This handbook is a procedural manual to assist nursing students admitted and enrolled in the Associate Degree Nursing Program (ADN). The student is responsible for reading, understanding, and complying with the Associate Degree Nursing 2009 -2010 Student Handbook. Revisions are based on procedural changes and new requirements from the Laredo Community College Board of Trustees, Accreditation Organizations, Federal, State, and Local Agencies. Students will be notified in writing of such revisions and are responsible to remain current with changes or revisions to this handbook.

This Associate Degree Nursing Student Handbook has been prepared to provide guidance for the student as the student progresses through the Nursing Program. The handbook provides information regarding student’s conduct, procedures, and general practices within the program. The Associate Degree Nursing student is expected to abide by the procedures and guidelines outlined in this handbook, the Laredo Community College Catalog, and the Laredo Community College Student Handbook.
STUDENT INFORMATION

STUDENT RECORDS

In accordance with Federal (FERPA) Law, information regarding a student’s academic records cannot be released without the student’s participation and/or consent. Only information considered “Public Information” is available to outside sources under certain circumstances. Students will be required to have their picture identification available when requesting information.

EQUAL OPPORTUNITY POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, disability, or national origin who are otherwise eligible for admission as students.

Laredo Community College is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex, age, disability, or national origin at this institution. This institution will not enter knowingly into any contractual agreements for services or supplies with any firm failing to follow fair employment practices.
Welcome to Laredo Community College and to the Associate Degree Nursing Program. On behalf of the nursing faculty, I would like to welcome you and congratulate you on selecting nursing as a career. The nursing faculty is here to help you reach your goal. They will help you build a foundation that will serve you for the rest of your nursing career.

The Texas Board of Nursing and the National League for Nursing Accrediting Commission accredits the Associate Degree Nursing Program at Laredo Community College.

The quality of instruction, the commitment of the faculty and the friendships you build in this program will be something you will cherish for the rest of your life.

Good luck with your studies. If we can assist you further, please let us know. We are here to support you in your endeavors.

Jose Martinez, M.S.N., R.N.
Associate Degree Nursing Program Director
HEALTH SCIENCES DIVISION
A.D.N. ORGANIZATIONAL CHART
2009-2010

Dianna Miller, Ph.D.
Dean of Health Sciences

Cindy Elizalde
Health Sciences Division Manager

ASSOCIATE DEGREE NURSING

Arnulfo Treviño Jr.
A.D.N. Faculty Secretary

Jose A. Martinez
A.D.N. Program Director

Hilda Cavazos
A.D.N. Faculty

Ana Click
A.D.N. Faculty

Manuel Gonzalez
A.D.N. Faculty

Marissa Jimenez
A.D.N. Faculty

Maria C. Madrigal
A.D.N. Faculty

Carolyn Otero
A.D.N. Faculty

Rosario Peña
A.D.N. Faculty

Jose Luis Santos
A.D.N. Faculty

Eloisa Moctezuma
Program Retention Specialist

Alfredo Vela
Lab Coordinator
Table of Contents

Program overview:
L.C.C. Statement of Philosophy and Mission.................................................................1
L.C.C. Institutional Objectives .........................................................................................3
Associate Degree Nursing Philosophy...........................................................................6
Organizational Framework ..............................................................................................8
Program Objectives..........................................................................................................10
Code of Ethics ....................................................................................................................11

Student information:
Degree Plan ......................................................................................................................12
Student Health/Immunization Requirements.................................................................15
Criminal Background Record .........................................................................................16
Educational Costs ..............................................................................................................17
Malpractice Liability Insurance .....................................................................................18
Student Records ..............................................................................................................19
FERPA ..............................................................................................................................20
General Procedures .........................................................................................................21
Orientation Procedure for New or Returning Students ..................................................23
New or Returning Students Orientation Form...............................................................25
Orientation Evaluation Form ..........................................................................................27
Student Representative Procedure ................................................................................28
Student Nurses’ Association............................................................................................29

Student code of professional conduct:
Nursing Student Code of Conduct ..................................................................................30
Unprofessional Conduct & Disciplinary Action Procedure .............................................31
Unprofessional Conduct .................................................................................................33
Texas Practice Act – Unprofessional Conduct Rule .........................................................38
HIPPA...............................................................................................................................38
Employment as a nursing student
Procedures for Employment ................................................................. 68
Guidelines for the Employment of Nursing Students ......................... 69

Graduation:
Criteria for Graduation ........................................................................ 70
Pinning Ceremony .................................................................................. 71
Licensure by Examination ................................................................. 72

Student’s signature required:
Degree Plan Requirements ................................................................ 74
Standard Precautions .......................................................................... 75
Disclaimer ........................................................................................... 77
Procedure Statement of Understanding ............................................. 78
Permission Form .................................................................................. 79
Statement of Confidentiality .............................................................. 80
Examination Agreement ...................................................................... 81
BNE Licensure Eligibility ................................................................. 82
Laredo Community College
Statement of Philosophy and Mission

Laredo Community College is an institution committed to providing comprehensive educational services that focus on the dynamic requirements and needs of its local, regional, and international community.

Laredo Community College strives to empower students to fulfill their educational goals through the learning process.

Vision Statement
Laredo Community College leads the way in creating a learning environment with commitment to educational excellence and student success.

Institutional Goals

I. Evaluation of Mission and Operations
To provide the required research, planning, and information to continuously evaluate and improve our mission and every facet of college operations through the use of comprehensive data.

II. Educational Programs
To provide a comprehensive curriculum composed of certificate and degree programs based on the educational needs of those the College serves.

III. Educational Support Services
To provide comprehensive support services that facilitates student growth and enhances student success.

IV. Faculty and College Community
To employ qualified faculty and staff by using current professional and accreditation standards and to promote continuing professional development of all employees.

V. Administrative Processes
To practice effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect facilitated by timely internal and external communication of these processes.
VI. **Financial Resources**
To provide effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect facilitated by timely internal and external communication of these processes.

VII. **Physical Resources**
To build and maintain accessible facilities and grounds that functionally and aesthetically meet institutional needs and create a safe environment conducive to learning.

VIII. **Student Development**
To promote and provide information and services which are designed to help students achieve their personal and educational goals.

IX. **Community and Culture**
To enhance the lives of our students and community residents by offering cultural programs and other educational events.

X. **Technology**
To incorporate technology into instructional, student support, and operational processes and activities throughout the College.

XI. **Resource and Economic Development**
To explore and secure additional resources to promote the college’s mission and the community’s economic development.
1. Instruction

To develop and implement over the next three years the instructional strategies required to address the following:
   a. Establishing a college transition program,
   b. Implementing a standardized system of examination to evaluate student college readiness,
   c. Improving student retention within instructional units,
   d. Implementing a biennial curriculum development cycle incorporating standardized curricula aligned horizontally with related college programs and aligned vertically with secondary to post-secondary educational requirements.
   e. Increasing student accountability through the use of student support services and revision of attendance/punctuality policies, and,
   f. Increasing course offerings each year in accordance with student demand.

2. Advisement

To implement a comprehensive advisement program by Fall 2009 that incorporates the following:
   a. Establishing an Advisement Center for incoming students,
   b. Implementing a student orientation program,
   c. Providing advisement cross-training for faculty and staff, and,
   d. Increasing program completion, job placement, and student transfer rates.

3. Recruitment

To implement a student recruitment strategy that includes the following elements:
   a. Establishing a Recruitment Department by Spring 2009,
   b. Providing the department adequate resources to implement the required activities, and,
   c. Identifying the appropriate target populations through demographic research and analysis.

4. Marketing

To implement an institutional marketing plan to promote the College's image and enrollment increases by incorporating the following elements:
   a. Providing adequate resources to implement the required activities,
   b. Implementing a new marketing slogan by Fall 2008, and,
   c. Implementing a uniform marketing strategy by Spring 2009.
5. Facilities

To develop and implement an institutional facilities master plan by Spring 2009 that addresses the following:
   a. Refurbishing buildings and facilities to offer a safe & comfortable environment conducive to student learning,
   b. Scheduling the replacement of furniture and equipment for current and future functional needs,
   c. Improving the College's infrastructure to provide a secure and aesthetical environment,
   d. Employing trained employees, as required, to adequately maintain the facilities and infrastructure, and,
   e. Renovating historical facilities to promote the College’s and Fort McIntosh’s role in the community’s development.

6. Technology

To implement comprehensive technology strategies which include the following activities:
   a. Improving the quality of campus voice communications by Fall 2008,
   b. Providing faculty and students with upgraded computer access by Spring 2009,
   c. Establishing wireless Internet access at both campuses by Fall 2010,
   d. Upgrading computer and media resources at both campuses using systematic processes by Fall 2010, and,
   e. Providing the Information Technology staffing levels needed to maintain the required services.

7. Student Services

To develop and implement strategies to address the following student services:
   a. Improving bookstore services and the affordability of textbooks,
   b. Improving cafeteria services, prices, and hours of operation, and,
   c. Establishing a shuttle service between the Ft. McIntosh and South campuses.

8. Professional Development

To promote professional development opportunities for all LCC employees by implementing the following:
   a. Providing continuous technical training to all designated employees beginning in Fall 2008,
   b. Developing/acquiring a faculty evaluation process acceptable to faculty and administration by Summer 2009, and,
   c. Implementing a comprehensive employee professional development program by Summer 2009.
9. Administrative Processes

To implement administrative procedures and processes that address the following:
   a. Circulating a bi-weekly employee newsletter by April 2008,
   b. Developing a standardized decision-making model by Fall 2008,
   c. Creating a mutual teamwork environment by Spring 2009,
   d. Improving internal communication by Spring 2009,
   e. Revising Human Resources procedures by Spring 2009, and,
   f. Implementing an administrative structure to streamline all College processes by Spring 2009.

10. Resource Development

To implement strategies for the development of additional fiscal resources over the next three years as follows:
   a. Expanding the College's grant development activities throughout the institution,
   b. Increasing the level of funding from grants/scholarships/private donations, and,
   c. Pursuing the expansion of the College's district.

11. Economic and Community Development

To establish over the next three years community and regional relationships that promote the following:
   a. Educational collaborations with school districts,
   b. Economic initiatives with business and industry, and,
   c. Collaborative programs with local, state, and federal agencies.
ASSOCIATE DEGREE NURSING PROGRAM

PHILOSOPHY

The philosophy of the department of Associate Degree Nursing evolves from and concurs with the philosophy of Laredo Community College. The Faculty believes that nursing is people-centered, recognizes the inherent worth of human life, the intrinsic value of every individual, and the impact of cultural diversity on wellness/illness. Nursing is the giving of assistance to individuals to do that which they cannot do for themselves in health, in sickness, and in dying; empowering them to relinquish this help as they are able, keeping in mind their dignity and worth as human beings. Nursing practice is the act of administering direct cares to clients, their families, and their significant others in a variety of settings during health or illness.

