The student is responsible for reading, understanding, and complying with the Vocational Nursing Program 2009 -2010 Student Handbook. This handbook is a procedural manual to assist students who are admitted in a Health Science Program. 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. Students will be notified in writing of such revisions. It is the student’s responsibility to remain current and to adhere to these changes.

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.

Approved: 6/04
Revised: 8/04, 8/05, 8/06, 6/08, 6/09
WELCOME

We, the L.V.N. faculty, welcome you to the Vocational Nursing Program. This year will prove both exciting and challenging. The faculty members will provide educational opportunities, facilitate students in the learning process, and evaluate the educational process. The faculty and staff are committed to providing you with a quality education.

It is the student’s responsibility to learn and become proficient in nursing skills and knowledge. The student’s commitment, determination, and consistent effort can lead to many satisfying experiences and a successful and promising future.

Congratulations and good luck with your studies.

Miguel P. Peña, B.S.N., R.N.
Vocational Nursing Program Director

Approved: 6/04
Reviewed: 8/04, 8/05, 8/06, 6/08, 6/09
Revised: 8/07
LAREDO COMMUNITY COLLEGE
VOCATIONAL NURSING PROGRAM

FORWARD

This handbook has been designed to serve as a guide for the student during the Vocational Nursing (VN) Program. It provides information regarding procedures and general practices to be followed while attending Laredo Community College. The VN Student Handbook should assist you towards your goal of becoming a vocational nurse.

******************************************************************************

Each VN student will be held responsible for all parts of the Nursing Student Handbook and the Laredo Community College Student Handbook.

******************************************************************************

According to Federal Law, information regarding a student’s record cannot be released without the student’s participation and/or consent. Only information considered “Public Information” is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.

Adopted: 6/04
Reviewed: 8/04, 8/05, 8/06, 6/08, 6/09
Revised: 8/07
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Laredo Community College
Institutional Mission and Philosophy

**Mission Statement**
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.

**Statement of Philosophy**
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 facilitate student growth and enhance 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 and efficient administrative management of fiscal resources while maintaining full accountability within a balanced budget.

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.

Reviewed: 6/04, 8/04; 8/07, 6/09
Revised 4/05, 8/05, 8/06, 6/08
The Vocational Nursing faculty shares the values, philosophy, and the goals of Laredo Community College. This institution is sensitive to the needs of the community and is committed to the role as community educator. Education in the Vocational Nursing Program focuses and responds to the changing needs in nursing. Advances in technology, education, and the unique health needs of the community are used to develop a dynamic nursing curriculum.

The faculty members encourage and promote the diversified needs of individuals in the community. In addition, the faculty members endorse an educational atmosphere that is conducive to learning. A conducive learning environment is one that begins with a mutually respectful relationship between the instructor and the learner and evolves into a partnership in education. The faculty members accept the responsibility of providing educational opportunities, facilitating students in the learning process, and evaluating the educational process. The learner’s responsibility consists of being committed and dedicated to learning. This will lead to the development of health care professionals who possesses the ability to solve problems, to contribute to the health care team and who become safe practitioners of vocational nursing.

The faculty members consider that the individual is a multifaceted being possessing physiological, spiritual, psychological, sociological, cultural and economic aspects: all of which must be addressed through a holistic approach in the delivery of care and of the educational process. The goal in nursing care is to teach, support, and assist the individual in the achievement of health for an optimum quality of life. Responsibility for health begins with the individual and extends to the community and society as a whole.

Nursing care is based on Maslow’s Hierarchy of needs and on the nursing process. The nursing process includes assessment, planning and goal development with the client and significant others, implementing the plan of care and evaluating the care with the health care team. Nursing care focuses on safety in the provision of quality care to individuals. The vocational nurse is a vital member of the health care team who is educationally prepared to function professionally within the
scope of practice, supervised by a professional nurse and/or a physician. The graduate must interpret the health status and needs of the client as a provider of care. The graduate must learn to participate in the coordination of human and modern resources of client’s as a coordinator of care. The graduate must demonstrate accountability for his/her own nursing practice as a member of the profession.

Vocational Nursing Education progresses from simple to complex basic nursing knowledge that includes human anatomy and physiology, technical skills, and therapeutic communication techniques to provide safe and competent nursing care in a variety of settings. 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. Learning is a lifelong process motivated by the need for growth and adaptation.
Program Objectives

Upon completion of the Vocational Nursing Program, the graduate should be able to:

1. Use the nursing process, scientific principles and legal/ethical parameters to individualize and to provide nursing care to culturally diverse clients and their families across the life span within a structured health care environment.

2. Use teaching-learning principles and effective communication skills to instruct clients and their families in a structured environment.

3. Use critical-thinking skills to problem solve when providing nursing care to clients and their families.

4. Collaborate with other health care team members in the delivery of nursing care to help the client to return to optimum function as soon as possible.

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

6. Manage the nursing care of four or more clients within a structured health care setting.

7. Recognize the need to assume personal accountability and responsibility for the quality of care provided to clients and their families.

8. Assume legal, ethical, and professional accountability in the practice of Vocational Nursing.
CURRICULUM

LENGTH OF PROGRAM
The program is twelve months in length. Please note that the sessions start dates differ from the LCC campus calendar.

LEVEL I: FALL SEMESTER
In the first eight weeks, the student will spend time in the classroom with assigned hours in the skill lab. The second eight-week session will include classroom lecture, skills lab practice and clinical settings involving simulated and various health care facilities.

LEVEL II: SPRING SEMESTER (SESSION I & II)
During Level II, the student will participate in classroom lecture and clinical settings involving simulated and various health care facilities.

LEVEL III: SUMMER SEMESTER
During Level III, the student will participate in lecture, lab skills, and in the clinical setting involved in simulated and direct client care.

Reviewed: 6/04, 8/04, 8/06, 8/07, 6/08
Revised: 8/05, 6/09
HEALTH AND SAFETY

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 Vocational Nursing Program.

1. Have a physical health examination on file that has been completed within eight months prior to admission.

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. Complete the series (3) injections prior to direct patient contact. Serologic confirmation of immunity to the hepatitis B virus is acceptable.
   • Two doses of varicella (chickenpox). Also acceptable:
     o Student received first dose prior to 13 years of age
     o Laboratory report indicating varicella immunity, or
     o 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 VN Program.

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

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

7. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student’s condition jeopardizes the welfare of clients, staff or other students, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment.
8. At any time during the program, the student may be required to supply a physicians’ statement regarding his or her physical and/or emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Science Committee will meet to review the case individually and render a decision. The Committee’s decision will be forwarded to the Program Director.

9. If a medical/surgical condition occurs during the course of the student’s enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form by the physician, who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then render a decision about the student’s ability to participate in clinical.

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 states immunization policy.

It is the student’s responsibility to provide documentation and to adhere to all of the above health requirements.

Drug and Alcohol Procedure
The substance abuse policy will follow the procedure as stated in the current LCC Student Handbook. A random drug screen may be performed by an institutional or clinical facility where students are being trained.

Occupational Exposure to Infectious Agents
In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility.

Pregnant Nursing Students
Pregnancy is not an American Disabilities Act (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.

