

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

LAREDO COLLEGE

**HEALTH SCIENCES DIVISION
VOCATIONAL NURSING PROGRAM**



**STUDENT HANDBOOK
2024-2025
ACADEMIC YEAR**

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

Foreword

This handbook is a procedural manual to assist nursing students admitted and enrolled in the Vocational Nursing Program (VN). The student is responsible for reading, understanding, and complying with the Vocational Nursing 2024-2025 Student Handbook. Revisions are based on procedural changes and new requirements from the Laredo College Board of Trustees, Accreditation Organizations, and Federal, State, and Local Agencies. Students will be notified in writing of such revisions and are responsible for remaining current with changes or revisions to this handbook.

This Vocational Nursing Student Handbook has been prepared to provide guidance for the student as the student progresses through the Nursing Program. The handbook provides information regarding students' conduct, procedures, and general practices within the program. The Vocational Nursing student is expected to abide by the procedures and guidelines outlined in this handbook, the [LC Catalog](#), and the [Laredo College \(LC\) Student Handbook](#). The student is required to review the information contained in this Handbook prior to each course. The student is responsible for the information it contains. Please refer to the handbook at the beginning of each semester and as needed.

Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were given an opportunity to inquire about the content contained within.

The Vocational Nursing Student Handbook is pertinent to **all students** with the start of the fall semester regardless of the entry date into the program.

This current Vocational Nursing Student Handbook procedures and guidelines will be applied to current and returning students.

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STUDENT INFORMATION

STUDENT RECORDS

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

EQUAL OPPORTUNITY POLICY

The Vocational Nursing Program adheres to the LC Manual of Policy FA (legal), <https://pol.tasb.org/Policy/Code/1207?filter=FA>.

Inclusion of Non-Discrimination Notice on Marketing Materials

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments, Laredo College does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion or any other protected status under federal, state or local law applicable to the college in its education policies, programs and activities, admissions policies, employment policies, employment practices and all other areas of the institution.

For more information regarding this requirement, please click on the following link:
[**Non-Discrimination Notice**](#)

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Welcome to the VN Program

Welcome to Laredo College and to the Vocational Nursing Program. We would like to welcome you and congratulate you on selecting nursing as a career. The nursing faculty is here to help you reach your goal. They will help you build a foundation that will serve you for the rest of your nursing career.

The Texas Board of Nursing approves the Vocational Nursing Program at Laredo College.

The quality of instruction, the commitment of the faculty, and the friendships you build in this program will be something you will cherish for the rest of your life. Good luck with your studies. If we can assist you further, please let us know. We are here to support you in your endeavors.

Dean of Health Sciences, Vocational Nursing Director, VN Faculty, and Staff

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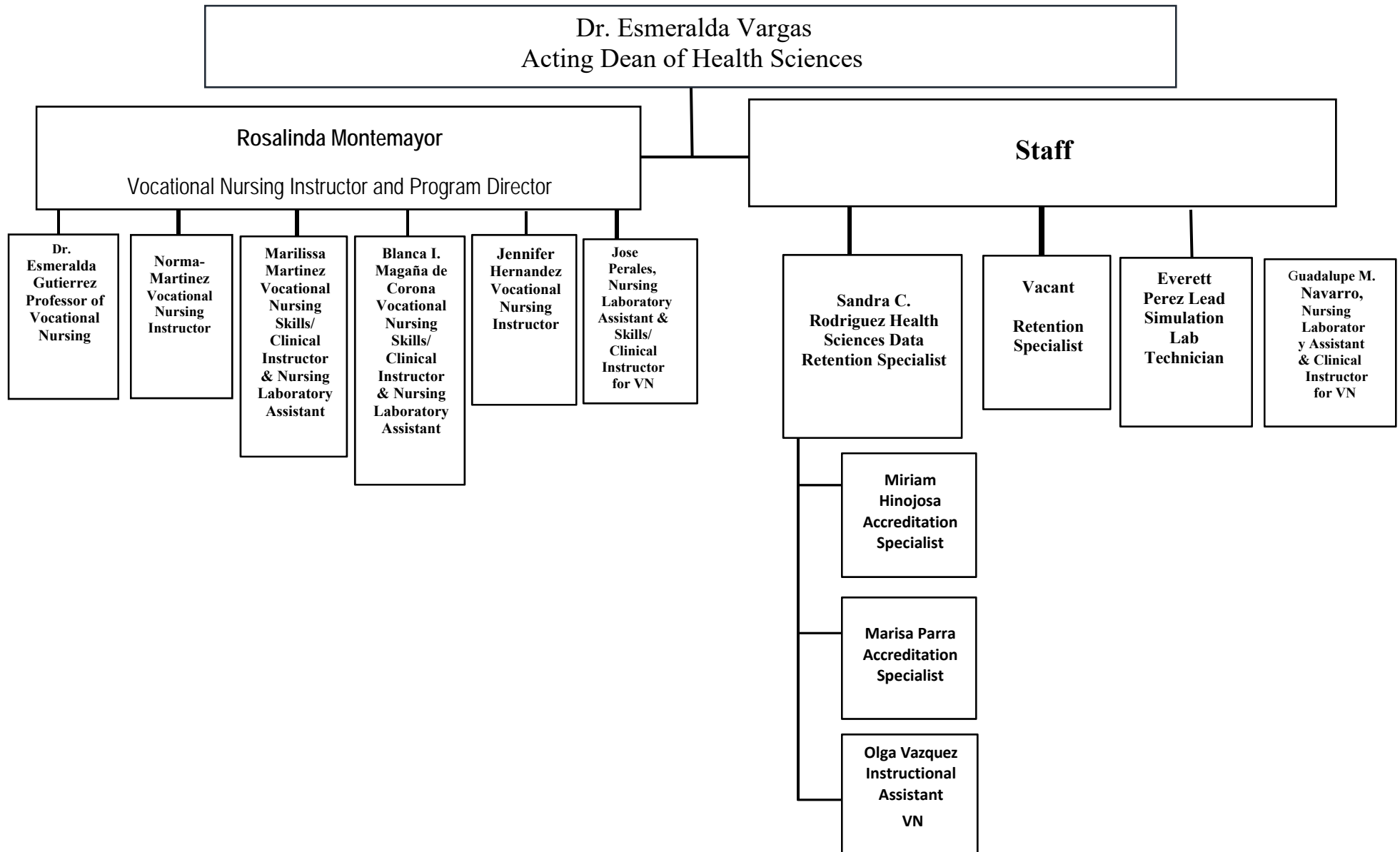
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Institutional Mission