Nursing draws its skills and knowledge from the concepts forming the foundation of the nursing profession and from bio-psychosocial sciences. The practice of nursing evolves from these basic concepts and requires cognitive psychomotor and affective capabilities; which include critical-thinking, sound judgments and decision-making.

The practice of nursing further incorporates technology, utilities, and additional resources in order to develop critical thinking, sound judgment, and decision-making. Nursing education should be flexible and upwardly mobile, by establishing priorities in the lifetime dynamic process of acquiring changes in thinking, feeling, and behavior. Learners should be able to progress educationally in accordance with their abilities and motivation. Nursing education may be accomplished through the Traditional or Health Care Professional Degree Plans. Learning progresses from level one learning outcomes to more complex levels of performance. Beginning level courses introduce the concepts to be threaded through subsequent courses. Students apply these concepts as their learning progresses from
simple to complex in specific areas such as Nursing Fundamentals, Medical Surgical Nursing, Maternal Health & Childbearing, Child Health, Mental Health, and Critical Care Nursing. This progression in knowledge prepares the student to assist in providing care, managing care for a group of clients, family, significant others, and participating as a member of the profession by collaborating with other members of the health care team.

It is the responsibility of the Faculty to design and implement learning experiences while demonstrating cultural sensitivity to students as individuals. The teaching-learning process is enhanced when the teacher and the learner seek and share knowledge in an organized setting. The planned experiences result in progression by the students in cognitive, psychomotor and affective domains. Since nursing is a practicum-based discipline, emphasis is placed on learning in simulated and real clinical situations throughout the nursing curriculum.

The Associate Degree Nurse, using the nursing process and assuming legal, ethical, and professional accountability, is prepared to practice within the discipline of nursing. The graduate recognizes personal assets, potentials, limitations, and the responsibility for continued professional development. Practice of the graduate is at a beginning level as a provider of care, manager of care, and member of the profession in structured health care settings.
ASSOCIATE DEGREE NURSING PROGRAM
ORGANIZATIONAL FRAMEWORK

Critical Thinking
- Nursing Process
- Prioritization
- Documentation
- Management of Care

Roles of Profession
- Empowerment
- Cultural Diversity
- Communication

Professional Behaviors
- Accountability & Responsibility
- Commitment to Profession
- Professional Demeanor
- Lifelong Learning

Caring
**Critical Thinking:** Is to gather information from various sources, to examine the data, to organize the data, to draw from past experiences and use the information to arrive at a hypothesis or conclusions.

- Nursing Process: A systematic method for data collection and problem solving.
- Prioritization: The ability to identify and rank order actual and potential health problems according to Maslow’s Hierarchy and use the rank order to organize and deliver health care.
- Documentation: A legal written document used as a means of communication.
- Management of Care: Is a process used to deliver nursing care that focuses on efficient and timely interventions, and the coordination and collaboration among health care services.

**Caring:** Is a process used to help the student or client gain self-awareness of one’s needs and gain self-knowledge, self-control, and self-healing.

- Roles of a Profession: Acting as a client advocate in the promotion of basic human needs and the preservation of human dignity while providing quality, competent, and safe health care in the role as provider of care, coordinator of care and member of the profession.
- Communication: An ongoing dynamic series of events that involve the transmission of information or feelings in two directions: from sender to receiver and from receiver to sender.
- Empowerment: A process that consists of autonomy, independence, and leadership in the promotion of human caring.
- Cultural Diversity: Individual differences among people or a group of people based on a valued set of personal beliefs, customs, and norms.

**Professional Behaviors:** Are activities one strives to develop and implement to promote the practice, theory and integrity of nursing.

- Accountability/Responsibility: Defined as the responsibility for ones actions in relation to the legal, the ethical, and the profession of nursing.
- Commitment to the Profession: Defined as a commitment to education, autonomy, accountability, and professional development demonstrated individually and in group organizational settings and in informal collegial settings.
- Professional Demeanor: Characterized by professional behaviors that encompasses the ethical and legal regulations of the profession.
- Life Long Learning: Education is to be upwardly mobile and continuously establishing priorities throughout the lifespan.
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
PROGRAM OBJECTIVES

Upon completion of the Associate Degree Nursing Program the graduates should:

1. Use the nursing process and scientific principles to individualize and provide safe and competent nursing care.

2. Provide nursing care to culturally diverse clients and their families within the health care environment.

3. Use teaching-learning principles to instruct clients and their families to return to optimum functioning.

4. Collaborate with other health care team members in the delivery of nursing care.

5. Use effective communication skills and critical-thinking skills to provide client teaching.

6. Use principles of management in assisting clients and groups of clients with health care needs.

7. Manage the nursing care of four to five clients (minimum) within a structured health care setting.

8. Assume legal, ethical and professional accountability in the practice of professional nursing.
CODE OF ETHICS

The nursing faculty at Laredo Community College strongly believes that a graduate of the nursing program should: Assume ethical and legal responsibility for actions taken in the course of nursing practice. Further, it is the responsibility of the nursing faculty and administration to recommend only those students who meet these objectives to the Texas State Board of Nurse Examiners to sit for the licensing exam required to become a Registered Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab setting to the practice of the graduate nurse in the work setting, any student who is involved in unprofessional conduct and/or is in direct violation of the stated program objectives will be held accountable for their actions as outlined in the Unprofessional Conduct Procedure. This places the student in great jeopardy regarding progression and successful completion of the nursing program and subsequent recommendation to the Texas Board of Nurse Examiners. The Associate Degree Nursing Program encompasses ethical and professional behavior as outlined in the American Nurses Association (ANA) Code of Ethics which is available online at: http://nursingworld.org/ethics/code/protected_nwcoe813.htm

The ANA Code of Ethics for Nurses serves the following purposes:

1. It is a statement of the ethical obligations and duties of every individual who enters the nursing profession.

2. It serves as a guide for professional and ethical standards of nursing.

3. It defines professional nursing conduct and promotes patient safety and patient advocacy.
# LAREDO COMMUNITY COLLEGE
## ASSOCIATE DEGREE NURSING A.A.S. DEGREE PLAN
### GENERIC TRACK STUDENT WORKSHEET

*Classes must be taken in sequence.*

<table>
<thead>
<tr>
<th>Pre-Requisites</th>
<th>Credit Hours</th>
<th>Completed</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
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<tr>
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<td>RNSG 1513 Foundations of Nursing Practice</td>
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### Summer Session

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<td>RNSG 1246 Legal &amp; Ethical Issues for Nurses</td>
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<td>RNSG 2208 Maternal Nursing &amp; Women’s Health</td>
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<td>RNSG 2260 Clinical Nursing (R.N. Training: Maternal/Newborn/Women’s Health)</td>
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<tr>
<td>RNSG 2201 Care of Children and Families</td>
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<tr>
<td>RNSG 2261 Clinical Nursing (R.N. Training: Child Health)</td>
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<tr>
<td>SOCI 1301 Introduction to Sociology</td>
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<td>RNSG 2213 Mental Health Nursing</td>
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<td>RNSG 2262 Clinical Nursing (R.N. Training: Mental Health)</td>
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<td>RNSG 2331 Advanced Concepts of Adult Health (Capstone)</td>
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<td>RNSG 2263 Clinical Nursing (R.N. Training: Advanced M/S)</td>
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**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:** 72
**LAREDO COMMUNITY COLLEGE**  
**ASSOCIATE DEGREE NURSING A.A.S. DEGREE PLAN**  
**TRANSITION STUDENT WORKSHEET**

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**Summer Session**

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**3rd Semester**

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**4th Semester**

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<td>RNSG 2331 Advanced Concepts of Adult Health (Capstone)</td>
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<td></td>
</tr>
<tr>
<td>RNSG 2263 Clinical Nursing (R.N. Training: Advanced M/S)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3 Credit Hours Humanities/Fine Arts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>14</strong></td>
<td></td>
</tr>
</tbody>
</table>

Credit courses: RNSG 1205, 1513, and 1260

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:**  
72
# Laredo Community College
## Associate Degree Nursing A.A.S. Degree Plan
### Health Professions Track Student Worksheet

*Classes must be taken in sequence.*

<table>
<thead>
<tr>
<th>Pre-Requisites</th>
<th>Credit Hours</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 2401 Human Anatomy &amp; Physiology I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 2402 Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 2421 Microbiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSYC 2314 Life Span Growth &amp; Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COSC 1300 Introduction to Computing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RNSG 1113 Introduction to the Profession of Nursing</td>
<td>1</td>
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</table>

**Total:** 25

### Spring Semester

<table>
<thead>
<tr>
<th>RNSG 1443 Complex Concepts of Adult Health</th>
<th>4</th>
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</thead>
<tbody>
<tr>
<td>RNSG 1460 Clinical Nursing (R.N. Training: Intermediate M/S)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RNSG 1144 Nursing Skills II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNSG 1201 Pharmacology</td>
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<td></td>
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</tbody>
</table>

**Total:** 11

### Summer Session

<table>
<thead>
<tr>
<th>RNSG 1246 Legal &amp; Ethical Issues for Nurses</th>
<th>2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2208 Maternal Nursing &amp; Women’s Health</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNSG 2260 Clinical Nursing (R.N. Training: Maternal/Newborn/Women’s Health)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNSG 2201 Care of Children and Families</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNSG 2261 Clinical Nursing (R.N. Training: Child Health)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>SOCI 1301 Introduction to Sociology</td>
<td>3</td>
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</tbody>
</table>

**Total:** 13

### Fall Semester

<table>
<thead>
<tr>
<th>RNSG 2207 Transition to Nursing</th>
<th>2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2213 Mental Health Nursing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNSG 2262 Clinical Nursing (R.N. Training: Mental Health)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNSG 2331 Advanced Concepts of Adult Health (Capstone)</td>
<td>3</td>
<td></td>
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<td>RNSG 2263 Clinical Nursing (R.N. Training: Advanced M/S)</td>
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<td></td>
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<td>3 Credit Hours Humanities/Fine Arts</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 14

**Credit courses: RNSG 1205, 1513, and 1260**

| Total                                                                 | 9            |           |

**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:** 72
STUDENT HEALTH REQUIREMENTS

All students who have been admitted and are making satisfactory progress are required to adhere to the following requirements to remain enrolled in the Associate Degree Nursing Program:

1. Have a physical health examination on file.

2. Be in compliance with the Texas Department of Health’s immunization requirements for nursing students enrolled in health related courses which involve direct patient contact.