Emergency Health Care
The nursing student is responsible for his/her own health care needs and medical expenses. It is recommended that the student obtain health insurance coverage. If an emergency occurs during clinical, it is the student’s responsibility to arrange transportation. The clinical instructor can contact family as requested by the student. The clinical instructor or another student cannot leave the clinical site in order to provide transportation for the ill student.
Professional Liability Insurance
The college requires professional liability insurance coverage for all nursing students in the Vocational Nursing Program. Payment for insurance coverage and malpractice insurance is made at the time of registration. Rates are subject to current applicable rates.

Reporting Injury
The nursing student injured while in the role of a student nurse must report the injury to the instructor and an incident report must be completed. If the student is at a health care facility, the facility’s policy governing injury of a visitor must also be followed. The incident report must be sent to the Program Director. In addition, the faculty and student must follow the following Incident Report guidelines.

Incident Report

Procedure for Injury, Illness, Exposure to a Student Involved in LCC Activity

If a LCC student is injured, becomes ill, or is exposed to potentially harmful substances while involved in a LCC related activity such as academic class, clinical class, sport, etc, the following will occur:

1. Address the injury, illness, or exposure immediately.
   a. On campus: send student to Health Services, refer to personal physician, or call 911.
   b. Clinic: send student to ER or refer to personal physician.
2. Faculty, Program Director, or Supervisor calls LCC Risk Manager or Health Services and notifies them of the incident. (As soon as possible)
3. As soon as the student is able he/she fills out an incident report at Health Services.
4. Student should follow up with physician if necessary.
5. Payment
   a. Incident must be addressed and reported immediately
   b. Primary insurance will be filled for payment. LCC insurance will be filed for expenses not covered by primary insurance.
   c. If student has no other health insurance coverage the LCC insurance will cover expenses up to $7,500 per occurrence.
   d. LCC insurance does not cover any underlying condition.
6. Contact Risk Management Dept at 721-5852 for further questions.
DISABILITIES

The student with disabilities must meet program objectives without major or unreasonable accommodations.

1. An applicant would be considered ineligible to participate when his/her physical, emotional, and/or learning disability:

   a. Prohibits the student from achieving the knowledge and/or motor skills required to practice as a vocational nurse.
   b. Places the student and/or recipient of health care services at the risk of injury.

2. The student with disabilities, including learning disabilities, who wishes to request accommodations in a class should notify the Special Services Center KCC/213 @ 721-5137. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Center Counselor. For additional information, visit the Special Services Center KCC/213 or call @ 721-5137.

   **The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.**

3. On the Vocational Nursing Program Information Card, include emergency or medical information necessary for your safety. This information will be kept confidential.
Criminal Background Record

The V.N. Program students are required to obtain a criminal background record upon admission to the program 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.
EDUCATIONAL COST INFORMATION

The tuition and fee schedule for the nursing student is the same as for the regular college students. Refer to 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.

Additional expenses for the nursing students include the purchase of uniform(s), liability insurance, identification badge, a watch, white stockings for females, white shoes, and Assessment Test fees. The TB skin test, immunizations, a physical exam, drug screen, and CPR certification fees are at the student’s expense.

The approximate costs for special items for the nursing student are as follows (these fees are subject to change according to applicable rates):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$700.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$150.00</td>
</tr>
<tr>
<td>Lab packs</td>
<td>$120.00</td>
</tr>
<tr>
<td>Standardized Exams</td>
<td>$120.00</td>
</tr>
<tr>
<td>NCLEX-PN Review</td>
<td>$160.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>BON Registration</td>
<td>$139.00</td>
</tr>
<tr>
<td>NCLEX-PN Testing Center (NCS Pearson)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Nursing Pins for Ceremony</td>
<td>$50.00</td>
</tr>
<tr>
<td>Computerized Assisted Program (CAI)</td>
<td>$89.00/semester</td>
</tr>
</tbody>
</table>

(Prices subject to change)

FINANCIAL AID

Inquiries regarding scholarships, grants, and loans should be directed to the Financial Aid Office. Financial Aid applications are processed on a first-come, first-serve basis. Students must meet eligibility requirements for financial assistance. Occasionally scholarships are available through the Health Science Division. Please complete appropriate applications and return in a timely manner.

Reviewed: 6/04
Revised: 8/04, 8/05, 8/06, 8/07, 6/08, 6/09
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, the student will have to pay the fee.
Student records will be kept in a locked file, or electronically, in the Vocational Nursing Department Office. Official student records are located at the Registrar's Office.

Documents included in the V.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 Vocational Nursing Department.
TRANSFER GUIDELINES

Nursing courses must be evaluated before being transferred into the V.N. program. Nursing courses must be less than one year.

1. The student makes an appointment to meet with the Vocational Nursing Program Director to obtain program information regarding admission and transfer.

2. The Program Director will review the V.N. Admission Criteria with the student. The student will be asked to submit:
   a. An official written request to be admitted into the V.N. program
   b. All official transcripts from colleges or universities previously attended
   c. Syllabi and study guides of all previously completed nursing courses
   d. School Catalog including course descriptions
   e. A letter of good standing from the Director of the Nursing Program from the transferring institution.

3. The Program Director reviews and compares the information presented with the course(s) requested for transfer.

4. The Program Director consults with the Dean of Health Sciences and the college Coordinator of Records regarding course validity, semester credit hours or quarter hours and criteria for graduation based on the currently published program.

5. The faculty member teaching the content will review the nursing content, which is in question. Based on the faculty member’s review, he/she will advise the Program Director if there are areas of concern.

6. If concerns still exist, a nursing faculty committee is established to further review and deliberate the request and make a recommendation to the Program Director based on their review. The faculty may request for students to show content proficiency through an examination. **The student must achieve a 75% or higher on the exam.**

7. The Program Director reviews the recommendation from the committee and determines the final outcome of the request.

8. The Program Director confers with the Dean of Health Science to discuss the recommendation, questions and/or concerns from the committee and from the Program Director.

9. The decision and the conditions (remediation, challenge, proficiency examinations) regarding the transfer are presented to the student in writing.

10. The same transfer guidelines are applied to WECM courses.

11. Admission is based on space availability.
The motivation for these stringent guidelines is to accomplish two goals:

- The student must be successful on the NCLEX-PN exam required for licensure.
- The graduate must be a safe and competent practitioner.
VN 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. Instructors perform individualized academic advisement and counseling for each theory course in the program. Students are encouraged to meet with the counselors as needed.

Instructor Availability
Instructors are available for counseling with students according to the times posted on their door schedules. Appointments are to be made with the instructor or the VN secretary. Students are able to communicate with the appropriate instructor by E-mail. E-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will E-mail class information, etc. to the student. It is the student’s responsibility to supply the faculty member with their correct E-mail address and to notify the faculty member of changes in his/her E-mail address.

LCC 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.

ACADEMIC COUNSELING
Nursing faculty and the Retention Specialist provides counseling for their individual nursing courses. Students who are high risk for academic failure should schedule a meeting with the course instructor or Retention Specialist for academic counseling. A counseling form will be initiated and a plan for success developed by the student, faculty member, and Retention Specialist. 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 and the course instructor.
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. Vocational 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) 721-5255. 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. Texting in class or at the clinical site is not acceptable. Faculty members will complete a Counseling form with students who violate these procedures.

