in practice settings and the development of plans for building upon competencies (e.g., orientation programs, job descriptions, clinical ladders, etc.). The competencies are consistent with the Board of Nursing "Standards of Professional Nursing Practice" and the Board of Nursing "Minimum Standards of Vocational Nursing Education."

**Vocational Nursing Graduate**

The primary role of the entry level graduate of a vocational nursing program is to provide nursing care in structured health-care settings for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice.

**SCANS Competencies**

The Secretary's Commission on Achieving Necessary Skills (SCANS), formed in 1990, was established to determine skills students need to succeed in the work place. The Commission determined that to be successful, a student needed a firm foundation in basic literacy and computational skills, the thinking skills to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. They also felt that high performance workplace skills require competencies-the abilities to manage resources, to work amicably
and productively with others, to acquire and use information, to master lab, and clinical components of the program. Objectives are written to incorporate the "threads" of the SCANS competencies and are highlighted in the Cisco College Vocational Nursing curriculum.

**Vocational Nursing Program Objectives**

Upon completion of the Vocational Nursing Level, the graduate will function competently in the beginning Vocational Nurse role. The graduate will utilize problem solving processes to:

1. Establish a caring relationship with patients and families through the application of interpersonal processes.

2. Assist in the assessment of the physical, psychological, social, and spiritual needs of persons as they relate to individual and family health in order to contribute to the data base for planning care.

3. Cooperate with other members of the nursing team to establish appropriate nursing diagnosis, utilizing problem solving processes.

4. Assist in developing a patient-centered nursing care plan based on the identified health needs.

5. Implement individualized nursing care in structured settings utilizing appropriate nursing interventions, including administration of medications, incorporating basic biological, psychological, sociological, and spiritual principles.

6. Assist in the development of nursing care plans to promote health and prevent illness through health teaching during daily care and by formal teaching in appropriate settings.

7. Document accurately the patient’s condition, treatment, and response to therapy.

8. Assist in the evaluation of the effectiveness of nursing care, collaborating with team members to modify nursing interventions when needed.

9. Function as a member of the nursing team assuming leadership roles in appropriate setting.

10. Participate in advocacy activities as a member of the nursing team to promote quality health care for patients and their families through organizational processes and through self-evaluation of personal practice.

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1 All objectives demonstrate Differentiated Essential Competencies.
11. Identify community resources that may benefit the patient and family to meet continuing health care needs.

12. Demonstrate personal responsibility for growth and vocational development by pursuing continuing education and membership in vocational nursing organizations.

13. Utilize nursing literature, research findings and continuing education opportunities to ensure that nursing practice remains current.

14. Exhibit a commitment to meet the ethical, moral, and legal obligations of the practice of the Vocational Nurse.

Objectives 3, 7, 9, 10, 12, 14 all demonstrate SCANS Competencies.
GRADUATION AND TESTING

GRADUATION/APPLICATION FOR LICENSURE PROCEDURES

All candidates for graduation must meet requirements for graduation. Graduation arrangements must be approved by the faculty. All students successfully completing the requirements will be expected to participate in graduation ceremonies.

Upon successful completion of the program, the student will receive a school certificate and pin. As a candidate for graduation the student is eligible to apply to take the National Council Licensure Examination (NCLEX-PN) and make application to the Board of Nursing and Pearson VUE. Upon passing the NCLEX-PN, the graduate becomes a Licensed Vocational Nurse.

It is the responsibility of each VN nursing student to complete the required application for the Board of Nursing and the application for the licensure examination with (Pearson VUE).

Cost for two applications: The NCLEX registration fee is $200.00. (Pearson VUE) and The Board of Nursing fee is $139.00.

The application fee and cost for licensure is not included in tuition. The fee may be paid by certified check, cashier’s check, personal check or money order or bank card. Application fees are non-refundable. Applications to the Board of Nursing are submitted by the student. Complete and submit application on-line at www.bon.state.tx.us.