3. Immunizations - documentation must be provided for the following:
   - TB skin test (annually) or Chest X-Ray at providers’ discretion.
   - One dose of Measles, Mumps Rubella (MMR)
     Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968
   - One dose of Tetanus-Diphtheria Toxoid (Td) every ten years
   - Initiate the Hepatitis B (HBV) vaccine and complete the series prior to direct patient contact
     Serologic confirmation of immunity to the hepatitis B virus is acceptable.
   - Two doses of varicella (chickenpox). Also acceptable:
     - Student received first dose prior to 13 years of age
     - Laboratory report indicating varicella immunity, or
     - Parent/physician validated history of varicella disease (chickenpox)

4. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable to return to the Associate Degree Nursing Program.

5. Students unable to receive an immunization must have a written statement from a U.S. licensed physician or nurse practitioner indicating such and a statement that reflects that the student does not have any communicable diseases.

6. Submit evidence of current basic CPR certification for health professionals. Certification must remain current for the duration of the program.

7. Purchase and maintain current malpractice insurance. Fees are paid with registration on an annual basis.

As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the nursing program’s requirements. The Laredo Community College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students’ responsibility to provide documentation and to adhere to all of the above health requirements.
Criminal Background Record

The A.D.N. Program is required to obtain a criminal background record on an annual basis for any student who may be placed in a clinical site that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. The student is hereby informed that if he/she does agree to the background check and does agree to release it to the clinical site, the clinical site may conduct the background inquiry directly. The clinical site may refuse placement to a student who does not provide the requested records or who has a record of prior criminal conduct. Students must attend clinical in order to meet the accreditation requirements. Therefore, students who are not permitted to attend a clinical site must “withdraw” from the program. A conviction while in the program must be disclosed to the Program Director immediately and may result in expulsion from the program.

Pregnancy

Pregnancy is not an American Disability Association (ADA) protected condition. Therefore, the student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations.

Substance Abuse Procedure

The substance abuse policy will follow the procedure as stated in the current Laredo Community College catalog. In addition, students may be subject to random drug screening by an institution or clinical facility where they are being trained. A positive drug screen for illegal substances, are grounds for dismissal from the Associate Degree Nursing Program.
Educational Costs

The tuition and fee schedule for the nursing student is the same as for regular college students. See the current college catalog to determine fees. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

The cost of the physical exam, criminal background report, immunizations, drug screening, CPR certification are at the student's expense. Additional expenses for nursing students include the purchase of a uniform(s), student malpractice liability insurance, a name pin, a watch, white shoes, and items listed in the next section.

The following costs are listed as a guide in preparation for nursing school supplies, school fees, and required texts. Costs are approximate and prices are subject to change:

- Books $1,200.00
- Standardized Assessments $40 (per semester)
- Student Learning Resources $60 - $150 (per semester)
- NCLEX - Review Course $250.00
- Uniforms $150.00
- Lab packs $120.00
- Graduation Fee $15.00
- BNE - NCLEX Registration $150.00
- NCLEX-RN Testing Center (Pearson) $200.00
- Graduation/Pinning Ceremony $100.00

Financial Assistance:

All inquiries regarding scholarships, grants, and loans should be directed to the Financial Aid Office. The Health Science Division also offers several scholarships therefore information regarding these will be forwarded to the HSD Dean. Financial Aid applications are processed on a first-come, first-serve basis. Students must meet eligibility requirements for financial assistance.
Malpractice Liability Insurance

Malpractice liability insurance is required for all nursing students enrolled at Laredo Community College. The fee is payable at the time of registration.

Laredo Community College carries a blanket malpractice insurance policy on nursing students while performing assigned duties as a Laredo Community College student nurse. The policy covers an academic school year. If the student enters or re-enters the program in the spring semester, the fee is pro-rated. The student will have to pay the full fee each fall semester.
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT RECORDS

Student records will be kept in a locked file in the Nursing Department Office. Official student records are located at the Registrar's Office.

Documents included in the A.D.N. student records are:

1. Admission data
2. Transcripts
3. Clinical Evaluation Tools
4. Anecdotal Notes
5. Specific information regarding the individual student
6. Continuation Agreements and Tutorials/Remediation

Provisions will be made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for five years in the Nursing Department.
FERPA

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that submit an admissions application to Laredo Community College

Dissemination of Information to Students

• When a student is in attendance at LCC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

• Faculty and staff may not provide information to parents, spouses, or others who may call and asks for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student request another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

In accordance with the provisions of FERPA, LCC has the right to provide "directory information" without the student's written consent. LCC currently defines "directory information" to mean the following:

• Student name, address and phone (if any),
• major field of study
• dates of attendance
• degrees and awards received
• Student Classification
• enrollment status (i.e., full-time, part-time)
• name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a Request to Withhold Student Directory Information Form. The form is valid until the student gives LCC a statement in writing that he/she wish to have his/her directory information released.
INSTRUCTOR AVAILABILITY

Nursing faculty are available for students according to office hours posted on the instructor’s door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

ACADEMIC ADVISEMENT AND COUNSELING

The Laredo Community College Counseling Center offers a wide variety of counseling services to the student on academic matters, career development and personal matters. Faculty members may refer students to the counseling center. Nursing faculty will provide academic advisement for nursing courses.

ACADEMIC COUNSELING

Nursing faculty and the Retention Specialist provide counseling for individual nursing courses. Students who are high risk for academic failure should schedule a meeting with the Retention Specialist for academic counseling. A counseling form will be initiated and a plan for success developed by the student and the Retention Specialist with input from the faculty member. Students requiring counseling for unit examinations should refer to the section on Remediation/Tutoring. It is the student’s responsibility to meet with the Retention Specialist.
GENERAL PROCEDURES CON’T

ACADEMIC ADVISING
Semester-long academic advising is available to all students in the Lopez Nursing Building. Students are encouraged to contact an advisor to receive information regarding Laredo Community College services, discuss academic/clinical goals, and update degree plans.

TRANSPORTATION
Students are responsible for their own transportation to and from class, the clinical facilities, and other designated areas.

EVALUATION
A systemic evaluation of faculty members and students is required. The following evaluation will be used:

1. Laredo Community College Student Evaluation of faculty/course.
2. Associate Degree Nursing Department Faculty Evaluation of Student performance theory and clinical.

EMERGENCY MESSAGES
The student should notify his/her family that in case of an emergency (during class or clinical), they should call the Nursing Office at (956) 721-5252. Class or clinical will not be interrupted unless it is an emergency. The caller must identify him/herself and state the emergency.

Beepers, cell phones, and other electronic messaging devices that make sound are not allowed in the classroom or clinical site where they can disrupt and distract the planned course of study.
OBJECTIVES

1. Provide the new or returning student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo Community College Associate Degree Nursing Program.

2. Provide the new or returning student with an overview of the course curriculum and procedures.

3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo Community College and the Associate Degree Nursing Department.

4. Attendance for orientation is mandatory for all new and returning students.

PROCEDURE

1. Mail a letter informing the new or returning student the day and time of orientation.

RESPONSIBILITIES

The Course Director/Faculty will:

1. Welcome the new or returning student.

2. Introduce the faculty and the clerical staff.

3. Describe the Organizational Chart of the Associate Degree Nursing Department and the Laredo Community College Administration.

4. Present the Mission/Philosophy and Expected Outcomes of the Associate Degree Nursing Program.

5. Present and review Registered Nurse Licensure laws and statement of eligibility requirement by the Texas Board of Nurse Examiners.

6. Discuss the awards (Mary Alice Lopez and Merit) and the pinning ceremony.

7. Discuss the Comprehensive and Standardized Assessment Tests
The Course Director/Faculty will:

1. Review the Student Handbook and Procedures.

2. Present and review requirements for:
   a. Updating address, etc.
   b. Scheduling
   c. Maintaining Current Immunization Records
   d. CPR certification requirements
   e. Annual Criminal Background Checks

The Simulation/Computer Laboratory Director will:

1. Discuss the purpose and functions of the simulation and the computer lab.

2. Explain scheduling and the hours of operation.

The Laredo Student Nurse Association Representatives will:

1. Discuss the purpose and goals of the Association.

2. Distribute applications.

3. Explain activities.
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
NEW OR RETURNING STUDENT ORIENTATION FORM

Student Name (Print)____________________________________

Please mark each question with the appropriate response.

Were you provided with the following:

☐ Yes ☐ No  Organizational Charts
☐ Yes ☐ No  Student Handbook

Were the following objectives met?

☐ Yes ☐ No  Provided the new or the returning student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo Community College Associate Degree Nursing Program.

☐ Yes ☐ No  Provided the new or the returning student with an overview of the course curriculum and procedures.

☐ Yes ☐ No  Identified the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo Community College and the Associate Degree Nursing Department.

Was the orientation completed prior to the 1st day of class? ☐ Yes ☐ No

Were the following activities completed by the indicated person(s)

Course Director/Faculty

☐ Yes ☐ No  Introduced department faculty and clerical staff:
☐ Yes ☐ No  Presented the organizational charts; philosophy and outcomes of the A.D.N. program, the Nursing Practice Act, the Licensure information, Standardized Assessment Tests, and the Awards/Pinning ceremonies.

Course Director/Faculty

☐ Yes ☐ No  Review of A.D.N. Student Handbook
☐ Yes ☐ No  Forms completed
  a. Address, etc.
  b. Scheduling
  c. Immunization Record
  d. CPR certification requirements
  e. Annual Criminal Background checks
Simulation/Computer Laboratory Director

☑ Yes ☐ No  Purpose function of simulation/computer lab.
☐ Yes ☐ No  Schedule and hours of operation

Laredo Student Nurses Association

☐ Yes ☐ No  Purpose and goals of the Association
☐ Yes ☐ No  Application
☐ Yes ☐ No  Explanation of Activities

Student Signature________________________________ Date________________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
ORIENTATION EVALUATION FORM

Check ☐ the appropriate block for each item:

SECTION I
Please check the description that most closely matches the way that you feel the program met the following objectives: My needs were:

Fully Partially Not Met Met Met

1. ☐ ☐ ☐ Identifies the textbooks in the Associate Degree Nursing Program.
2. ☐ ☐ ☐ Lists the information components in a course syllabus.
3. ☐ ☐ ☐ Identifies the content of the AD Nursing Student Handbook.
4. ☐ ☐ ☐ Identifies the content of the LCC Student Handbook.
5. ☐ ☐ ☐ Identifies the requirements for current immunization records.
6. ☐ ☐ ☐ Identifies the requirements for valid CPR certification and criminal background checks.
7. ☐ ☐ ☐ Summarizes the Texas BNE requirements.
8. ☐ ☐ ☐ Identifies college resources.
9. ☐ ☐ ☐ Summarizes the LCC AD Nursing Program and its requirements including standardized assessment tests.