Laredo College is a learner-centered institution that transforms students' lives through educational programs and services that fulfill the dynamic needs of its local, regional, and global community.

Institutional Vision

Laredo College aspires to cultivate a learning, teaching, and working environment that facilitates student success and promotes institutional excellence.

Core Values

Learner-Centered: It's all about students!
Realization of educational and professional goals.

Learning Connections: It's all about partnerships!
Collaboration with all stakeholders.

Leadership & Change: It's all about innovation!
Empowerment for our students, faculty, and staff.

Life Changing: It's all about transformation!
Excellence & Innovation that responds to student and community needs.
Laredo College

<https://www.laredo.edu/about/mission.html>

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INSTITUTIONAL GOALS

GOAL 1: STUDENT SUCCESS

Ensure students have adequate access and support for the achievement, completion, and success of their educational goals.

GOAL 2: COLLEGE OF THE 21ST CENTURY

Design and implement collaborative pathways to enhance student learning through innovative teaching and services.

GOAL 3: INSTITUTIONAL POSITIONING

Optimize institutional positioning in response to community needs and uphold excellence in all programs and services.

GOAL 4: RESOURCES

Secure and retain appropriate financial, physical, and human resources to ensure continued and effective college operations and growth.

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Program Mission

The mission of the Vocational Nursing Program is to prepare individuals to become competent and safe vocational nurses by providing quality nursing education with a commitment to educational excellence and promotion of student success.

Program Philosophy

The philosophy of the Vocational Nursing Program evolves from and concurs with the Core Values of Laredo College to empower students to achieve their educational goals in a positive learning environment and to promote nursing excellence in a diverse and advanced technical age. The Vocational Nursing faculty considers the individual as a multifaceted being who possesses physiological, spiritual, psychological, sociological, cultural, and economic facets: all of which must be addressed through a holistic approach in the delivery of care throughout the educational process. The nursing curriculum is designed to assist the student in meeting program learning outcomes and educational objectives. The major curriculum concepts integrated within the Vocational Nursing Program include the Differentiated Essential Competencies (DECs) for Graduates of Texas Nursing Programs, the nursing process, and Quality and Safety Education for Nurses (QSEN). The Vocational Nursing curriculum prepares the nursing graduate for entry-level vocational nursing practice as Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The nursing process is integrated across the curriculum and serves as a foundation to assist the vocational nursing student in achieving their educational goals. The nursing process is a systematic method for data collection utilizing critical thinking, clinical judgement, and problem-solving skills within the scope of practice for the vocational nursing graduate.

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Vocational Nursing Graduate

The faculty believes that the Vocational Nursing Graduate is prepared with the knowledge and skills necessary to meet the Essential Competencies in nursing practice and for licensure. The vocational nursing graduate recognizes their individual unique learning needs, personal assets, limitations, educational potential, and the responsibility for continued professional development. The vocational nursing graduate assesses how their own personal strengths and values affect their identity as a nurse and their contributions as a member of the health care team. From this body of knowledge and skills, the individual learner provides patient-centered nursing care by demonstrating professional behaviors to function as a:

Member of the Profession – exhibits behaviors that reflect a commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.