The registration form for the NCLEX (Pearson VUE) is mailed by the student. Students may register on-line at www.vue.com/nclex.

Designated faculty will guide the graduation and licensure procedure.

Students must contact the Cisco College business office prior to graduation if there is an outstanding balance.

Graduation fees must be paid in the business office prior to graduation (usually a week prior to graduation).

ELIGIBILITY QUESTIONS: TEXAS BOARD OF NURSING

The following questions are on the application to apply for licensure as a Vocational nurse in the state of Texas.

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

(You may only exclude Class C misdemeanor traffic violations.)

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

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

2. ( ) No ( ) Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

3. ( ) No ( ) Yes Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4. ( ) No ( ) Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
5. ( ) No ( ) Yes  Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder antisocial disorder, or borderline personality disorder?

If “Yes” indicate the condition ( ) schizophrenia and/or psychotic disorders ( ) bipolar disorder, ( ) paranoid personality disorder ( ) antisocial personality disorder, ( ) borderline personality disorder.

If you answered “Yes” to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

Excerpt from BON website www.bon.state.tx.us 12-11-08

**SPECIAL ACCOMMODATIONS FOR THE NCLEX-PN EXAM**

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). If you feel you may qualify to receive special accommodations for testing, download the “Special Needs” information at [www.bon.state.tx.us](http://www.bon.state.tx.us). Please note, that candidates requesting accommodations will not be approved to take the NCLEX-PN or receive a temporary permit until the special accommodations for testing have been approved by the Board.
STUDENT SUPPORT AND POLICIES

NURSING STUDENT POLICIES

1. Students must attend an orientation session to receive explanation of the program and requirements for advancement through the program and graduation.

2. Students will adhere to class/clinical schedule given by instructor. The class/clinical hours will vary depending on course requirements and clinical sites.

3. The nursing program is concentrated.
   a) Advancement is dependent upon satisfactory completion of each level.
   b) Attendance policy for the school of nursing is based upon those of the college.
      i) Three tardies constitute one absence.
      ii) In instances of absences exceeding 2 days or a death in the immediate family, assignments must be made up within one week of returning to class.
      iii) All tests missed must be taken at the time scheduled by the instructor and within one week of missed exam.
      iv) Any exception to the attendance policy will be dealt with on an individual basis. Extenuating circumstances, i.e. hospitalization, death in the immediate family or other emergency situations will be considered by the faculty.
   c) Policies for Class, Clinical Experience:
      i) Being tardy three times for each course will result in one (1) day of absence being assessed. Habitual tardiness will not be tolerated. If tardiness or absence is unavoidable, the nursing school must be notified prior to class time. When on clinical assignment the clinical unit must be notified prior to your scheduled experience. Following a serious illness, injury or pregnancy, a statement from the attending physician is required before your return to clinical assignment.
      ii) Unavoidable tardies may be excused as determined by the instructor
      iii) Two unexcused absences for any course is grounds for dismissal.
      iv) Failure to report to a clinical experience without notifying the instructor and the clinical site will result in a “No-Call-No-Show” and may result in dismissal from the program.
4. The school year is divided into semesters. In order to advance from semester to semester, all assignments are to be successfully completed.

5. Failure to satisfactorily meet minimal clinical competencies will result in failure for the semester, both clinical and didactic. Prior to the end of each semester, faculty will evaluate each student's performance, both clinical and didactic and recommend:
   a) Advancement to the next semester.
   b) Placement on probation with specific deficiencies to be remedied:
      i) Not passing math tests during each semester clinical rotation.
      ii) Absence due to extenuating circumstances will be determined at discretion of faculty.
      iii) Failure to achieve satisfactory on clinical objective.
   c) Repeat of a semester is on space available basis only.
   d) Repeating the course means the student will not graduate with current class.