SECTION II
Please check the comment that best reflects your evaluation of this orientation meeting. Use the bottom or back of this paper for additional comments. My needs were:

Fully Partially Not Met Met Met

10. ☐ ☐ ☐ by the content of this program.
11. ☐ ☐ ☐ by the physical facility of this building (too hot/cold, room was clean/dirty, adequate/inadequate lighting, etc.)
12. ☐ ☐ ☐ by those that presented this program
13. ☐ ☐ ☐ by the Teaching/Presentation of this program

SECTION III
Please take a moment and share your ideas with us on the following topics (use back of sheet for additional space if necessary):

HOW COULD THIS ORIENTATION BE MORE EFFECTIVE?

WHAT WAS THE MOST INTERESTING PART OF THE ORIENTATION?

WHAT WAS THE LEAST INTERESTING PART OF THE ORIENTATION?

OTHER COMMENTS:
ASSOCIATE DEGREE NURSING
STUDENT REPRESENTATIVE PROCEDURE

The Associate Degree Nursing (A.D.N.) faculty realizes that students are an integral part of the educational process at Laredo Community College (LCC). Furthermore, the A.D.N. faculty recognizes that students are shareholders in their own educational process and can contribute to the overall excellence of the program. It, therefore, becomes essential that a means for student input be established.

Method of choosing representatives:

1. One student representative and one alternate will be chosen from each cohort. Selection must be made within two weeks into the semester.
2. Students will be asked to nominate a peer or to volunteer as a representative or alternate.
3. Students will be required to vote by show of hands for the representative and the alternate. A simple majority vote will constitute the elections of the representative and the alternate.

Description of responsibilities:

1. Actively participate in the Curriculum and the Recruitment Committees.
2. Provide a means of communication between Nursing Administration, Nursing Faculty and Nursing Students.
3. Provide input for concerns and/or innovative ideas between Nursing Administration, Nursing Faculty and Nursing Students.

Meeting notification:

1. A committee meeting calendar will be posted on the Student Association bulletin board.
2. The committee chairpersons will notify representatives and alternatives of additional called meetings.
STUDENT NURSES’ ASSOCIATION

The Student Nurses’ Association is an active part of the college and the community. The Student Nurses’ Association activities include workshops, guest speakers, community service projects and participation in local, state, and national conferences on a wide variety of nursing topics. These activities provide an opportunity to network with other nursing students as well as representatives from many hospitals and specialty nursing organizations. The members will be required to have membership in the Texas State Nursing Association.

Communication between the organizations occurs through meetings, and a Student Nurses’ Association bulletin board.

Membership dues consist of a small fee established by the organization.
NURSING STUDENT CODE OF CONDUCT

One of the goals of the Associate Degree Nursing Department is to assist the student in becoming a safe practitioner of professional nursing. The primary mission of the Texas Board of Nursing is to protect and promote the welfare of the people of Texas by assuring that professional nurses are competent and safe practitioners.

The Associate Degree Nursing department’s goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student in meeting the Texas Board of Nursing’s expectations.

The following code of conduct has been established to make the student aware of guidelines regarding the Associate Degree Nursing Department’s expectations. These guidelines are in keeping with general rules pertaining to disciplinary process, and procedure, which may be found in Laredo Community College’s Student Handbook.

Infraction of the code of conduct whether it occurs during the admissions process, the classroom, the clinical site, or on campus will result in disciplinary action. Disciplinary action will be based on the individual incident and may include dismissal from the Associate Degree Nursing Program.
This procedure outlines unprofessional conduct and behavior and includes reasons for disciplinary action which may be grounds for dismissal from the Associate Degree Nursing Program. A Health Sciences Division Committee may review an incident based on the severity during the first, second, or third occurrence and recommend further action to the Program Director. A student dismissed from the Nursing Program will not be allowed to continue or reapply to the Associate Degree Nursing Program.

This procedure is integrated in ALL nursing courses across the curriculum. Students found to demonstrate unprofessional conduct in the classroom, skills lab, clinical lab setting, or on campus will result in disciplinary action as follows:

1. A first occurrence of unprofessional conduct or appearance as defined in the unprofessional conduct section of this handbook. The student will be counseled, a Counseling Form will be completed, signed by the student and the clinical instructor, and placed in the student’s nursing program file.

2. A second occurrence of unprofessional conduct or appearance will result in the student being dismissed from the class or sent home from the clinical site. The student’s occurrence will be documented on a counseling form and forwarded to a Health Sciences Division committee for review and recommendations for further action.

3. A third occurrence of unprofessional conduct or appearance will result in an academic failure of an F for the nursing course(s). The student will be dismissed from the Associate Degree Nursing Program and will not be allowed to return.
4. An instructor may remove the student from a class or clinical setting if the student exhibits violation of:
   a. Professional Code of Conduct
   b. Course Clinical Attendance Requirements
   c. Professional Clinical Standards and Guidelines
      − Clinical Attire
      − Personal Appearance
      − Student Conduct
      − Student Clinical Assignments
      − Medication Administration Procedure
      − Medication Error Procedure
UNPROFESSIONAL CONDUCT

The following reasons for disciplinary action have been established to make the student aware of what defines unprofessional conduct and the Associate Degree Nursing Department’s expectations. These guidelines are in keeping with general rules pertaining to the Nursing Student Code of Conduct and the Unprofessional Conduct and Disciplinary Action Procedure.

Reasons for disciplinary action may include but are not limited to the following:

1. Use of alcohol or drugs before or during class or a clinical work shift.
   Examples may include but are not limited to:
   a. Alcohol on a student’s person or detected on her/his breath, slurred speech, glassy red eyes.
   b. Difficulties in maintaining his/her balance, belligerent, combative, irrational behavior.
   c. Illogical or inappropriate decision-making that could endanger patients or others.
   d. Possessing articles usually associated with drug use.

2. Impairment by reason of mental or physical health, alcohol, or other mind altering drugs which could expose patients, the public, students, and faculty unnecessarily to risk of harm.
   Examples may include but are not limited to:
   a. Demonstration of hallucination, delusion or combative behavior.
   b. Physically or verbally attacking or threatening to attack patients, family, or other students or faculty.
   c. Misleading and deceptive comments including slanderous remarks or actions.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients, the public, school personnel, other students, and faculty.
   Examples may include but are not limited to:
   a. The brandishing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others.
   b. Informing the charge nurse or faculty member that a treatment, medicine or procedure has been done when in fact it has been omitted.
c. Possessing medications including narcotics which need to be credited to the patient or returned to the narcotic locker or the pharmacy.

d. Omitting the administration of medications, treatments, safety measures, or activities.

e. Placing the patient’s safety at risk or endangering a patient’s life.

f. Failing to follow instructional directives, falsifying patient records and/or theft.

4. Failure to care adequately for patients or to confirm to minimum standards of acceptable nursing practice under the supervision of the faculty or the designee of the facility.

Examples may include but are not limited to:

a. Failure to follow the plan of care including medications, treatments, and other treatment activities.

b. Failure to administer medications in a responsible manner.

c. Failure to follow the physician’s prescribed orders which have been held to be prudent by other nursing personnel.

d. Failure to follow the instructional directives of the faculty member.

e. Failure to wait for instructor supervision when directed to do so by faculty or student policy.

f. Disclosing confidential information or knowledge concerning the patient except where required by law.

g. Copying of patient medical records.

h. Performing any act which is beyond the scope of her/his approved level of practice.

5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan grade, or grade on any required paper.

Examples may include but are not limited to:

a. Cheating on an exam or allowing another student to copy answers.

b. Plagiarizing data for any reason.
c. Submitting late papers and then informing the instructor that the paper was previously submitted.

d. Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student.

e. Using “crib” notes or writing answers on the walls or desk tops, etc.

f. Utilizing advanced technology for sharing of information via text messaging, internet, etc.

g. Accessing on-line testing material before or after designated time frame.

h. Cheating on the Nursing Pre-Entrance exam or other standardized exams.

6. Damaging or destroying school or hospital property or equipment or removing property or equipment from campus or a clinical site.

Examples may include but not limited to:

a. Removing limbs, eyes or other body parts from the teaching mannequins or torsos.

b. Destroying computers, printers, CAI programs, library magazine/journal articles.

c. Taking CAI programs without permission.

d. Removing equipment from the lab without permission.

7. Using profane language or gestures.

Examples may include but not limited to:

a. Using four letter words, profane or obscene language or obscenities, or words and phrases that are derogatory or demeaning. Using language or engaging in conduct that could be construed as sexual harassment under Laredo Community College policy on sexual harassment.

b. Demonstrating obscene gesture.

c. Making derogatory statements regarding a specific cultural or ethnic group
8. Being disruptive, habitually late, or absent from class or clinical. Examples may include but not limited to:
   a. Arguing with an instructor over an assignment, examination, or other academic or clinical issue. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
   b. Monopolizing class time to share personal family problems, or medical experience.
   c. Habitually arriving to class late and disrupting instruction that is in progress.
   d. Missing more than allowed hours of clinical time or excessive class absence.
   e. Failing to call the instructor when an absence from clinical occurs.
   f. Audible beepers or cell phones during clinical or class time.

9. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional or application process. Examples can include:
   a. Grabbing, hitting or assaulting a student, patient, faculty or other persons affiliated with the college or clinical site.
   b. Using menacing, aggressive verbal or physical behavior.
   c. Shouting obscene or abusive words.
   d. Being argumentative and menacing.
   e. Threatening others with physical or personal injury.

10. Refusing to adhere to the specified code of conduct, dress code, and personal appearance. Examples may include but are not limited to:
    a. Dressing in a garment that is not the designated uniform.
    b. Coming to clinical without proper grooming or coming in a dirty or wrinkled uniform.
11. Demonstrating behaviors that could be categorized as harassment.

Examples may include but are not limited to:

a. Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matter is for the student to visit the instructor during office hours or to make an appointment.

b. Calling faculty/administrators at home without specific permission.

c. Making repeated phone calls to the faculty member’s office or home to challenge grade or assignment.

d. Making obscene calls to the faculty member’s office or home.

e. Harassment of another student or faculty
Rule #217.12 of the current Texas Nursing Practice Act, Rules and Regulations relating to Nurse Education Licensure and Practice, and Disciplinary Sanction Policies which can be found at www.bon.state.tx.us. "The unprofessional conduct rules are intended to protect patients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud or injure patients or the public."

Texas State Nurse Practice Act

**HIPPA**

The Associate Degree Nursing program students will abide by the Health Insurance Portability and Accountability Act (HIPPA) to safeguard the confidentiality of health record information.
COURSE/CLINICAL ATTENDANCE REQUIREMENTS

ATTENDANCE – COURSE/LAB

Students are required to attend all lecture and laboratory periods on a regular basis. Through regular class attendance, students receive benefits in addition to the mere acquisition of information. They gain insight into issues, gain increased understanding of complex topics, frequently experience a change of attitude (professionally termed the “affective domain”) and receive other similar benefits. These benefits, however, cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendances – along with grade standards – are deemed important. A student who is habitually late to class or clinical will be counseled. (Refer to section on Code of Conduct)

In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after completion of a major examination or, in some cases, completion of a laboratory experiment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Instructors will keep an accurate record of each student’s attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment or laboratory work which occurs or is due during such absence with no opportunity to make up work that was missed. Refer to course syllabus.