Reviewed: 8/04, 8/05, 6/08
Revised: 8/06; 8/07, 6/09
OBJECTIVES

1. Provide the student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo Community College Vocational Nursing Program.

2. Provide the 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 Vocational Nursing Department.

PROCEDURE

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

RESPONSIBILITIES

The Program Director and/or Faculty will:

1. Welcome the new student.

2. Introduce the faculty and the clerical staff.

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

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

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

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

7. Discuss the Comprehensive and Standardized Assessment Tests
The Program Director and/or 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. Criminal Background Checks

The Simulation/Computer Laboratory Coordinator 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.
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 student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo Community College Vocational Nursing Program.
□ Yes □ No Provided the new student with an overview of the course curriculum and procedures.
□ Yes □ No Identified the responsibilities of the new student in the classroom and clinical areas in accordance with the mission, philosophy and procedures of Laredo Community College and the Vocational Nursing Program.

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

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

□ Yes □ No Introduced department faculty and staff
□ Yes □ No Presented the organizational charts; philosophy and outcomes of the V.N. program, the Nursing Practice Act, the Licensure information, Standardized Examinations, and the Awards/Pinning ceremony.

Course Coordinator/Faculty

□ Yes □ No Review the V.N. Student Handbook
□ Yes □ No Forms completed
  a. Address, etc.
  b. Physical Examination
  c. Immunization Record
  d. CPR certification requirements
  e. Criminal Background Check

Adopted: 8/05
Reviewed: 8/06, 8/07, 6/08, 6/09
Simulation/Computer Laboratory Coordinator

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

Student Vocational Nurses Club

☐ Yes ☐ No  Purpose and goals of association
☐ Yes ☐ No  Application
☐ Yes ☐ No  Explanation of Activities

Student Signature ___________________________    Date ________________

Reviewed: 8/06; 8/07, 6/08, 6/09
Adopted: 8/05
SECTION I
Please check the description that most closely matches the way that you feel the program met the following objectives:

<table>
<thead>
<tr>
<th></th>
<th>Fully Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identifies the textbooks in the Vocational Nursing Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Lists the information components in a course syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Identifies the content of the Vocational Nursing Student Handbook</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Identifies the content of the LCC Student Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Identifies the requirements for current immunization records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Identifies the requirements for valid CPR certification and criminal background checks</td>
<td></td>
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<tr>
<td>7.</td>
<td>Summarizes the Texas BON requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Identifies college resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Summarizes the LCC VN Program and its requirements including standardized exams.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION II
Please check the comment that best reflects your evaluation of this orientation meeting your needs as a new nursing student. Use the bottom or back of this paper for additional comments.

My needs were met (check the appropriate block for each item):

<table>
<thead>
<tr>
<th></th>
<th>Fully Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>The content of this program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>The physical facility of this building (too hot/cold, room was clean/dirty, adequate/inadequate lighting, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Those that presented this program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>The teaching/presentation of this program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 (please use back of paper):
The Vocational Nursing (V.N.) faculty realizes that students are an integral part of the educational process at Laredo Community College (LCC). Furthermore, the V.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 two alternates will be chosen from the 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 for the representative and the alternates. A simple majority vote will constitute the elections of the representative and the alternates.

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. Committee meeting calendar will be posted on the Student Association bulletin board.
2. 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.

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.

Adopted: 8/07
Reviewed: 6/08, 6/09
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. However, 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 in the nursing program. A review of the examination will be scheduled at the discretion of the faculty. Grades will be provided within 72 hours of the exam. A student must communicate with the VN instructor or office if unable to take an exam. A written documentation of the circumstances for missing the exam must be provided to the faculty member. 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 instructor and will vary in format (i.e. Essay, NCP, Concept Mapping).

The computer-generated student’s response report is the official unit exam documentation.

Quizzes will be scheduled, at the discretion of the instructor. Quizzes cannot be made up, and any missed quiz will constitute a zero. This grade cannot be dropped. The student is advised to acquaint himself/herself with the material covered in the quiz as it may help prepare for the next exam.

All required work must be submitted on time. Regardless of the circumstances, late work will be assessed penalty points by the instructor. The assignment will be deducted five points for each late day including holidays and weekends.

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 successful 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.

Averaged exams, skills, quizzes, and written work determine the course grade. Refer to the course syllabus for the individual course grading policy.
GRADING STANDARDS

CONVERSION OF NUMERICAL TO LETTER GRADES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>NUMERICAL</th>
<th>GRADE POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79 -75</td>
<td>2</td>
</tr>
</tbody>
</table>

{Not acceptable in the Vocational Nursing Program}

D | 74 - 60 | 1
F | 59-BELOW | 0

Grades accumulated in the course will be recorded as scored to the tenth decimal place. The final course grade will be rounded as a whole number.

The final course grade must be $\geq 75\%$ to successfully pass each nursing course.

Clinical Responsibilities:

1. Each course syllabus contains the grading procedure for individual course.

2. When students exhibit unprofessional conduct or appearance, the student will be counseled. A Conference Form will be completed, signed by the student, and placed in the student’s file. A second occurrence of unprofessional conduct or appearance will result in an F for the clinical course.

3. The clinical instructor may dismiss the student from the clinical setting if the student demonstrates unsafe clinical performance.

An instructor will refer students to the skills lab for specific skills that he/she decides needs further practice. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.
COMPUTER BASED EXAMINATIONS/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.

2. The instructor will determine what additional aids may be used during the examination.

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. (Refer to Academic Dismissal Section)

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.

E-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will E-mail class information, etc, to the student. It is the student’s responsibility to supply the faculty member with their correct E-mail addresses and to notify the faculty member of changes in his/her E-mail address. It is the student’s responsibility to notify the faculty member if he/she has not received an E-mail when it is announced that one is forthcoming. Grades may be accessed through web-grade by the student.

Revised: 6/08
Reviewed: 8/04, 8/06, 8/07, 6/09
COMPUTER BASED EXAMINATIONS

**Standardized Assessment Exams**

Standardized Assessment Exams are administered at various times during the student’s enrollment in the Vocational Nursing Program. The results will be used to evaluate the student’s strengths and weaknesses and assist in establishing remediation activities. The student is required to pay the required fees and to take Standardized Assessment Exams as part of the Vocational Nursing Curriculum. Payment may be made over the internet at the designated website or at the college bookstore.

A comprehensive standardized assessment exam will be administered in the capstone course. The student must obtain the required score as outlined in the course syllabus to complete all course requirements in order to pass the capstone course.

A mandatory NCLEX-PN Review course and Standardized testing evaluation are required during the last semester of the program. The approximate cost is $160.00.
Grade determination and the awarding of a final grade in the course is clearly the responsibility of the course instructor. The official grade report is sent by LCC’s Registrar’s Office and is posted through LCC’s Passport Portal.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chair/Program Director and request a review of the grade in writing. If the student is not satisfied with the Department Chair’s/Program Director’s decision, the student may contact the Dean of Health Science for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade questions. If necessary, the student may request a review by the Vice-President for Instruction after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.

Students, who think that the final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think 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.

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.