6. During the first semester, the time is devoted primarily to basic learning activities, including classroom instruction, demonstrations and campus laboratory practice. The student will be oriented to hospital routines, perform basic nursing skills, complete required nursing courses, and attend clinical rotation.

7. During the second and third semesters, the student will have increasingly complex assignments, and will be studying nursing of adults, maternal nursing, and pediatric nursing. Study of nursing care for specific conditions will be correlated with care of patients, using study guides, clinical conferences, guest lectures, audio-visual materials and individual conferences with the instructor. Advancement in the program continues to depend upon satisfactory completion of each level, satisfactory attendance, and appropriate advancement in clinical skills.

8. Students must wear appropriate street attire to class on the campus, dress should be appropriate for college students. Uniforms will be worn for clinical simulation experience. Appropriate undergarments must be worn with uniform.

9. When in uniform the hair must be neat, off the face and contained. No jewelry may be worn with the uniform except a watch, class ring, wedding ring, or engagement ring. Small plain stud earrings will be allowed for those with pierced ears. No jeweled or oversized earrings will be allowed with the uniform (one earring only per ear). Personal
hygiene is important. Nails must be short, well-groomed and unpolished. Artificial nails are prohibited in clinical setting.

10. Uniforms will be clean and neat at the beginning of each shift. This includes shoes and shoe strings. Male students must be clean-shaven, may have well-groomed mustache and/or beard. Gum chewing is not acceptable in the clinical area. School holidays are based on the college year. Number of days as printed in the school calendar will be taken at Christmas. Five days will be taken at spring break and other college holidays as indicated on the college calendar.

11. Minimum requirements for graduation are: Completion of stated objectives, class instruction of at least 688 hours, clinical experience of at least 864 hours, and evidence of ability to work with others and a sense of individual responsibility. During the clinical period or final two semesters the clinical lab must be distributed in the following areas:

- Medical Nursing
- Surgical Nursing
- Orientation to Maternal Child Health
- Maternal Nursing
- Newborn Nursing
- Pediatrics
- Total Patient Care
- Medication Administration

12. The student is responsible for all materials covered in classes when absent.

13. The use of cellular telephones is prohibited during assigned classroom or clinical times.

   a) Student is not to leave classroom to answer pagers or cell phone.
   b) Digital or voice pagers must be on silent page in the clinical/or classroom areas.
   c) Consult instructor during clinical in regard to receiving or placing personal calls during clinical.

14. Students will be graded in three areas:

   a) Academic, which includes participating in suggested activities.
   b) Ability to apply knowledge in the practice of nursing in clinical settings and demonstrate critical thinking.
   c) Ability to work with others, attitudes toward work, and responsibility to patient, self, and others.
d) Accept responsibility and accountability for own action or omission of action.

15. It is the student’s responsibility to request conference(s) to review progress in the program with their current instructor.

16. Students will be expected to keep their financial accounts with the college up to date. In any case, all fees must be paid before graduation.

17. All Assessment Technologies Institute (ATI) requirements must be met, prior to a student being eligible for graduation. These requirements are determined by the Vocational Nursing faculty after analysis of statistical information obtained from Assessment Technologies Institute. Currently the requirements are:

A student must remediate on any area that he/she scores 53% or below. This includes the following “Proctored” tests; Fundamentals of Nursing, Pharmacology, Maternal-Newborn Nursing, Nursing Care of Children, Management, Mental Health Nursing, and Adult Medical-Surgical Nursing. Your advisor will guide you through the process.

18. Any student who is unsuccessful on an exam are highly encouraged to schedule an appointment with the lead instructor to review the exam within 3 school days of taking the exam.

19. All students are required to sit for a Capstone Exam during the last semester of the Vocational Nursing Program. The exam will cover content from all three semesters of the program. The expectation is that students will score a minimum of 75% prior to graduation.

**Appearance/Behavior**

Appropriate standards of dress for persons in the health-care profession are taken into consideration in the Vocational Nursing Program. Our program is preparing students for the workplace; therefore, each student is expected to dress and behave in a professional manner.