The A.D.N. department will adhere to the L.C.C. Student Handbook attendance policy for theory. Please refer to the syllabus for the clinical attendance policy. If a student is absent or tardy, it is his/her responsibility to obtain the handouts with information covered in the missed class. Arriving after the scheduled time in clinical constitutes an absence unless previous arrangements have been made with the instructor. At the Faculty members’ discretion the student may be sent home for being late to the clinical site and a zero recorded for the day.
ATTENDANCE - CLINICAL

In order to comply with the accrediting agencies requirements, the student may not have more than one clinical absence for a clinical course that meets twice a week for 8 weeks or that meets once a week for 16 weeks. The student may not have more than two clinical absences for a course that meets twice a week for 16 weeks. A clinical course that meets 12 hours in one day for 8 weeks are not allowed any absences. A student who exceeds the absence requirements due to an extenuating circumstance must follow the following process:

1. The student will be referred to a committee for review of the circumstance.
2. Documentation by the student of the extenuating circumstance must be available for the committee members to review prior to the scheduled meeting.
3. The student will be informed in writing of the committee’s recommendations within seven working days.

Students enrolled in clinical nurse training courses must adhere to specific attendance requirements. The student may not have clinical absences that exceed the following table:

<table>
<thead>
<tr>
<th>Meets Per Week</th>
<th>Hours Per Day</th>
<th>Weeks of Course</th>
<th>Allowed Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>12</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>1 day</td>
<td>12</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>1 day</td>
<td>6</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>2 days</td>
<td>6</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>2 days</td>
<td>6</td>
<td>16</td>
<td>2</td>
</tr>
</tbody>
</table>

**Tardiness:**

Reporting on time to the assigned clinical site is expected as demonstration of professional behavior. A student arriving (20) minutes after the scheduled clinical time may be dismissed from the clinical site and will receive a grade of “zero” for the clinical day. Refer to the Associate Degree Nursing Student Handbook section on clinical absences and tardiness.
CLINICAL ATTIRE

Dress Code: Students are expected to dress in a professional manner at all times for clinical assignments, seminars, or college activities. Students must arrive to the clinical area in uniform and change into scrub attire when scrub attire is required. Students who do not adhere to the dress code will be sent home from the clinical site and a zero will be recorded for the clinical day. Neat, clean and white nurse's uniform of appropriate size and style is to be worn. Dresses should not be shorter than the mid-point of the knee. White slacks should come to the top of the shoes. White socks and hosiery are required. Undergarments or undershirts must be all white. Uniform material must be opaque (unable to see through it). Students will be informed of the dress attire for the Child Health and Mental Health rotations.

Shoes: Clean, white nursing shoes or solid white leather tennis shoes (minimal contrasting color) must be worn. No clogs, open heel or open toe shoes are allowed. Shoe laces must be clean and white. Hose or socks must be clean and white in color. No open toe shoes are allowed for clinical assignments or seminars.

Lab Coat: A neat, clean, white 3/4 length or full length lab coat is required with the school insignia to be worn on the upper left front chest area.

School Identification Badge: An identification badge is required and must be worn at all times while during a clinical activity. The ID badge can be purchased for a minimum fee at the Laredo Community College Student Services Center. The ID badges must be turned in to the nursing instructors at the end of each semester. Grades will not be issued until the badge is turned in. The ID badges will be returned to the students when clinical classes resume.

PERSONAL APPEARANCE

Cosmetics: Cosmetics should be used moderately and deodorant is mandatory. No highly scented perfume or after-shave is permitted.
**Hair:** Long hair must be tied up and back from face. Buns, braids and secure ponytails that do not touch the collar or fall toward the face are acceptable. Plain barrettes are accepted. No ribbons or flowers are permitted. Beards and mustaches must be neatly trimmed.

**Fingernails:** Nails should be neatly manicured and not be visible beyond the fingertips. Only clear nail polish is permitted. Artificial nails are not permitted.

**Jewelry:** No jewelry except a plain band should be worn during patient contact. Necklaces, bracelets and rings with stones must not be worn. Small studded earrings may be worn if ears are pierced. A watch that identifies seconds must be worn. No facial piercings will be allowed at clinical site including but not limited to nose, brow, lip, or tongue piercings.

**Accessories:** Students are required to take a blood pressure cuff, stethoscope, bandage scissors, penlight, drug book and pens with black ink to the clinical area each clinical day. These items are part of the nursing uniform.

**STUDENT CONDUCT**

**Gum:** The chewing of gum is not allowed during a school related activity that involved direct patient care or where a student is representing the nursing program.

**Smoking:** Smoking is permitted only in designated areas and may not occur during class time.

**Personal Electronic Devices:** Personal beepers, cell phones or other electronic devices are prohibited at the clinical site. Emergency use of phone or other electronic devices should be discussed with the clinical instructor first. Students abusing the use of beepers, cell phones or patient/facility phones will be sent home and receive a zero for the day at the discretion of clinical instructor.
**Physician Orders:** Nursing students at any level may not receive phone or verbal orders from physicians, residents, interns, physician assistants, or nurse practitioners. Students may not initiate any written orders within a patient’s chart until the charge nurse has verified and signed them.

**Consent Forms and Permits:**
Students may not be a witness on any form that requires the signature of a patient.

**Documentation of Medications Administered:**
All medications administered by a student must be co-signed by the instructor or a licensed nurse. Charting or other form of documentation may be simulated unless instructed by the clinical instructor.

**Preparation of Medications:**
Students may only administer medications prepared by a pharmacist which are appropriately labeled and should never administer medications prepared by anyone else. Students may not supervise any other students in the administration of medications.

**Procedures:**
Students are to perform only those skills and procedures which they have been checked off on in the skills lab. All procedures and skills performed on a patient require supervision by the clinical instructor. The student may be supervised by a licensed nurse only with designated permission by the clinical instructor. Students may not perform invasive procedures on another student.

**Administration of Controlled Substances/Narcotic Medications:**
Students may not take possession of a narcotic until an instructor or the primary nurse is present. The professional nurse or clinical instructor must assist the student with appropriate documentation of administration, disposal, and preparation of the patient’s narcotic medication. No student is to have access to the narcotic key or code where they are secured. Discarding of a controlled substance requires two licensed nurses for appropriate disposal and documentation.
STUDENT CLINICAL ASSIGNMENTS

Students are required to be prepared for their clinical rotations to provide safe nursing care to their assigned patients. The student must be prepared by having one of the following: Treatment Data Sheet, Nursing Care Plan, Concept Map, Clinical Objectives, etc as designated by their clinical instructor. This information will be used as part of the student’s clinical evaluation. All students are expected to submit their own individual work. Aiding another student in deceiving or attempting to deceive the faculty in replicating another student’s clinical objective(s), concept mapping, care plan, or other clinical assignment is grounds for disciplinary action which may lead to dismissal from the nursing program. At the clinical instructor’s discretion a student who is unprepared for their clinical assignment will be sent home for the day and a zero will be recorded.

1. Professional behavior and common courtesy when arriving to the designated clinical site or unit. The student should:
   a. Identify yourself to the charge nurse or unit secretary and state their business.
   b. Review the clinical assignment and verify the patient selection with the nurse for final confirmation prior to gathering patient data.
   c. Introduce yourself to the patient and/or family and request permission to assist the nurse in caring for them on the assigned clinical day.
   d. Use common courtesy when requesting and using charts or reviewing patient information. **DO NOT REMOVE** patient charts or data from their designated area without permission.
   e. **DO NOT** write the patient’s name use initials and room number and enforce confidentiality at all times to protect patient information.

2. Students may not go to the clinical site for their clinical assignments after 9:00 P.M. or before 5:00 A.M. or during the time that shifts are exchanging information.
3. Students presenting to the clinical site for research of their clinical assignment represent the Associate Degree Nursing Program and are required to be professionally dressed as follows:
   a. Lab coat with the designated school program insignia
   b. ID Badge – Current Semester
   c. professional casual attire with closed shoes

4. Inappropriate dress attire includes: Shorts, Jeans, Open toe shoes or high heels, Low cut shirts or half shirts, and Scrubs. A student who does not dress appropriately as outlined above will be receive disciplinary action

5. If another patient needs to be selected the student should use the following guidelines:
   a. Verify the selection with the nurse caring for the patient.
   b. Select a diagnosis that meets clinical criteria for the course.
   c. Obtain permission from the patient or family for care.
   d. Assess the nursing care required by the patient.
   e. Select a patient with skills that you have completed or skills that you will be learning this semester.
   f. Remember that the only way to learn is with a challenge - -select a patient that provides a learning experience for you.
   g. Write your patient selection on the clinical assignment form as directed by your clinical instructor.

**Nursing Student Injury:**
The nursing student who is injured while in the role of a student nurse must report the injury to the instructor or preceptor immediately. An incident report must be completed at the clinical site. The student must contact Laredo Community College’s Health Services Department and complete an accident health insurance coverage form. The health coverage is supplemental to the student’s primary health insurance. The student is responsible for the expenses incurred. A copy should be provided to the Associate Degree Nursing Program.
MEDICATION ADMINISTRATION PROCEDURE

PURPOSE: The following procedure identifies the requirements necessary to progress through each level of medication administration in the Associate Degree Nursing Program at Laredo Community College.

STUDENT OBJECTIVES: Each student will be required to successfully pass a medication math proficiency exam prior to participating in the administration of medications in the clinical area for beginning, intermediate, and advanced level clinical nursing courses. Refer to the clinical course syllabus for the satisfactory score requirement.

Beginning Level
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of P.O. and alternate routes of medications in the skills lab according to the course objectives. This includes the ability to pass a medication calculation competency test.

Intermediate Level
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of Parenteral to include: Intramuscular, Subcutaneous, Intradermal, Z track, and Intravenous medications in the skills lab according to the course objectives. This includes the ability to pass a medication calculation competency test.

Advanced Level
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate knowledge of medications and the administration of medications. This includes the ability to pass a medication calculation competency test for patients across the lifespan.

Beginning, Intermediate, and Advanced Level Nursing Students:

May not:

1. Participate in medication administration during a code.
2. Administer IV oncological chemotherapy.
3. Administer experimental drugs.
4. Administer Valium/Versed/or any other anesthetic drugs IV push at any time.
5. Mix, handle, or adjust epidural drugs at any time.
6. Perform venipuncture without supervision.
BEGINNING LEVEL: Beginning Level Nursing Students:

1. May administer scheduled medications, PRN medications, One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.

2. May Administer Oral, Ophthalmic, Otic, Nasal, Vaginal, Rectal, Buccal, and Sublingual medications. After being checked off in the clinical setting, the instructor will determine if continued direct Supervision is needed.