REMEDICATION/TUTORING

Examinations

To promote success in the Nursing Courses, a student with a 75% or less on a unit examination must:

1. Schedule and meet with the faculty member and the Retention Specialist after reviewing the exam in order to complete an Exam Counseling Form.
2. Successfully complete the remediation assignments within the designated time. 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 make up exams will be provided). It is the student’s responsibility to meet with the course instructor.

The remediation/tutoring assignments may consist of any or all of the following:

1. Tutoring at the Lerma-Pena Learning Center
2. Computer assignments
3. A review session (notification of location designated by instructor)
4. Assignment as designated by the instructor
5. CAI Programs
6. Focus Group Sessions/Presentations

Clinical Evaluation

Students who demonstrate poor performance on any critical element within the Clinical Evaluation Tool (CET), 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 meet with the course instructor.
Laredo Community College
Vocational Nursing Program

Exam Counseling Form – Plan for Success

Student Name __________________________ Student ID # ______________________

Course Number VNSG Exam # _____ Grade _____ Lecture Absences ________

Faculty Remediation Plan

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________

Remediation Deadline: __________________________

Contributing Factors (Select all that apply):

___ Did not read assigned readings    ___ Missed Lectures
___ Did not finish assigned readings    ___ Health Issues
___ Difficulty understanding assigned readings    ___ Family Issues
___ Worked > 15 hrs/week

Student Plan of Action

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________

Student Signature __________________________ Date ________________

Faculty Signature __________________________ Date ________________

Remediation Completed: YES NO Date ________________

White: Student’s Record    Yellow: Faculty’s Copy    Pink: Student’s Copy

Reviewed: 8/06, 8/07, 6/08, 6/09
Adopted: 8/05

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COUNSELING FORM

Counseling Forms are written comments made by any instructor and/or the Department Chair/Program Director. The counseling forms are written and placed in the student’s permanent file. The notes serve as:

A. A reference during the conference following the clinical experience.
B. An evaluation tool of student progress.
C. A record of recommendation for continuity within the teaching team.
D. Recording of written factual information.

Each student is given the opportunity to review his/her counseling form and write comments if appropriate. The instructor and student are required to sign the counseling form. The student’s signature indicates that he/she has read and understood the notes NOT whether he/she agrees or disagrees with them. **It is the student’s responsibility to meet with the course instructor.**
COUNSELING FORM

Student Name _____________________  S.S.# ______________  Date ______________

Course ____________________________                                   Semester ____________

(   )  Excessive Absences                      (   )        Failing Clinical
(   )  Violation of Code of Conduct  (   ) Failing Theory
(   ) Incomplete Assignments               (   )       Other ___________________

Faculty Comments:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
____________________________________

Recommendations:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
___________________________________

Student Comments/Plan of Action:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
____________________________________

__________________________________                                        __________________
Student Signature                                                                                Date

__________________________________                                        __________________
Faculty Signature                                                                                Date

Reviewed: 6/04, 8/04, 8/05, 8/06, 8/07, 6/08, 6/09
PROGRESSION THROUGH THE VOCATIONAL NURSING PROGRAM

Students progress through the curriculum according to the outlined program of studies. For progression in the Vocational Nursing Program, the student must meet all of the following criteria:


2. The student must take the courses in the sequence listed in the curricula. Prerequisites must be met and concurrent courses must be taken simultaneously.

3. All the nursing courses must be completed with a **75% or greater** in order to progress in the program. A student who fails to earn the required 75% in any one nursing course will not be able to continue to the next course in the program until the course in which the failing grade was earned has been completed with a 75% or greater.

4. The student who is unable to meet nursing course requirements with a minimum of 75% (C) will be disenrolled.

5. In clinical courses, the clinical evaluation tool (CET) serves to measure the student’s progress. Evaluations will include the student’s ability to apply classroom theory and lab skills in the practice of direct client care, demonstrate knowledge and understanding of the duties and responsibilities, including standards of ethics, safety and professionalism for the Vocational Nurse. **The student must achieve a cumulative of 75% (C) and a 75% or greater on the critical elements on the CET to continue in the program.**

6. Prior to the clinical rotation, the student must earn 100% on a math competency test. The student will be allowed to take the exam three times including the original test. If after three attempts the student is unable to pass the exam, he/she will be disenrolled from the clinical and theory courses. A 100% math competency must be demonstrated in direct clinical practice.

7. Capstone Experience: VNSG 1410 and VNSG 1660 are courses taught in the last semester. The learning experience in these courses result in a consolidation of a student’s nursing educational experience.

**Dismissal from the Program**

1. Violation of the student Rights and Responsibilities: Code of Student Conduct and Discipline in the LCC Student Handbook.

2. Classroom absences exceeding LCC Student Handbook.

3. Earned grade of less than 75% on any required nursing course.

4. Earned grade of less than C on any required non-nursing course.

5. Lack of proof of malpractice insurance.

6. Clinical absences exceed accreditation agency requirements.

Revised: 8/04, 8/05, 8/06, 6/09
Reviewed: 8/07, 6/08
CONTINUATION PROCEDURE

1. A student may request one continuation (whether academic failure or withdrawal) to the Vocational Nursing Program. The request must be made in writing.

2. A student who has not complied with a learning agreement will be denied continuation.

3. Matriculation of students requesting continuation will be contingent on space availability and faculty availability.

4. General criteria for continuation includes:
   - A student must have passed Fundamental Nursing for continuation consideration
     - A letter explaining the reason for failure/withdrawal and a plan of action for future success.
     - Interview with Lead Instructor.
     - Completion of learning agreement.
     - Demonstrate competency of knowledge, skills, and clinical as determined by the faculty members.
     - Space availability/Faculty availability.
     - If a student fails or withdraws from a concurrent course, they must withdraw from the other concurrent course as well.
     - Being a prior student in the VN program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.

5. A committee will review individual cases.

6. The student has one year from the date the course withdrawal or failure to request continuation to the Vocational Nursing Program.

7. The Vocational Nursing Program is generally offered one time per year. However, during level 2 & 3 a recovery course may be offered. The recovery course will only be offered at a designated time, the course only offered once, and with a minimum of 10 students. Students may only be eligible for one recovery course. If a student is unsuccessful in the Vocational Nursing Program, the student may apply for admission into the program and compete with the other applicants for admission.
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 Department Chair. The student must submit a formal letter explaining the reasons for the withdrawal and a plan of action for future success to the Department Chair/Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

A withdrawal from a nursing course based on a failing course average will constitute an academic failure. A committee will review the student’s case and determine whether the withdrawal will constitute an academic failure.

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 Student Code of Conduct outlined in the V.N. Student Handbook, or the Code of Student Conduct and Discipline outlined in the Laredo Community College Student Handbook and Catalog will be dismissed from the V.N. Program. A student who is dismissed under this paragraph may not apply for readmission to the V.N. Program.

A student who has been dismissed from the V.N. Program due to the provisions of the Re-Admission and Continuation policy may apply for admission to the V.N. Program. These students must start from the beginning with the first semester. These students must also compete with and follow the same procedure as all other applicants being considered for admission.