The student uniform has been designed to provide neat, comfortable attire which identifies you with our school. The school uniform is to be worn only when participating in school activities. Instructors will counsel students when they are inappropriately dressed. Students may return to the clinical area within a reasonable amount of time upon conforming to the clinical dress code. The complete uniform consists of:

- White Top
- Blue pants or skirt
- Name Pin
- Scissors
- Watch with second hand
- Stethoscope
- White hose or socks
- White leather nursing shoes(closed toe/heel)
- School Emblem (patch)
- Lab Coat (optional)
- Black ink pen
- Plain white or flesh colored undergarments

A uniform is not considered a uniform just because it was purchased at the uniform store.
• No white jeans
• No Tee Shirts
• No insulated shirts
• No Rompers
• No sweat shirt
• No Stretch pants

• No sleeveless tops or low cut tops
• No white painter type pants
• No Victorian type shirts with lace
• No Stirrup pants
• No ankle banded pants
• No open toe or heel shoes

The student is expected to maintain an appearance, which is clean, neat, and appropriate at all times. Please adhere to the following guidelines where applicable (male/female):

• Bathe regularly and use deodorant/antiperspirant.
• Maintain good oral hygiene.
• Hair must be neat, off the face and contained.
• Keep beards neatly trimmed.
• No heavy make-up or perfume.
• No nail polish, including clear polish, nails to be trimmed and short. Artificial nails prohibited.
• No gum chewing will be permitted during clinical.
• One ring (or set) may be worn on each hand.
• One stud earring per ear.

The instructor has the final say of all above.

**Appointments and Employment Policy**

Students must be aware that scheduled school hours are 8:00 a.m. - 5:00 p.m. Clinical rotation hours may vary from six (6) hours to twelve (12) hours a day depending on course. Students should not schedule appointments or plan to leave early unless permission is obtained from the instructor. Students should not plan to leave class or clinical early to go to work.

Should it become evident that excessive work hours or appointments are interfering with classroom and/or clinical performance, the student will be referred to the VN Coordinator for counseling which could result in grounds for dismissal.

**Counseling Documentation Regarding Performance**

The purpose of the Nursing Program Counseling Documentation is to identify student problems and assist the student to identify solutions necessary to be successful in the program.

When an instructor identifies unsatisfactory performance in class or lab, including theory grades, attendance, attitude, clinical performance, etc., that interferes with the student
meeting the objectives of the course, a formal counseling session will be made with the student.

The problem(s) pertinent data, desired changes in performance, instructor’s recommendation to aid student in achieving the desired change and the deadlines for the change(s) will be identified and agreed upon by the student and instructor as terms for continuing the course. If the student is unable to meet the requirements of the agreement, the instructor will counsel the student to withdraw. The Counseling Documentation will become part of the student’s permanent record.

Student evaluation shall be made periodically (in both theory and clinical practice) throughout the program. Students shall be kept informed of their progress.

**FOOD AND DRINK**

Breaks will be provided for refreshments. No food is permitted in the classroom. All containers shall be disposed of in the receptacles provided for this purpose.

**GRADES**

**Theory Course Grades**

- Assignment due date(s) will be identified in syllabi or as designated by instructor.
- Letter grades correspond to the following Cisco College scale:
  
  90 -100 = A  
  83 - 89 = B  
  74 - 82 = C  
  69 - 74 = D  
  Below 69 = F

- The method for determining course grades will be based on course exams plus a comprehensive final.
- Unit average must be 70 or above to take comprehensive exam.
- A student who has been dismissed from the VN Program must submit a new application to return.
- A grade must be a "C" or better for progression to next level of the nursing program.
- Failure of a course in the VN program curriculum will require a student to successfully complete that course before progressing to the next course. Repeating a failed course is contingent on space available.
**Tobacco**

In accordance with the city ordinance and fire safety codes, smoking or the use of tobacco products is not permitted inside of the building. Designated smoking areas are provided.