3. Must have knowledge of all medications to include adverse effects that the patient is receiving regardless of whether the student is responsible for the actual administration of the medication.

4. Must observe the patient’s IV site for signs of infiltration, infection, or signs of local reactions and report the assessment findings to the patient’s nurse.

5. Must know the type of IV Solution the patient is receiving and notify the patient’s nurse when the IV fluid level is running low.

INTERMEDIATE LEVEL: In addition to Beginning Level Guidelines, Intermediate Level nursing students:

1. May administer scheduled medications, PRN medications, One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.

2. May Administer Parenteral-Intramuscular, Subcutaneous, Intradermal, and Z-Track Injections. After being checked off in the clinical setting, the instructor will determine if continued direct Supervision is needed.

3. Must have knowledge of all medications to include adverse effects that the patient is receiving regardless of whether the student is responsible for the actual administration of the medication.
4. May perform a venipuncture procedure for the administration of intravenous medications or solutions under the direct supervision of the clinical instructor or designated licensed nurse. The student:

   a. May discontinue IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
   b. May change IV bottles/bags UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
   c. May stop or adjust rate of flow of IV solution UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
   d. May hang IV piggyback medications UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
   e. Observe the IV injection site for signs of infiltration, infection, or local reactions and report assessment findings to the patient’s nurse and notify the patient’s nurse when the IV fluid level is running low.
   f. May not obtain or record CVP readings.
   g. Must know the type of IV fluid solution the patient is receiving, the rate in ml/hr and gtts/minute.
   h. May change a continuous IV access to an intermittent IV access; perform site care, and tubing changes as designated by instructor.
   i. May add medications to IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
   j. May perform IV push medication administration UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
ADVANCED LEVEL: In addition to Beginning Level and Intermediate Level Guidelines, Advanced Level nursing students:

1. May administer scheduled medications, PRN medications, One-time only, STAT, and initial doses of ordered medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
2. May Administer Oral, Ophthalmic, Otic, Nasal, Vaginal, Rectal, Buccal, Sublingual, Parenteral-Intramuscular, Subcutaneous, Intradermal, Z-Track Injections, and Intravenous medications. After being checked off in the clinical setting, the instructor will determine if continued direct Supervision is needed.
3. Must have knowledge of all medications to include adverse effects that the patient is receiving regardless of whether the student is responsible for the actual administration of the medication.
4. Pitocin, Magnesium Sulfate, Terbutaline, and Yutopar may not be mixed or administered IV push by a nursing student. Oral and Subcutaneous forms of the medications may be given by the nursing students ONLY UNDER DIRECT SUPERVISION BY THE CLINICAL INSTRUCTOR OR LICENSED RN.
5. Nursing students must be SUPERVISED BY THE CLINICAL INSTRUCTOR OR LICENSED RN when performing venipuncture.
6. All IV push medications administered by students must be UNDER DIRECT SUPERVISION OF A CLINICAL INSTRUCTOR OR DESIGNATED LICENSED RN.
7. Must be familiar with preparation, dilution, administration rate, compatibility, and intravenous access devices before the administration of any intravenous medication.
DEFINITIONS FOR IV and IV PUSH MEDICATIONS

"Piggy-back": Intermittent administration of an intravenous drug by drip method through an existing intravenous infusion. The drug is mixed in a specified volume and administered in a specified period of time.

"Drip": Continuous administration by infusion in a large volume (greater than 100cc). A drug is mixed in a specific amount of fluid and administered over a specified period of time.

"Push": The medication is administered diluted or undiluted at a specific rate directly into the vein by direct venipuncture or through an administration site of an existing intravenous infusion.

"Retrograde": The medication is injected into the intravenous tubing by displacing IV fluid into an empty syringe. This method is useful when the child is small and/or has a slow drip rate.

"Bolus": Medication put in a solution e.g. 50 or 100 cc's and administered over a period of 30 minutes to 2 hours or as per physician orders.

The above routes may be used for administration by the Advanced Level Nursing student UNDER DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR RN DESIGNEE. At the instructor's discretion, selected licensed personnel may supervise those students who have previously demonstrated competency.
MEDICATION ERROR PROCEDURE
BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS

The Laredo Community College Associate Degree Nursing Program medication error procedure is as follows:

1. The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.

2. The student must complete an incident report for the Nurse Manager of the unit, and the course instructor. The instructor will notify the Chair/Director of the Associate Degree Nursing Program of the incident.

3. The student must submit a plan of action to include the medication(s) in question to the course instructor.

4. The counseling form and plan of action with corrective measures will become a part of the student's permanent record.

5. At the discretion of the instructor and/or Chair/Director of the Associate Degree Nursing Program a committee may be appointed to meet with the student and review the medication error. A mandatory committee review will occur after a third incident.

6. If a student violates Rule 217.12 Unprofessional Conduct of the Board of Nurse Examiners for the State of Texas Rules and Regulations relating to Professional Nurse Education, Licensure and Practice he/she will receive an “F” for the course, be dismissed from the Associate Degree Nursing Program, and will not be allowed to reapply for admission.
METHODS AND CRITERIA FOR EVALUATION

Unit exams will be scheduled in advance to correlate with the completion of a portion of the content. The unit exam(s) will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting. The student may not take notes, tape record or retain a copy of the exam. Any student found violating this procedure, may jeopardize his/her standing within the nursing program. Grades will be provided within 72 hours of the exam. A student must communicate with the course instructor if he/she is unable to take an exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no communication prior to the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e. Essay, Nursing Care Plan). Group testing will be conducted at the discretion of the course instructor (Refer to course syllabus).

The grading and administration of quizzes will be determined by the course instructor. A student who misses a quiz will receive a grade of zero regardless of the circumstances. The student is advised to acquaint himself/herself with the material covered on the quiz as it may help prepare the student for the next exam.

All required work must be submitted on time. Acceptance of late work, to include penalty points, will be at the discretion of the course instructor. Accepted late assignments will be assessed penalty points including holidays and weekends.
NURSING COURSE GRADING SCALE

Nursing Courses utilize the grading scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>less than 75</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

Grades accumulated in the course will be recorded as scored to the tenth decimal place. The final course grade will be recorded as a whole number. The final course grade must be \( \geq 75\% \) to successfully pass each nursing course. Refer to the individual nursing course syllabus for specific course grading criteria.

Example 1: Test/Assignment/Quiz Grade in course 78.25 = 78.2
Example 2: Final Course Grade 74.5 = 75

The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Vice President of Instruction.

Skills Lab

Students must attend, participate, and successfully pass the designated skills as determined in each course. Failure to pass skills directly affects students’ clinical requirements. Students must successfully pass the skills prior to demonstrating the skills in the clinical settings. Therefore, students who do not pass the essential skills cannot pass the clinical component and will receive a failure in both courses.
ADMINISTRATION OF COMPUTER BASED EXAMINATIONS AND/OR QUIZZES

The following examination procedures are in addition to the procedures in the current LCC catalog.

1. All personal belongings are to be placed in a designated area prior to the exam to include all electronic devices e.g. beepers, cell phones, PDA’s etc.

2. The instructor will determine what additional aids may be used during the examination to include paper, calculator, pencil, or pen.

3. Examinations and/or Quizzes will be proctored.

4. Students may not leave the computer room once the examination has begun without the approval of the instructor.

5. Students found cheating will be given a zero for the examination and should refer to the Academic Dismissal Section of this handbook.

6. Times and dates for review of examinations will be announced. If the instructor reviews the exam immediately after the exam with students, the exam grade is not final until the instructor reviews the exam statistics.

7. The computer-generated student’s response report is the official document when assigning a student’s examination score.

8. In the event a student is unable to take an exam at the scheduled time, he/she must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of Make-Up Examination. The student must take the Make-Up exam within seven (7) calendar days of the original examination date.

9. No examination grades will be dropped when determining the Final Grade.

10. A basic calculator may be used during an examination. Personal digital assisted (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator may be used at the discretion of the instructor.

11. Exams/Quizzes may be paper-based at the faculty’s discretion.

12. The exam results will be posted within 72 hours after the date of the exam. Official grades will be on the student’s transcript and can be accessed on-line via campus website.

13. No food or beverages are allowed in computer lab.

14. Students arriving late to an exam will have the time remaining from the scheduled start time of the exam to complete their exam.
STANDARDIZED ASSESSMENT EXAMS

Standardized Assessment Exams are administered at various times during the student’s enrollment in the Associate Degree Nursing Program. The student is required to pay the required fees and to take Standardized Assessment Exams in a proctored environment as part of the Associate Degree Nursing Curriculum. Students will be notified of the available payment methods to purchase the standardized examination prior to its administration. The results will be utilized to assess the students strengths and weaknesses and for curriculum development and evaluation.

A Comprehensive Standardized Assessment Exam will be administered in one of the capstone courses. To be eligible for graduation the student must meet the benchmark by obtaining the required score as outlined in the course syllabus and successfully complete all course and program requirements.
APPEAL FOR GRADE PROCESS

Grade determination and the awarding of a final grade in the course is clearly the responsibility of the course instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity must follow the Departmental Procedure for Appeal of Grade Process:

1. The student meets with the instructor of record who issued the grade.
2. The student meets with the Program Director.
3. The student meets with a Health Sciences Division Committee.
4. The student meets with Dean of Health Sciences.

If the issue is not resolved, the student should refer to the LCC Final Grade Appeal process. Students, who believe their final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who believe that a grade earned in a class activity is unfair have one week (five working days) after the grade is issued to appeal the grade.
STUDENT REMEDIATION

Exam Remediation
To promote success in Nursing Courses, a student with a 75% or less (80% or less in the semester prior to graduation) on a unit examination must:

1. Schedule and meet with the Student Retention Specialist after reviewing the exam.
2. Complete an Exam Counseling Form with the Student Retention Specialist.
3. Successfully complete remediation assignments within the designated time. To verify that all remediation is complete, proper documentation must be provided to the instructor. Students who do not comply with the remediation assignments will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam/final (no makeup exams will be provided). It is the student’s responsibility to meet with the Program Retention Specialist and
4. The remediation/tutoring assignments may consist of any or all of the following:
   - Tutoring at the Lerma-Pena Learning Center
   - Computer assignments
   - A review session (notification of location designated by instructor)
   - Assignment as designated by the instructor.