A student found guilty of Scholastic Dishonesty will be dismissed from the V.N. Program. A student who is dismissed under this paragraph may not apply for readmission to the V.N. Program. “Scholastic Dishonesty” includes but is not limited to the following:

A. Cheating on academic work, which includes but is not limited to:
   - Unauthorized use of materials during an exam or quiz
   - Copying from another student’s exam, quiz, or assignment
   - Acquiring exams, quizzes, or any other academic materials from a faculty member without permission
   - Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam, quiz, or assignment

B. 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.

C. Collusion, which means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one’s own work.

Revised: 8/04, 8/05, 8/06, 8/07, 6/08, 6/09
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 satisfactorily completed by the deadline set by the instructor, the grade of incomplete (I*) remains on the record; however an F is computed in the course and affects the 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 courses and students whose instructor drops them from courses because of excessive absences will receive grades of “W” for such courses through the time designated by the academic calendar.
LEARNING AGREEMENT

The purpose of the Learning Agreement 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 Agreement 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 Agreement(s) will not be eligible to continue in the Vocational Nursing Program. Matriculation of students requesting continuation will be contingent on space availability. (Refer to Continuation Procedure, page 43).

Adopted: 8/07
Reviewed: 6/08, 6/09
LAREDO COMMUNITY COLLEGE
VOCATIONAL NURSING PROGRAM

LEARNING AGREEMENT

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 techniques exercise.

4. Demonstration of three (3) clinical skills.

_______________________________________________________

_______________________________________________________

_______________________________________________________

5. Three (3) workbook exercises from VNSG __________ text.

_______________________________________________________

_______________________________________________________

_______________________________________________________

Student’s signature _________________________________ Date ___________

Faculty’s signature _________________________________ Date ___________

Adopted: 8/07
Reviewed: 6/08, 6/09
STUDENT COMPLAINT PROCESS

Student Complaint Process:

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

Student Grievance:

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.

Adopted: 8/07
Reviewed: 6/09
Revised: 6/08
ETHICAL AND LEGAL BEHAVIOR

The nursing faculty at Laredo Community College strongly believes that the 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 Board of Nursing to be eligible for the NCLEX-PN examination.

Reviewed: 6/04, 8/04, 8/05, 8/06, 8/07
Revised: 6/08, 6/09
CODE OF CONDUCT

One of the goals of the Vocational 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 Vocational 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 expectations. The following code of conduct has been established to make the student aware of guidelines regarding the Vocational 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.

The Vocational Nursing Program values the principles of trustworthiness, truth telling, fairness, respect, and professionalism. These goals are met by holding the student accountable for safe behaviors and 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 expectation. The following code of conduct has been established to make the student aware of guidelines regarding the departments’ expectations. These guidelines are in keeping with the student procedures that are found in Laredo Community College’s Student Handbook.

Infraction of the code of conduct whether it occurs in the classroom, on campus or at any of the extended campuses including the clinical sites will result in disciplinary action. Students should follow the chain of command: Instructor, Department Chair/Program Director, Dean, and Vice President of Instruction.

Reviewed: 6/04, 8/04, 8/05, 8/06
Revised: 8/07, 6/08, 6/09
UNPROFESSIONAL CONDUCT IN THE CLINICAL AREA OR CLASSROOM/LAB

The Vocational Nursing program faculty believes the primary concern of the nurse is the safety of the client and any other individuals involved. Therefore, safety is emphasized throughout the nursing program.

A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Department Chair.

Unsafe clinical practice shall be deemed behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the client(s) assigned to his/her care. The following are examples of what may constitute unsafe behaviors. Violation of any of the following will be referred to a committee to determine dismissal from the program. These behaviors are not to be considered all-inclusive.

Unprofessional Conduct:

Unprofessional conduct includes but is not limited to using verbal or nonverbal language, actions, or voice inflection which may compromise rapport and working relations with client, family members, staff, instructors, classmates, or physicians, and which may potentially compromise contractual agreements, working relationships with clinical affiliates, or constitute violation of legal/ethical standards.

Students found to demonstrate unprofessional conduct in the clinical/laboratory/theory experience will be required to complete a Counseling Form. The form describes the unprofessional behavior, resolution of the behavior and/or the time frame necessary for resolution. Inability to resolve the behavior will result in the student receiving a “failure” for the clinical/laboratory/theory experience and an F for the nursing course. The student will not be allowed to progress or reapply to the Vocational Nursing Program.

Students found cheating during an exam/quiz will be dismissed from the class, receive an F for the course, be dismissed from the program, and will not be allowed to reapply to the Vocational Nursing Program.

Physical Safety:

Unsafe behavior includes but is not limited to inappropriate use of side rails, wheelchairs, other mechanical equipment, or lack of proper protection of a client which may cause injury to the client, student, or other personnel.
**Biological Safety:**

Unsafe behavior includes but is not limited to failure to recognize violations in aseptic techniques, violation of the “5 rights” in medication administration, performing nursing actions without appropriate supervision, and failure to seek help when needed.

**Emotional Safety:**

Unsafe behavior includes but is not limited to threatening a client or making them fearful, providing a client with inappropriate or incorrect information, performing nursing actions without appropriate supervision, failure to seek help when needed, and/or demonstrating unstable emotional behavior(s).

**Confidentiality:**

Students are expected to maintain the confidentiality of client information. Each student is expected to sign a confidentiality statement prior to the initial clinical laboratory experience.

**Documentation:**

Faculty may keep anecdotal records of students’ clinical and theory progress. Each time a faculty member does any counseling with a student regarding his/her progress, the faculty may write memos to the student’s file regarding the counseling session.
ACADEMIC INTEGRITY AND UNPROFESSIONAL BEHAVIOR PROCEDURE

Rule #217.12 of the current Texas Nursing Practice Act, Rules and Regulations relating to Nurse Education Licensure and Practice, and Disciplinary Sanction Policies states, (Refer to current information at www.bon.state.tx.us). "The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud or injure clients or the public"

The Academic Integrity and Unprofessional Behavior Procedure:

1. is a program procedure which is integrated in ALL nursing courses in the curriculum;
2. defines cheating and plagiarism;
3. defines unprofessional clinical laboratory experience behavior;
4. defines penalties for violation

Adopted: 8/07
Reviewed: 6/09
Revised: 6/08
DISCIPLINARY ACTION/ DISMISSAL

Reasons for disciplinary action or dismissal from the Vocational Nursing Program may include but are not limited to the following:

1. Possession or use of alcohol or drugs before or during class or a clinical rotation.

2. Mental or physical impairment that could expose clients, the public, students and faculty to unnecessary risk of harm.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure clients, the public, school personnel, other students, and faculty.

4. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or designee of the facility.

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

6. Stealing, destroying, defacing, damaging or misusing college property or property belonging to other persons, including members of the college, clinical site or of visitors on the campus or clinical site.

7. Use of profane language or gestures.

8. Being disruptive, habitually late, absent from class and clinical.

9. Assaulting others, demonstrating poor coping mechanism or becoming confrontational during the instructional or counseling process.