**Student Support**

**Advisors**

A faculty advisor will be assigned to each student at the beginning of the program year and will remain the student’s advisor throughout the program.

**Library Facilities**

Resource material may be checked out by students. The on-site library is located in the Dodge Jones Wing which contains books and periodicals. All CC students have library privileges at the Abilene Public Library and Hendrick Medical Center.

**Student Organization**

Students in each class have an informal class organization in which they elect officers and plan special projects and graduation. Student officers include a President, Vice-President, Secretary, and Treasurer. A faculty member will serve as sponsor. It is expected that the class president, or designee, will attend faculty meetings/committee meetings as appropriate.

**Student Parking**

Safe driving habits are expected at all times and students are to obey posted traffic signs. Refer to the current Cisco College Student Handbook. Students must park in designated parking areas.

**Weather Policy**

It is the policy of Cisco College to conduct classes unless unusual weather conditions exist where travel by students and/or college personnel would be unsafe.

Students and college personnel traveling to a Cisco College location are advised to use good sense and to make a personal judgment whether road conditions in their locality are safe for their travel.

In some circumstances the dismissal of classes, either day or evening or both, may be necessary at one or more of the centers of the Cisco campus. In the event that classes must be dismissed an announcement will be made on area radio and television by 6:30 a.m. on the morning of the dismissal, or 5:00 p.m. should the dismissal concern evening classes.
Close attention should be given to the location(s) of the dismissal and whether it concerns day classes, evening classes or both. The area television and radio stations where the message will be announced are:

Radio:
- KEAS 97.7 FM Eastland
- KVMX 96.7 FM Eastland
- KEAN 105.1 FM Abilene
- KORQ 100.7 FM Abilene

Television: (cable)
- KRBC Channel 5
- KTAB Channel 10
- KTXS Channel 4

It should be assumed that if an announcement is not made on the above stations that classes will meet.

**Student Health Policy**

It is extremely important for the school to know the health status of the student prior to admission and throughout the duration of the program.

It is strongly recommended that each student be enrolled in some type of hospitalization insurance plan.

A physical examination is to be done when deemed advisable by the faculty anytime throughout the school year. The cost of this examination is the student’s responsibility. A copy of the examination report must be submitted to the Nursing office.

Students are not employees of the clinical agencies where they go for clinical experience, nor are they considered employees of the college. Therefore, students must have resources to cover any medical expenses which might result from activities related to the performance of their role as a student.

The school does not have a physician assigned to the care of the students. Each student must have the name of his/her own physician on record in the Nursing office for emergencies.

The student may be asked to contact his/her own physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the clinical area when deemed advisable by the faculty.

Students in the clinical area are expected to abide by the policies of the clinical facility in regard to illness.
Students absent for more than two days due to illness or injury will be required to have a release from the attending physician before returning to clinical. This release will be filed with the student record.

Any student must be able to return to clinical/class without limitations.

The school accepts no liability in the clinical area if a student is injured while participating in school activities. In the clinical area, the student should report immediately to the instructor and follow the policies of the health agency. Students will be responsible for costs incurred.

If a student exhibits symptoms of illness or inappropriate behavior that would affect his/her own safety or the safety of patients, he/she may be excluded from the clinical area. The student may be asked to bring a “return to class and clinical” statement from his/her physician.

Any student who is pregnant must notify the coordinator of the program immediately. For the student’s safety, she must have written permission from her physician to continue in school while pregnant. This statement of physician’s approval must indicate:

1. Due date,
2. Ability to participate fully in all activities, both in the classroom and clinical area,
3. Any limitations/restrictions,
4. Signed by physician, and
5. Any student with limitations related to the pre-natal or post-natal period may not attend clinical.