Clinical Remediation
Students who demonstrate poor performance on any critical element within the Clinical Evaluation Tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures.
2. If necessary, refer the student to the Nursing Simulation Lab for an assignment or tutoring as designated by the instructor. It is the student’s responsibility to schedule a meeting with the course instructor and submit meet with the course instructor

Skills Lab
Students will be referred to the Nursing Learning Resource Center when the need for additional practice is identified for specific motor skills. Remediation must be successfully completed prior to the next clinical day or before the next skills class. The student must present written proof of remediation to the clinical instructor.
CLASS OR CLINICAL COUNSELING

1. An instructor may remove the student from a class or clinical setting if the student demonstrates violation of: Refer to the A.D.N. Student Handbook Sections that further define the following:
   a. Professional Code of Conduct
   b. Course Clinical Attendance Requirements
   c. Professional Clinical Standards and Guidelines
      – Clinical Attire
      – Personal Appearance
      – Student Conduct
      – Student Clinical Assignments
      – Medication Administration Procedure
      – Medication Error Procedure

2. Students will be referred to the Nursing Learning Resource Center when the need for additional practice is identified for specific motor skills. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.

3. Being dismissed from the clinical setting results in a zero for the clinical day.
COUNSELING FORMS

Counseling Forms are used as documentation and may include written comments made by an instructor and/or the Program Director. The counseling forms are written and placed in the student's permanent file and serve as:

a. Documentation of a student's conduct or progress.

b. Reference during the conference following the clinical experience.

c. Record of recommendation for continuity within the teaching team.

d. Record of written factual information.

Each student is given the opportunity to review his/her counseling form and write comments in the designated student comment area. The student is required to formulate a plan of action. The instructor and student are required to sign the counseling form. The student's signature indicates that the student has read and understood the comments and NOT whether the student disagrees with them. It is the student’s responsibility to schedule a meeting with the course instructor.
Student Name________________________ID____________________Date____________

Course___________________________                 Semester_______________________

☐ Attendance/Tardiness               ☐ Clinical/Theory Progress
☐ Unprofessional Conduct            ☐ Other__________________________
☐ Disciplinary Action               ☐ Other__________________________

Faculty Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Recommendations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Comments/Plan of Action:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature       Date

Faculty Signature       Date
CONTINUATION PROCEDURE

A “continuation” is when a student enrolled in a Level 1, Level 2, or Level 3 nursing course of the Associate Degree Nursing Program (A.D.N.) is given the opportunity to repeat a nursing course which constitutes a nursing course academic failure.

A student enrolled in the A.D.N. Program will be allowed to repeat only two nursing courses. A student may repeat the same nursing course failed only once. A student who fails a third nursing course will not be eligible for “continuation” and will be dismissed from the Associate Degree Nursing Program.

A student who has been dismissed from the A.D.N. Program pursuant to the provisions of the Continuation Procedure may apply for admission to the A.D.N. Program only through other health professional tracks available (Health Professional Bridge Track and/or LVN/EMT Transition Track). The student will be required to meet all admission requirements as outlined for each degree plan.

A student requesting “continuation” must meet the following requirements to be eligible:

1. The student must have an LCC cumulative grade point average of 2.5 or greater.
2. The student must have completed all college support courses designated as prerequisites for the A.D.N. Program with a grade of C or better.
3. Schedule a meeting with the Course Lead Instructor(s).
4. Meet with the Program Retention Specialist to determine eligibility for “continuation” and develop a plan of action for future success.
5. A student eligible for “continuation” must schedule a meeting with the Course Lead Instructor(s) to initiate a Learning Contract. The Learning Contract must be completed for “continuation” to be granted.

A student eligible for “continuation” within the Associate Degree Nursing Program must submit the appropriate continuation form to the Program Director. The Program Director will determine whether the student has satisfied all the requirements of this procedure. Students requesting “continuation” must do so within one year of the nursing course academic failure. Enrollment will be contingent upon space availability.
ACADEMIC WITHDRAWAL PROCEDURE

A student who withdraws from a nursing course(s) for the first time due to circumstances unrelated to grades must inform their instructor(s) and schedule a meeting with the Program Director. The student must submit a formal letter explaining the reasons for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

A committee will review the student’s case and determine whether the withdrawal will constitute an academic failure. A withdrawal from a nursing course based on a failing course average will constitute a nursing course academic failure. The student should refer to the Continuation Procedure for eligibility.

*If a course description in the LCC catalog states that a course must be taken concurrently with another course, those courses may not be taken independently of one another. If a student fails or withdraws from a concurrent course, they must withdraw from the other concurrent course as well.*

ACADEMIC DISMISSAL

A student who commits a violation of the Professional Code of Conduct or demonstrates unprofessional conduct as outlined in the A.D.N. Student Handbook, Laredo Community College Student Handbook, and Catalog will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph will not be allowed to return to the A.D.N. Program.

A student found guilty of Scholastic Dishonesty will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph will not be allowed to return to the A.D.N. Program. “Scholastic Dishonesty” includes but is not limited to the following:

Cheating on academic work, which includes but is not limited to:
1. Unauthorized use of materials during an exam or quiz
2. Copying from another student’s exam, quiz, or assignment
3. Acquiring exams, quizzes, or any other academic materials from a faculty member without permission
4. Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam, quiz, or assignment
5. Plagiarism, which is defined as the appropriation of another’s work and submitting the unacknowledged incorporation of that work as one’s own written work.
6. Collusion, which means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one’s own work.
INCOMPLETE/WITHDRAWAL

**Policy on Incomplete** (I*)

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to make arrangements within the time limit set by the instructor. If the course requirements have not been satisfactory completed by the deadline set by the instructor, the grade of incomplete will remain and I, however will be calculated as an F for the course and will affect the students GPA. In order for the student to be eligible for an incomplete, the student must be passing the course with a 75% or greater in the completed course work.

**Policy on Withdrawal**  (W)

A student desiring to withdraw from a course must withdraw officially through the Registrar’s Office; simply informing the instructor of a desire or intent to withdraw is not sufficient. **Note:** It is the responsibility of the student to officially withdraw from a course. Failure to officially withdraw or failure to officially withdraw in a timely manner may result in a grade of F for the course.

Students who properly withdraw from course(s) and students whose instructor drops them from a course(s) because of excessive absences will receive a grade of “W” for such course(s).
LEARNING CONTRACT

The purpose of the Learning Contract is to provide remediation for the student who has failed or withdrawn from a nursing course(s). The faculty and student will assess the student’s academic and/or clinical weaknesses and develop an individualized learning plan that will assist the student to improve the probability for success.

The Learning Contract will consist of a minimum of two (2) and a maximum of four (4) exercises from the five (5) learning exercises listed. The student will be given a deadline to submit all required work as designated by the faculty member.

A student who does not comply with the Learning Contract(s) will not be eligible to continue in the Associate Degree Nursing Program. Matriculation of students requesting continuation or readmission will be contingent on space availability. (Refer to Continuation Procedure)
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
LEARNING CONTRACT

Learning Exercises

1. Three (3) interactive learning programs (computer-based or case studies).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Three (3) summaries of professional nursing journal articles (one page typed each).

3. Test-taking strategies.

4. Demonstration of three (3) clinical skills.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Three (3) workbook exercises from RNSG _________ text.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s signature _________________________________ Date ___________

Faculty’s signature _________________________________ Date ___________
STUDENT INCIDENT/COMPLAINT AND GRIEVANCE PROCEDURE

Student Incident/Complaint Procedure

Concerns or problems a student may have in a nursing course should be directed in writing to the instructor for that course. The Student Incident/Complaint Form can be obtained from the department secretary. The instructor will address the student’s concerns and identify methods to resolve the issue. If the issue is not resolved then the student should proceed with the appropriate chain of command:

1. Instructor
2. Program Director
3. Dean of Health Sciences
4. Vice President of Instruction

Student Grievance Procedure

Laredo Community College has a Student Grievance Procedure to formally address issues which have not been resolved through the established Laredo Community College Student Complaints Process. Students who wish to file a formal grievance must follow the Laredo Community College Student Grievance Procedure outlined in the Laredo Community College Student Handbook. Student grievances must be filed in writing by completing a Student Grievance Form within 10 class days from the date of the act or last act giving rise to the student’s grievance. Failure to file the Laredo Community College Student Grievance Form within such time frame will bar any student’s right to pursue such grievance. Students may obtain a copy of this form from the Dean of Student Development or the Vice President of Instruction and Student Development.
Student Incident/Complaint Form

Student Name reporting the incident (Print):

_________________________________________________________ Date: _________ Time: _______

Incident/complaint reported to:  □ Faculty  □ Department Director/Chair  □ Dean

Describe the incident/complaint: (Facts Only)

____________________________________________________________ _________________________

Student’s Signature Date

*Please allow 7-10 days for response*

Resolution of Incident/Complaint: (For Departmental Use)

☐ Issue/Complaint Resolved  OR  Referred Student to:  □ Department Director/Chair  □ Dean

Signature and Title of person addressing the incident or complaint Date
The Laredo Community College Associate Degree Nursing Program supports the current Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act. The Associate Degree Nursing Program is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Associate Degree Nursing Program regarding undergraduate nursing students (who are unlicensed in the State of Texas either as Registered Professional Nurses or as Licensed Vocational Nurse) accepting employment in hospitals or health agencies, is as follows:

1. Laredo Community College undergraduate nursing students who accept positions, for which they receive compensation for client care, do so as unlicensed individuals and will not wear the school uniform, laboratory coat with insignia or other indications of their student status. The individual is not functioning as a nursing student but as a paid employee for the individual institution.

2. Students are advised to familiarize themselves with the current Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations so that they will recognize the full scope and responsibility of the role of the student nurse and the role of the Registered Nurse. Laredo Community College undergraduate nursing students who accept a position for pay as a nurse’s aide, nursing assistant or nurse tech must recognize that they may be held legally liable for their actions and therefore, should not accept responsibilities—nor perform nursing interventions beyond their knowledge and skills, NOR those within the responsibilities of the professional nurse as defined in the Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations.

3. The student is responsible for maintaining the required grade point average and should consider the demands of part-time employment upon the student’s time and success in the nursing program.
GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS

The Board suggests the following for consideration, which will enable the employer to utilize nursing students in an appropriate manner to promote patient safety. Rules 224 and 225 relating to delegation of unlicensed personnel by registered professional nurses apply to such nursing students. The definition of unlicensed personnel in Rule 224.4(4) and in Rule 225.4(12) includes nursing students enrolled in a professional nursing education program who are providing care for monetary compensation which is not a part of their formal educational program. Basically, the registered nurse may delegate certain nursing tasks which the RN determines can be properly and safely performed by the unlicensed personnel under the supervision of the RN. In such a capacity, nursing students may not perform any tasks requiring independent nursing judgment such as care plans, assessments, etc. The nursing student should familiarize themselves with this rule to promote patient safety.
In addition to the Laredo Community College requirements for graduation, the A.D.N. Department requires that the student:

1. Receive a minimum grade of C in each support (non-nursing) course as well as each nursing course.

2. Complete a comprehensive standardized assessment test administered in the last semester prior to graduation. This test is utilized as a predictor to prepare the student for the RN licensure exam. The student must obtain the required score as outlined in the course syllabus. The student must satisfactorily complete all capstone course requirements for participation in the pinning and graduation ceremonies.