10. Refusing to adhere to the specified dress code and code of conduct.

11. Demonstrating behaviors that could be categorized as harassment or disrespectful.

12. Academic dishonesty such as cheating, plagiarism, collusion, recording or taping exam questions.

13. Insubordination to faculty or hospital staff.

*Immediate dismissal from the VN Program may occur for the following conditions or conduct:

1. Clinical agency refuses to allow the student to return to the clinical site.
2. Any breach of client’s right of confidentially or privacy by written or spoken form including copying of client medical records verbatim whether by hand or electronic methods.
3. Confirmed positive drug test.
4. Abandonment of client(s).
**Student Behavior**

1. It is expected that the student assumes an attitude of learning and participates in theory, lab and clinical.

2. The student is expected to be prepared for class and clinical. This includes but is not limited to, having necessary paper, pens, proper uniform, and assignments.

3. The student is expected to be courteous, tolerant, honest, respectful and professional to the client, the faculty, the staff, and to fellow students.

4. The student will not leave the classroom until class or clinical has been formally dismissed. Break time is to be limited to the designated time announced by the instructors. Should the student not be in the class site at the appointed time after break, he/she will be counted tardy.

5. Students may not bring children and visitors to the class, lab, or clinical.

6. Distractions, such as beepers and cellular phones, are not permitted during class or clinical rotations.

7. Personal calls to the Vocational Nursing Department must be limited to emergencies only.

8. The student may contact his/her instructors by calling the office (721-5255) or E-mail Monday – Friday from 7:30 am until 6:00 pm, (Fall/Spring); 7:30 am until 7:00 pm (Summer sessions).

9. A student who exposes a client or other person to risk of harm may be dismissed from class/clinical or lab. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Department Chair.

**Behavioral Counseling:**

1. If the behavior is directly related to clinical or lecture content, the VN faculty will initially carry out the counseling.

2. Counseling slips will be prepared for any student conduct or incident that warrants documentation.

3. If the student behavior is not directly related to the VN course work then the student will be referred to the Laredo Community College Counseling Center.

4. Signature on the counseling form indicates that the student has been counseled and understands the contents and implication of the counseling not agreement with the contents. The student will be given an opportunity to write a rebuttal when he/she is in disagreement or he/she may choose to write an explanatory summary of the incident.

5. Counseling forms will be kept in the student’s file.
6. Should counseling fail to bring about the desired result, the student will be subject to disenrollment.

At the discretion of the VN Department Chair/Program Director, the student may be referred to the Health Science Committee for review and recommendations.
GUIDELINES FOR PROFESSIONAL APPEARANCE

Professional attire is required when the student is serving as a representative of LCC. This includes but is not limited to school sponsored field trips or clinical orientations. Dress clothes or the VN uniform may be worn with the lab coat. Shorts, halter-tops, sandals, or other casual or recreation clothing is not acceptable apparel in the professional setting.

Uniform:
It is expected that the student wear a clean, pressed uniform in good condition. The uniform designated by the school consists of a white pantsuit or dress, or scrub suit of appropriate size. The student may wear a colored or designed scrub top to match the white uniform pants during the OB and Pediatric clinical rotations. Information concerning designated dress for the Mental Health rotation will be in the course syllabus. Dresses should be no shorter than the midpoint of the knee. Proper scrub attire will be worn in Labor and Delivery, the Operating Room, Post-Anesthesia Unit, and other designated areas.

The school emblem is to be embroidered on the left sleeve, three fingerbreadths from the top of the shoulder (uniforms and lab coat).

When wearing the uniform and school emblem, the student is a representative of the LCC VN Program. The uniform and emblem can only be worn for designated clinical activities and functions sanctioned by the VN Program.

Lab Coat:
A clean white lab coat with a school emblem is required.

Footwear:
Clean, white leather shoes must be worn. No clogs, open heel, or open toe shoes are allowed. Shoelaces must be clean and white.

Identification Badges:
A picture identification badge must be worn at all times in a clinical area. The picture, name and title must be visible. The ID badge must be purchased for a minimum fee at the Laredo Community College Student Services located in the Kazen 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 at the beginning of the new courses.

Accessories:
Stethoscope, bandage scissors, penlight, pen with black ink, and wrist watch with a second hand or digital timer are standard equipment and should be taken to the clinical area each time.

Reviewed: 6/04, 8/04, 8/07, 6/08, 6/08
Revised: 8/05, 8/06, 6/09
Hair:
Hair must be neatly groomed. Shoulder-length hair must be secured and braided away from the face to be in compliance with Infection Control standards. Ribbons, scarves, and flowers are not acceptable.
Students must meet the standards of the clinical facilities

Jewelry:
Only a minimum amount of jewelry may be worn. This provides safe, comfortable, and sanitary conditions for the client and the student. The student may wear:
1. Pierced earrings: one pair of small studs no larger than ear lobe
2. Rings: one plain band only - no stones
3. Artificial nails are discouraged.

Fingernails:
1. Nails must be kept clean, trimmed, and the length must not exceed the tips of the fingers.
2. Only clear nail polish allowed.

Smoking:
Smoking or any tobacco use while in uniform is discouraged due to the client’s sensitivity to tobacco odors. The student may smoke only in designated smoking areas.

Gum:
Chewing gum is not permitted at the clinical site.
Student Guidelines

Class Attendance
All students are required to attend lecture and laboratory periods on a regular base. Through regular class attendance, students receive benefits in addition to the mere acquisition of information. They gain insight to the issues, gain increased understanding of the complex topic, 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. For this reason, regular attendance- along with grade standards- is deemed important.

In recognition in the importance of regular class attendance, the college does not allow any cuts on the part of the students, nor does it allow instructors to give walks or dismiss classes early, except after completion of a major examination, 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 does not explain an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment or laboratory work, which occurs during such absence with no opportunity to make up work that was missed. Refer to course syllabus.

The L.V.N. department will adhere to the LCC Student Handbook attendance policy for theory.

Tardiness for Theory
Habitual tardiness is unprofessional and is disruptive to the class. If a pattern of tardiness develops, the student will be counseled and it will be noted in the student’s academic file. If the student is absent or tardy, it is his/her responsibility to obtain the handouts and information covered in the missed class.

Tardiness for Clinical
Arriving after the scheduled time in clinical constitutes an absence unless previous arrangements have been made with the instructor. At the faculty member’s discretion, the student may be sent home from clinical for being tardy.
Clinical Absences
In order to comply with the accrediting agencies’ requirements, the student may not have more than one absence per course. Students have the right to earn the maximum amount of points for each scheduled clinical day. A student who is absent and calls the instructor and clinical facility is allowed to earn points only under the member of the profession section. A student who exceeds the minimum clinical absence requirement due to extenuating circumstances will be referred to a committee for review. The level of points (2, 3, or 4) will be assigned according to the level of the course.

Reporting Unprepared To Clinical
The student who exhibits unprofessional conduct, appearance or arrives at the assigned clinical area unprepared (without required uniform, name tag, assignments, medication cards, and reference materials and/or supplies) will be counseled by the instructor and a conference form will be completed, signed by the student, and placed in the student’s academic file. If the student continues to exhibit unprofessional conduct, appearance, or arrives unprepared, the student will be dismissed from clinical and counted absent for the entire day.

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.
LECTURE AND LAB PROCEDURE

The Vocational Nursing Program is an integrated course of study, which combines practical application of theory and manual skills in direct client care. Students enrolled in the Vocational Nursing program are stating a commitment to a health career that requires maturity and sound judgment. It is expected, therefore, that the student will demonstrate professional behavior.