Failure to notify of pregnancy may jeopardize the safety of student, unborn baby and patients. Students may reapply for re-admission into the program at the point they had to drop. Admission will be granted based on space availability and recommendations of instructors.

**Immunizations**

A copy of immunization record (TB test, MMR, Tetanus) should indicate that immunizations are current. Student shall receive a complete series of Hepatitis B vaccine or show serologic confirmation of immunity to Hepatitis B virus in order for his or her application to be considered complete. Please contact personal health-care provider or you can contact your local Health Department for further information and time frame to complete Hepatitis B series prior to applying.
CLINICAL EXPERIENCE

The participating clinical institutions will provide areas for clinical experience. This supervised experience is planned to enable students to receive experience in the basic areas of Medical, Surgical, Obstetrical and Pediatric Nursing as well as other supportive clinical and community settings.

A schedule of classes, clinical hours, days off, and holidays will be posted by the coordinator. Assignments for patient care are made by the faculty and approved by the coordinator and designee of the clinical facility.

Students are expected to abide by the personnel policies of the participating clinical facility when in the clinical areas.

The participating clinical institutions may recommend the withdrawal of a student. Final action will be taken by the faculty.

Clinical institutions are subject to change as availability and learning needs are adapted to community and national trends in nursing and health-care systems.

CLINICAL COURSE GRADES

Clinical grades are on a Pass/Fail basis as determined by ongoing evaluation of clinical objectives and demonstrated competencies. The clinical experience is based on the total nursing care experiences: ability to provide safe, competent nursing care, demonstrate critical thinking and clinical reasoning. It also includes the Nursing Process and ability to properly, collect data, assess, plan safe and effective nursing care, implement that care, and evaluate for effectiveness.

NOTE: Procedure for inclement weather occurring on a clinical day will be given by clinical faculty.

PROFESSIONAL BEHAVIOR DURING CLINICALS

It is the student’s responsibility to maintain a friendly but dignified relationship with patients, co-workers and faculty. Criticism should be accepted as a basis for self-improvement.

- The student will maintain a professional nurse-patient relationship.
- Students shall refrain from discussing the patient and his diagnosis or personal problems, except with authorized staff and in the appropriate settings.
- If a breach of professional behavior(s) has occurred, students may be dismissed from duty. The student may only return to the clinical area with permission of the clinical instructor.
• Students may not visit patients during school hours or in uniform.
• The student must be responsible for the correct and careful use of hospital property and the patient’s personal property.
• Broken, damaged or lost property resulting from the student’s negligence will be charged to him/her by the hospital and/or school.
• The student should make an appointment when desiring to see an instructor. This may be done in person, by telephone, or by note, giving the date and reason. Observe the instructor's office hours, exercising care to complete the interview in the time allowed.
• If unable to keep an appointment, the student should cancel the appointment in advance either in person or by telephone.
• Instructors should not be called at their homes unless it is an emergency.
• The nursing faculty are responsible for the clinical rotation plan. The schedule will be posted at a designated place. It is the responsibility of each student to know his/her schedule.
• The student must come to the clinical area prepared, according to the requirements of each level. Any student not prepared will not be allowed in the clinical area. This will be considered as a clinical absence.
• The student must expect supervision of procedures by an instructor throughout the entire course period.
• When on duty in the clinical area, the student is responsible to the instructor and at times in consultation of charge nurse.
• The ultimate responsibility for the total nursing care of all patients and for nursing service personnel is vested in the director of nursing service of each hospital. The director’s decisions are final in regard to patient care.

THE PRIMARY RESPONSIBILITY of the student is to become a dependable practical nurse who can give safe, effective and skillful nursing care to all patients. In order that he or she may achieve this goal, the following recommendations are made:

• The student should perform only those nursing duties which have been assigned to him or her by the instructor.
• The student should be alert at all times to the needs and safety of his or her patient(s).
• The student should follow all directions and procedures exactly as instructed or according to the facility policies and procedures without breach of technique.