The Associate Degree Nursing Department abides by the Laredo Community College requirements for graduation as found in the current college catalog. Application for graduation needs to be initiated by March for May graduation; by October for December graduation. Students are responsible for knowing and abiding by all graduation requirements. **It is the student’s responsibility to review their degree plan and assure that all courses required for graduation have been completed.**
PINNING CEREMONY

Registered Nurse School Pin
A standard Laredo Community College nursing pin is to be ordered by all graduates by the designated time frame.

Awards
Mary Alice Lopez Award
Classmates will select one peer as the nurse that they would entrust to care for their own loved ones. The award is presented to the Associate Degree Nursing Student at the completion of the Associate Degree Nursing Program. The recipient is given a certificate and will have their name engraved on the Mary Alice Lopez Award plaque on display in the Lopez Nursing Building.

Merit Award
At the completion of the Associate Degree Nursing program, the student(s) with the highest nursing course average for all Associate Degree Nursing courses is/are recognized by the Associate Degree Nursing Department. The recipient(s) is/are presented with a certificate and their name(s) engraved on the Merit Award plaque on display in the Lopez Nursing Building. A student with a nursing academic failure will not be eligible for the Merit Award.

Pinning Ceremony
A pinning ceremony is held in May:

Dress Attire for Pinning Ceremony
Attire for the Pinning Ceremony for female students includes a white dress uniform or a white pantsuit, white hose and solid white nursing shoes or solid white leather tennis shoes. Attire for male students includes white pants, white nursing shirt and solid white leather shoes or tennis shoes. The school emblem should not be included on the uniform.

Video
The graduating class in conjunction with an assigned faculty member may develop a video or PowerPoint presentation. The presentation is to represent the cohort and not to exceed three to four minutes.
The requirements for Licensure by Examination as a Registered Nurse in the State of Texas are:

1. The student must file an Application to the Board of Nurse Examiners for the State of Texas. The application contains personal data, (i.e. full name, date of birth etc.) educational information; a copy of charges, disposition papers if the applicant has ever been convicted of a crime other than a minor traffic violation; and a notarized affidavit of the above information. Refer to www.bne.state.tx.us

2. Verification of graduation from an accredited school.
   a. Certification of the applicant by the Dean/Department Chair of the program as having successfully completed all requirements for graduation including clinical practice.
   b. Submission of the filing fee to the Texas Board of Nurse Examiners. (Fees subject to change without notice).

3. Completion of the Pearson NCLEX-RN Application form, with a test fee. (Fees subject to change without notice)

4. Pass the NCLEX-RN Examination.

Eligibility for Licensure

Upon successful completion of the NCLEX-RN examination and provided any other condition(s) as stipulated by the Board of Nurse Examiners for the State of Texas is/are met the graduate will be issued the license. The graduate may then use the title Registered Nurse (RN).
STUDENT’S SIGNATURE REQUIRED
Students are responsible for knowing and abiding by all graduation requirements. **It is the student’s responsibility to review their degree plan and assure that all courses required for graduation have been completed.**

I, the undersigned, take full responsibility for completing all required courses for the Associate in Applied Science Degree in Nursing as outlined in the Associate Degree Nursing Program Curriculum and the Laredo Community College catalog. I recognize that I must keep a record of those courses as they are completed. I have been provided a degree plan worksheet listing all courses required for the program and take responsibility for verifying that they have been completed. I know that if any of the required courses have not been completed as required, I will not graduate with the class cohort I am designated to graduate with.

Print Name:____________________________________________

Student Signature:_______________________________________    Date: _______________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

STANDARD PRECAUTIONS PROCEDURE

Universal Precautions should be taken to minimize the risk of exposure to BLOOD AND BODY FLUIDS OF ALL PATIENTS REGARDLESS OF THE DIAGNOSIS.

1. Hands should always be washed before and after contact with bloods, body fluids or human tissue. Hands should be washed with soap and water immediately. (Refer to hand washing procedure).

2. A. GLOVES – disposable (single use) latex examination or surgical to be worn when:
   1. The health care worker has cuts, abraded skin, chapped hands, dermatitis, etc.
   2. Examination of abraded or non-intact skin or patients with active bleeding.
   3. During invasive procedures.
   4. Examination of oropharynx, gastrointestinal tract, and genitourinary tract.
   5. During all cleaning of body fluids and decontaminating of procedures.

B. GLOVES – should be changed:
   1. Between patients.
   2. As soon as possible whenever gloves are visibly soiled with blood or any other potentially infectious fluid.
   3. As soon as possible when gloves are torn.
   4. As soon as the worker leaves the work area.

   HANDS should be washed after removing gloves

3. GOWNS or plastic aprons should be used if blood/body fluid splattering is likely.

4. MASKS and PROTECTIVE GOGGLES should be worn if aerolization or splattering is likely to occur such as in treatments, surgical procedures, wound irrigations, or postmortem examinations.

5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or ventilation devices should readily be located and available for use in areas where the need for resuscitation is predictable.

6. All health-care workers should take precautions when using, cleaning, or discarding needles, scalpels, and other instruments or devices. Used needles should not be bent, broken, reinserted into their original sheath or unnecessarily handled. Needles should be discarded immediately after use into an impervious needle disposal box.
7. All needle stick, mucosal splashes or contamination of open wounds with blood or body fluids should be immediately washed and reported immediately.

8. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

9. Blood/Body fluid spills should be cleaned up promptly with a hospital approved disinfectant solution or a 1:10 dilution of bleach.

10. Invasive procedures (surgical entry into tissue, cavities, or organs) or repair of major traumatic injuries carry a risk of splattering blood and fluids. The use of gloves, masks, protective eyewear or face shield, and gowns or aprons made of materials that provide an effective fluid barrier are required.

11. Body fluids that require Universal Safety Precautions, such as but not limited to the following:

   A. blood
   B. semen
   C. tissues
   D. fluids:
      1. saliva
      2. cerebrospinal fluid
      3. synovial fluid
      4. pleural fluid
      5. pericardial fluid
      6. peritoneal fluid
      7. amniotic fluid
      8. breast milk

12. A student who sustains an injury while participating in a lab or clinical experience should notify the clinical instructor and follow the protocol of the affiliated institution. The student should report to the Laredo Community College’s Health Services Department to file proper documentation of the incident. Expenses incurred by the student for treatment immediately following the injury will be the responsibility of the student. Laredo Community College will not be held responsible/liable for any injury incurred while enrolled as a student at Laredo Community College.

____________________________   _______________________
Student’s Signature     Date
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

DISCLAIMER

The content of this handbook is accurate at the time of printing. The student handbook is a procedural manual which is to assist students in Health Sciences programs. The student handbook will be reviewed and revised based on procedural changes and new requirements from Accrediting Agencies, Federal, State, Local Agencies, or the Laredo Community College Board of Trustees. It is the student’s responsibility to remain current and to adhere to these changes. The student should be aware that modifications in cost, procedures, regulations and course offerings may occur without advanced notice.

The Associate Degree Nursing Department reserves the right to assess and modify the educational procedures and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact on his/her course of study.

Date: ___________________________

Student’s Signature: _______________________________

Print Name: _______________________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, have been informed and have read the Laredo Community College Catalog and Student Handbook and I am aware of the College Procedures as presented in these two documents.

I have been informed and directed to the Associate Degree Nursing Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Grading and Attendance Policies, and Department Procedures.

I have an understanding of the Curriculum Requirements of the Nursing Program and I am aware of the Graduation Requirements of the Associate Degree Nursing Program.

Print Name: ____________________________________________________________

Student’s Signature: ____________________________ Date: ____________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

PERMISSION FORM

I (Print Name) _____________________________ give permission to the Associate Degree Nursing Program to display my photograph, projects, papers, care plans or other work.

Signature: _______________________________ Date: _____________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

STATEMENT OF CONFIDENTIALITY

It is the responsibility of the health care providers to maintain the strictest confidentiality of a client’s personal or medical information. A student has the responsibility to maintain the same degree of confidentiality. The student is required not to discuss the client’s condition with the family, bystanders, the media or any other non-medical personnel. In addition, the student will not discuss the client’s condition or prognosis outside of class. Violation of confidentiality rules may result in the student’s being dismissed from the course or the program.

I have read and understand the significance of the information given above.

I (Print Name) ___________________________ will not reveal any information concerning patients/clients to anyone not authorized to discuss the individual’s physical and psychological condition. I am aware that if I do, I may be subject to suspension from the Associate Degree Nursing Program.

Student Signature ___________________________ Date_________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

EXAMINATION AGREEMENT

To promote success in Nursing Courses a student with a 75% or less on an exam must:

1. Schedule and meet with the faculty member and retention specialist after reviewing the exam.

2. Complete a remediation agreement with the retention specialist by the next exam.

3. Successfully complete the remediation agreement within the designated time. Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam/final (no make up exam will be provided)

I fully understand the above guidelines and agree to abide by these guidelines for the entire nursing program. I understand that it is my responsibility as a student to schedule a meeting with the course instructor.

PRINT NAME: _______________________________
SIGNATURE: _______________________________
DATE: ______________________________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

Board of Nurse Examiners for the State of Texas
333 Guadalupe #3-460
Austin, Texas 78701

Required Eligibility Notification Form

I hereby verify that I have been provided verbal and written information through the Board of Nurse Examiners for the State of Texas web site (http://www.bne.state.tx.us) regarding conditions that may disqualify graduates from licensure and of my right to petition the Board of Nurse Examiners for the State of Texas for a Declaratory Order of Eligibility:

1. Sections 213.27 – 213.30 Texas Administrative Code of the Board of Nurse Examiners Rules and Regulations relating to Nurse Education, Licensure and Practice (relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, Declaratory Order of Eligibility for Licensure.)

2. Texas Occupations Code 301.252, 301.257, and 301.452 - 301.469 of the Nursing Practice Act, Nursing Peer Review Act & Nurse Licensure Compact Texas Occupations Code and Statutes Regulating the Practice of Nursing As Amended September, 2005

3. Petition for Declaratory Order.

________________________________________________________________________
(Print) Student Name

_________________________________  ______________________________
Student S.S. Number          Date of Birth

_________________________________  ______________________________
Student Signature           Date Signed

This instrument was acknowledged before me on ___________________ by ___________________

_________________________________
Notary Public - Signature

(Seal)