The student is responsible for self-directed learning and for all the information in the course syllabus even if it is not specifically addressed during lecture. The student is expected to attend class, read assignments, complete workbooks, answer all objectives, use resource materials, seek appropriate learning experiences and complete all assignments and activities in the pursuit of the program’s objectives.

Assignments
1. Assignments are given to guide, enhance, and reinforce student learning.

2. Five points per day, including weekends and holidays, will be deducted on any graded assignment that is submitted late.

3. The student who habitually fails to submit assignments or who is consistently late with assignments will be counseled.

CLINICAL PERFORMANCE EVALUATIONS

1. Clinical Evaluation Tool (CET) serves as a tool to measure the student’s progress. This process is ongoing and encompasses previous levels of theory and skill.

2. The faculty will conduct the individual clinical evaluations. Each practicum has specific requirements and objectives that must be met in order to receive a passing evaluation.

3. Counseling will be provided as needed. The student is encouraged to communicate areas of concern to the instructor(s).

4. The student must achieve a 75% (C) on the clinical tool and a 75% or greater on the critical elements to continue in the program.

5. A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and the incident will be reviewed by a Health Science Division Committee. The committee will evaluate the seriousness of the incident and recommend further action to the Department Chair/Program Director.

Reviewed: 6/04, 8/04, 8/06, 8/07, 6/08
Revised: 6/09
CLINICAL EXPERIENCE

The clinical experience is planned to provide the student the opportunity to utilize nursing theory, develop nursing skills, to assess, to organize, to implement, and to evaluate the care of the client. In order for the clinical experience to be both beneficial to the student and safe for the client, the following guidelines have been established.

CLIENT CARE AND PROCEDURES

1. The student will have theoretical knowledge of procedures prior to performing them in the clinical area. The student must be supervised until competence has been established by three successful performances. Skills or procedures that are not within the students’ scope of nursing practice will not be performed.
2. Each clinical area has a procedure manual that is readily accessible as a reference. The student is responsible for performing procedures as outlined in this manual.
3. Skill Checklists will be given to each student. The student is responsible for completion of the Skills Checklist as indicated in each course syllabus. The checklist will be collected and placed in the student’s file prior to the end of the course.
4. The clinical instructor will decide the student’s assignments.
5. The student is directly responsible to the clinical instructor or designated supervisor and will seek their supervision or advice as the situation indicates.
6. The student may not:
   a. Act as a witness to a legal document
   b. Participate in a code
   c. Perform venipuncture
   d. Perform sterile vaginal exams
   e. Act as a “client transporter” at any time. The student may observe only.
   f. Have the narcotic keys in his/her possession.
   g. Perform any skill independently that has not been approved by the clinical instructor.
7. A random drug screen may be performed by an institutional or clinical facility where students are being trained. (Refer to Drug Policy).
8. The student may be required to obtain client assignments the day before clinical. At this time the student may review the client’s chart and other pertinent information only. Patient confidentiality must be maintained at all times. The student may not leave the hospital with any information that contains the client’s name or identification. The student cannot provide client care when an instructor/preceptor is not present.
9. Written objectives and assignments will be assigned to reinforce clinical learning. Five points per day will be deducted on any assignment that is submitted late.
10. The student is responsible for documentation of the care of his/her assigned clients.
11. Students may not use routine orders until the charge nurse transfer them to the chart and signs them.
12. All students must submit Concept Maps and successfully pass grading criteria by the clinical instructor of each course.

Reviewed: 6/04, 8/04, 8/06, 8/07, 6/08
Revised: 8/05, 6/09
MEDICATION ADMINISTRATION PROCEDURES

Purpose
The following procedure identifies the requirements necessary to progress through each level of medication administration at Laredo Community College.

Objectives
Students must be able to:

- Satisfactorily complete a written math examination prior to participating in the administration of medication in the clinical area.
- Complete the objectives pertaining to the administration of medications for each level in the lab prior to administering medications to clients.
- Demonstrate proficiency in attaining clinical objectives pertaining to the administration of medications to clients.
- Demonstrate proficiency of skills in the lab prior to performing skills at the clinical sites.

Level I
The student must achieve clinical objectives from the evaluation tool and successfully complete the essential critical criteria.

Prior to the clinical experience, the student must demonstrate beginning level competency in the administration of PO/alternate routes of medications and in the administration of parenteral medications in lab according to critical criteria. This includes the ability to solve dosage and solution problems. The students will begin administering medications in the clinical setting at an assisted level as described in the Clinical Evaluation Tool (CET) Performance Standards.

Level II
The student will perform Level I medication skills at a supervised level in the clinical setting with adults and children as described in the CET Performance Standards.

The student must attain clinical objectives related to medication administration from the evaluation tool and successfully complete the essential critical criteria.

Level III
The student will perform medication skills at an independent level as described in the CET Performance Standards.

The student must demonstrate competency and proficiency, utilizing critical criteria, in attaining clinical objectives related to medication administration from the evaluation tool.

Reviewed: 6/04, 8/04, 8/06, 8/07, 6/08, 6/09
Revised: 8/05
Medication Administration
1. Once the student is checked-off by the Clinical Instructor in the clinical area, and at the
instructor’s discretion, the student may be allowed to administer scheduled drugs, PRN
medication, one time only medications, and maintain IV’s.

2. Prior to the administration of any medication, the student must be knowledgeable of all the
medications the client is receiving as well as possible adverse effects, side effects, and
possible drug interactions.

3. The student may only administer medications by routes that he/she has satisfactorily
completed in the learning lab exercises.

4. The instructor must check all medications prior to the student’s administration of medication
to the client.

5. The student will assess IV sites for signs of infiltration or signs of reaction.

6. The student may not administer:
   a. Blood or blood products
   b. IV push medication with the exceptions of normal saline
   c. Experimental medications
   d. Emergency medications during a code
   e. Administer IV chemotherapy
   f. Epidural medications

7. A random drug screen may be performed by an institutional or clinical facility where
students are being trained.

8. Students may give medications prepared by the pharmacist only. Student may never give
medications prepared by anyone else.

9. Students may not be given access to the Pixes.

NARCOTICS:
1. Students may not take possession of a narcotic until an instructor is present.

2. The licensed nurse must assist the student with the entry into the narcotics book when the
narcotic is prepared for the client.

3. No student is to carry narcotic keys at any time.

4. When a controlled substance is discarded by a student, two licensed nurses must be present.
The student and the two licensed nurses observing the discard must complete the
documentation in the narcotic sign out book and/or Pyxis.
MEDICATION ERROR PROCEDURE

The Laredo Community College Vocational Nursing Program medication error policy 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, the clinical instructor, and the Department Chair.
3. The student must submit a drug card on the medication in question to the Department Chair.
4. The incident report and the drug card will become a part of the student’s permanent record.
5. At the discretion of the instructor and/or Department Chair, the Admission Committee will review the error. Mandatory review will occur after the third incident.