• The student should ask for help whenever he or she feels certain that he/she has insufficient information, knowledge, or skills to carry out an assignment.

• The student should use his/her own initiative, taking advantage of every opportunity to learn.

• Clinical experience will vary according to assignment.

• Should an emergency arise while the student is in the clinical area which requires the student to leave the area, the student must notify the clinical instructor. The instructor will arrange for another appropriate person to continue care of assigned patients.

• Punctuality and attendance at all classes, lectures, and laboratory periods is expected.

• Students are not to be paged overhead. Incoming calls must be routed through instructor.

• Students are required to call the clinical facility prior to time to report for duty if unable to be present.

**DISMISSAL DURING CLINICALS**

Students will be dismissed for unprofessional conduct: Unprofessional conduct shall include, but is not limited to:

1. Provision of care that jeopardizes or may jeopardize the safety of patients.

2. Administering medications and/or treatments in a unsafe manner or without permission of instructor.

3. Inaccurate recording, falsifying or altering of patient or any record.

4. Leaving a nursing assignment without properly notifying instructor.

5. Violating the confidentiality of information or knowledge concerning the patient, faculty, hospital personnel or clinical facility.

6. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual.

7. Any activity that would jeopardize the health and welfare of a patient, the hospital staff, or self.
8. Possession of guns or other weapons in the school or hospital areas.

9. Exhibiting unethical or immoral conduct.

10. Repeated violation of dress code.

11. Violation of student health policies.

12. Insubordination - “A willful or intentional disregard of the lawful and reasonable instructions of the supervisor” Black’s Law Dictionary, 5th Ed.

13. Use of profanity.

14. Nonpayment of fees and tuition when due.

15. Inconsistent adherence to written school policies.

16. Intoxication or substance abuse at any time, in any degree will not be tolerated and will be grounds for dismissal.

17. Cheating on examination or written work may be grounds for dismissal.
HEALTH SCIENCES STUDENT GRIEVANCE POLICY

Grievance and Appeal Procedures for Student Technical Programs at Cisco College Abilene Educational Center.

I. Policy:

A. It is the policy of Cisco College to receive, process and resolve student grievances, including allegations of discrimination, in a fair and prompt manner.

B. In all interpretation, constructions, and application of the provisions of this grievance procedure, the cardinal principles shall be equity and justice for students in their association with the college.

C. Within the Health Sciences Division, the Grievance and Appeals Procedure is a two-phase process. Students are expected to follow the steps of the procedure within the Health Sciences program before proceeding to the institutional phase of the process.

II. Grievance Procedure:

Phase A. Program Level

**Step One:** The student shall first discuss the situation with the instructor involved within two (2) school days from the date of action or condition giving rise to the grievance. Within three (3) days, thereafter, preferably at the time of the discussion, the instructor shall verbally and/or on a counseling form inform the student of the decision. Counseling form will be signed by both instructor and student and placed in student’s file. Student may keep a copy.

**Step Two:** Grievance not satisfactorily resolved in Step One will entitle the student to appeal by requesting a discussion with the Director of Nursing Programs and the program faculty. The request must be made within three (3) school days following the date of the decision in step one and can be verbally notified of the decision.

**Step Three:** If the grievance not satisfactorily resolved at this level, the student may request a review by the Dean of Instruction. This request may be made in writing or verbally within five (5) school days of the conclusion of Step Two. Review of the appeal may involve review of records, interviews with those concerned and a meeting with the student and faculty. The result of this meeting will be made in writing to the student and to the Vice President for Learning Services.
Phase B. Institutional Level

If the student is not satisfied with this response, he or she may utilize the formal Cisco College Grievance Procedure found in the Cisco College Student Handbook.
STUDENT AGREEMENTS

STANDARD PRECAUTIONS²

Standard precautions are the primary strategies for preventing infection transmission. These precautions combine the major features of the previous categories—Universal Precautions and Body Substance Isolation—and provide protection for the health-care worker as directed by the Occupational Safety and Health Administration (OSHA). Standard precautions apply to blood, all body fluids, secretions (except sweat), nonintact skin, and mucous membranes.

With Standard Precautions (regardless of health-care setting or diagnosis), all clients are treated as though they are potentially infected. Protective barriers reduce health-care worker's risk of exposure to bloodborne diseases. Examples of effective barriers include strict handwashing, gloves, gowns, masks, and protective eyewear. Gloves reduce hand contamination, but are unable to prevent penetrating injuries due to needles and other sharp instruments. Masks, protective eyewear, and face shields reduce the potential for contaminating mucus membranes of the mouth, nose, and eyes.

Standard Precautions apply to the following body fluids:

1. Blood and other body fluids containing visible blood.
2. Semen and vaginal secretions.
3. Tissues and/or the following fluids:
   a. cerebrospinal fluid (CSF)
   b. synovial fluid
   c. pleural fluid
   d. peritoneal fluid
   e. pericardial fluid
   f. amniotic fluid

The risk of transmitting bloodborne and/or other body fluid pathogens can be minimized if students use the following guidelines:

1. Take care to prevent injuries when using needles, scalpels, and other Sharp instruments (DO NOT RECAP NEEDLES).

2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which standard precautions apply.

The risk of transmitting bloodborne and/or other body fluid pathogens can be minimized if students use the following guidelines:

1. Take care to prevent injuries when using needles, scalpels, and other sharp instruments (DO NOT RECAP NEEDLES).

2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply.

3. **Always** use gloves for giving injections, changing wound dressings.

4. Immediately and thoroughly wash hands and other skin surfaces that come in contact with blood, body fluids containing blood, and other body fluids to which universal precautions apply.

5. Immediately report any wound produced by a sharp object (needle) following patient contact.

I HAVE READ AND UNDERSTAND AND WILL PRACTICE THE ABOVE PRECAUTIONS.

_______________________________________________

Signature

_______________________________________________

Print Name

__________________________

Date
Cisco College – Abilene Educational Center Student Conduct and Discipline Policy

I have read, understand, and will abide by the Cisco College Student Handbook policy regarding Student Conduct and Disciplinary Procedures regarding student conduct and academic honesty.

__________________________  __________________________
Signature

__________________________  __________________________
Print Name

__________________________
Date
PATIENT/CLIENT CONFIDENTIALITY POLICY

In accordance with Rules and Regulations relating to Vocational Nurse Education in Rule 213.27 regarding unprofessional conduct, "disclosing confidential information or knowledge concerning the patient/client except where required or allowed by law"³, the faculty of the Vocational Nursing Program has adopted the following policy:

1. Except in the structured teaching-learning situation, all aspects of the patient/client’s related information and/or data shall not be discussed with any other person or persons under any circumstance.

2. Failure to honor this basic ethical right of the patient/client may result in the immediate dismissal of the student from the Nursing Program.

I have read, understand, and agree to abide by the above stated policy. I further understand that any breach in this policy may result in my immediate dismissal from the Nursing Program. Furthermore, I understand that a copy of this confidentiality form with my signature will become a part of my student-nursing file.

________________________________________
Signature

________________________________________
Print Name

______________________________
Date

________________________________________
Instructor

________________________________________
Date

³ Texas Administrative Code Title 22 – Chapter 213.27 Texas Board of Nursing, July, 2008
Cisco College Student Handbook

Each student is required to read and abide by the policies and protocols included in this student handbook. It is the student’s responsibility to know and understand the contents of this handbook. After reading the handbook, please sign below and turn this page in to the course coordinator for placement in your student file.

My signature indicates that I have read the policies and procedures outlined in the student handbook. My signature also indicates that I will abide by the policies and procedures in this handbook.

______________________________________________________________________________
Signature

______________________________________________________________________________
Print Name

______________________________________________________________________________
Date