CLINICAL COMMUNICATION

1. The student will report to the instructor or designated supervisor before leaving the unit for any reason.
2. The student may not take verbal or phone orders from the physician. The student may make rounds with the physician and the nurse assigned to the client. The student may not receive report on clients unless under the supervision of the clinical instructor.
3. It is the responsibility of the student to keep the clinical instructor or designated supervisor informed of the assigned client’s progress.
4. The clinical conference will provide the student with an opportunity to discuss areas of need or concerns.
5. The student must readily identify themselves as VN students when they answer the phone in the clinical setting.
6. The student may not take verbal or phone orders from the physician.
7. The student is required to use therapeutic communication at all times.
8. The student is not to discuss personal medical problems with physicians, pharmacists or staff during the clinical experience.

CONFIDENTIALITY

The student is reminded that any and all information about a client’s condition is confidential and should not be discussed in any public area inside or outside the clinical sites.
The Laredo Community College Vocational Nursing Program supports the current Texas Board of Nursing: Nursing Practice Act & Nursing Peer Review Act. The Vocational Nursing Program is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Vocational 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 Texas Board of Nursing, 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 Texas Board of Nursing, 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 contribute to client care and yet not jeopardize the welfare of the client, OR legally implicate the institution or the nursing student.

Recommended Practices

1. require the completion of the usual employment application

2. require a current health record

3. review the written job description for the position with the student

4. arrange for an appropriate orientation to the position

5. require the nursing student to wear the identification and the regular uniform of the position for which employed

6. scheduled as any other employee

Student Employment

If a student is employed, the employing agencies are responsible for the performance of the individual while employed by them. Under no circumstances is Laredo Community College or the nursing faculty responsible for the actions of a student while he/she is working in any agency. The liability insurance provided for the student by the college covers the student only during the performance of nursing care in the capacity of student.

Adopted: 8/07
Reviewed: 6/08, 6/09
CRITERIA FOR GRADUATION
Certificate

In addition to the Laredo Community College requirements for graduation, the V.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 in the capstone course. This test is utilized as a predictor to prepare the student for the VN 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.

3. A mandatory NCLEX-PN Review course and Standardized testing evaluation are required during the last semester of the program. The approximate cost is $160.00.

The Vocational Nursing Department abides by the Laredo Community College requirements for graduation as found in the current college catalog. Application for graduation must to be initiated by June for August 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.

Adopted: 8/07
Revised: 6/08, 6/09
PINNING CEREMONY

Pinning Ceremony

A pinning ceremony is held for the Vocational Nursing graduates in August.

Dress Attire for Pinning Ceremony

Attire for Pinning Ceremony for female students includes a white dress uniform or a white pantsuit uniform, white hose, white nursing shoes. Attire for the male students includes white uniform pants, white nursing shirt and white shoes.

School Pins

A standard Laredo Community College, Vocational Nursing School Pin will be ordered and paid for by all the graduates by May.

Mary Alice Lopez Award

The Mary Alice Lopez Award is given to a student showing the greatest compassion and empathy for his fellow man. Her/his classmates will select the recipient of the award. It is awarded to one Vocational Nursing student at the completion of the VN Program. The recipient’s name is engraved on the Mary Alice Lopez Award plaque located in the Lopez Nursing Building.

Mary Alice Lopez, R.N., was the first instructor hired to teach in the Laredo Community College Nursing Program and served until her death in 1977. The Lopez Nursing Building is dedicated to her memory as a nurse and as a nurse educator of Laredo Community College Nursing students.

Merit Award

At the completion of the Vocational Nursing Program, the student who has the highest overall grade point average in the nursing courses will be recognized by the Program Director and faculty at the Pinning ceremony. A student who repeats a nursing course does not qualify for the award. A Certificate of Merit will be presented at the Pinning Ceremony.

Work Permits

Upon graduation from the Vocational Nursing Program, students and employers can verify the permits online at http://www.bon.state.tx.us under “Online Verification.” The Permit will expire after 90 days or on receipt of a license or if the graduate does not pass the NCLEX-PN. Holders of temporary permits must practice under the direct supervision of a registered nurse, licensed vocational nurse or a licensed physician.
The requirements for Licensure by Examination as a Vocational Nurse in the State of Texas are:

1. The student must file an Application to the Texas Board of Nursing. 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.bon.state.tx.us

2. Verification of graduation from an accredited school.
   A. Certification of the applicant by the Dean/Program Director 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 Nursing. (Fees subject to change without notice).

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

4. Pass the NCLEX-PN Examination.

Eligibility for Licensure

Upon successful completion of the NCLEX-PN examination and provided any other condition(s) as stipulated by the Texas Board of Nursing is/are met the graduate will be issued the license. The graduate may then use the title Licensed Vocational Nurse (VN).
HIPPA

The Vocational Nursing Program students will abide by the Health Insurance Portability and Accountability Act (HIPPA) to safeguard the confidentiality of health record information.

FERPA

FERPA is an acronym for the Family Education 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 ask 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

- 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 release, 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 wishes to have his/her directory information released.

Adopted: 6/09
Student’s Signatures Required
DISCLAIMER

The contents of this handbook are accurate at the time of printing. The student handbook is a procedural manual which is to assist students in Health Science 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 might occur without advanced notice.

The Vocational Nursing Department reserves the right to assess and modify the educational policies and programs 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 his/her course of study.

Signature ______________________________

Social Security Number ____________________

Date ________________________________

Reviewed: 6/04, 8/04, 8/06, 8/07, 6/08, 6/09
Revised: 8/05
PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, 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 read the Vocational Nursing Program Student Handbook and I am aware of the procedures present in this Handbook.

Signature __________________________________

Social Security Number ______________________

Date ____________________________

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 must not 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 the class. Violation of the confidentiality rules may result in the student’s dismissal from the course or the program.

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

Student’s Signature __________________________

Student’s Name Printed ______________________

Social Security Number ______________________

Date ____________________________
PERMISSION FORM

I give permission to the Vocational Nursing Program to display my photograph, projects, papers, care plans, or other work.

Student’s Signature ____________________________

Student’s Name Printed ____________________________

Student’s College ID Number ____________________________

Date ____________________________

Reviewed: 6/04, 8/04, 8/05, 8/06, 8/07, 6/08, 6/09
License Eligibility Notification Form

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

1). Rules 213.27 - 213.30 of the Nursing Practice Act & Nursing Peer Review Act Texas Occupations Code and Statutes Regulating the Practice of Nursing

2). Rules 301.252 and 301.253, 301.452, 301.453, and 301.454 of the Nursing Practice Act & Nursing Peer Review Act Texas Occupations Code and Statutes Regulating the Practice of Nursing

3). Rule 304.001, Nurse Licensure Compact of Chapter 303. Nursing Peer Review

Student Name

Social Security # Date of Birth

Student Signature Date Signed

This instrument was acknowledged before me on __________ by __________

(SEAL) Notary Public - Signature

Revised: 6/04, 8/05, 8/06, 8/07, 6/08, 6/09

Approved: 6/04
REVIEW OF RECORDS

I (Print Name) ___________________________ give permission to the Vocational Nursing Program to allow access of my records for accreditation purposes.

Student’s Signature ______________________ ID# _____________ Date ______

RELEASE FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division Program(s) at Laredo Community College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo Community College, the Health Sciences Division, or the training facilities liable.

Student’s Signature ______________________

Student’s Printed Name ______________________

Student ID # ___________________________ Date __________________