Provider of Patient-Centered Care – accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process (also known as the nursing process) of assessment, analysis, planning, intervention, and evaluation through the utilization of evidence-based practice that focuses on the needs and preferences of the individual and their family while incorporating professional values and ethical principles into nursing practice.

Patient Safety Advocate – promotes safety in the individual and family environment by following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and attitudes; identifying and reporting actual and potentially unsafe practices; and by seeking guidance when needed to maintain and protect patient safety.

Member of the Health Care Team – provides patient-centered care by collaborating, coordinating, and/or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to assist in determining and implementing best practices for the individual and their families, including the provision of culturally sensitive care.

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STUDENT LEARNING OUTCOMES

Student Learning Outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, with learner-oriented abilities that are consistent with standards of professional practice.

The Vocational Nursing Program curriculum is derived from the student learning outcomes. These concepts are incorporated into each course and include measurable, learner-oriented abilities and level progression which are noted in each syllabus. The student learning outcomes are based on the DECS, Nursing Process, and QSEN Competencies.

1. Determine patient-centered care by communicating and collaborating with the interdisciplinary health care team.
2. Explain patient-centered teaching to promote common health problems, health promotion, maintenance, and self-care.
3. Assume accountability when providing patient-centered nursing care by functioning within the legal/ethical scope of practice.
4. Apply critical thinking and clinical judgment to provide comprehensive patient-centered nursing care.
5. Evaluate patient outcomes and responses to therapeutic interventions.
6. Distinguish patient-centered health needs with social diversity.
7. Evaluate actual and potentially unsafe practices in the client's environment.

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PROGRAM OUTCOMES

1. A minimum of 80% of the Vocational Nursing Graduates will pass the NCLEX-PN on their first attempt as evidenced by the annual Texas Board of Nursing report.
2. A minimum of 90% of the graduates who are seeking employment, will obtain employment within six months of completing the nursing program.
3. A minimum of 85% of the employers who return the Employer Survey Tool or participate in focus groups/meetings respond that graduates are satisfactory (\geq or equal to 3.5) in all practice areas.
4. 50% of the LC students will complete the VN program within 100% of the time from entry into the program.

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CURRICULUM

Length of Program

The program is twelve months in length. Note that the sessions start/end dates differ from the LC campus calendar.

Level I: 1st Semester

The student will spend time in the classroom with assigned hours in the simulated lab. The session will include classroom lectures, skills lab practice, simulated lab practice, and direct patient care at various health care facilities. The focus will be on fundamental nursing topics, skills, and simulations.

Level II: 2nd Semester

During Level II, the student will participate in classroom lectures and clinical settings involving simulated and direct patient care at various health care facilities. The focus will be on maternal/newborn, pediatrics, and medical-surgical topics, skills, and simulations.

Level III: 3rd Semester

During Level III, the student will participate in lectures, lab skills, and in the clinical setting involving simulated and direct patient care at various health care facilities. The focus will include all previous topics covered in Level I and Level II plus advanced medical-surgical areas and mental health areas.

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STUDENT INFORMATION

TESTING REQUIREMENTS

All students will be required to take computer-based exams in the V.N. Program. The computer-based exams prepare the student for the NCLEX-PN licensure exam. Students are responsible to bring their own laptop computer with specific specifications software in August to each class.

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 six months prior to admission.
2. Submit verification of physical examination by a U.S. Physician, nurse practitioner, or physician assistant on file.
3. Be in compliance with the Texas Department of Health's immunization requirements for nursing students enrolled in health-related courses that involve direct patient contact.
4. Immunization – documentation must be provided for the following:
 - Two Step TB test* upon entering, or chest x-ray within 2 years.
 - *Two Step TB test consists of either of the following: Proof of one TB test within the past 6 months and one TB test administered upon entering, or Two TB tests administered 1 week apart upon entering.
 - 2 Doses or current titer of Measles, Mumps Rubella (MMR) but series must be completed based on the series requirements.
 - 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 and Pertussis (Tdap) vaccine as an adult is required within the last ten years.
 - Influenza vaccine annually in September for fall admission and January for spring admission. Within current flu season.
 - Initiation of Hepatitis B (HBV) vaccine series prior to direct patient contact, but series must be completed based on the series requirements (initial, one month, and four months).

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- Serologic confirmation of immunity to the hepatitis B virus is acceptable.
- Two doses of varicella (chickenpox). Also acceptable:
- Laboratory report indicating varicella immunity, or varicella titer
- Bacterial Meningitis
Texas State Law Senate Bill 62, requires students who meet the criteria below, to provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.
- All new or transfer students under age 22.
- All returning students under the age of 22, who have experienced a break in enrollment of a least one fall or spring term.
- Students enrolled in online courses that physically attend classes or come to campus within the semester.
- **Recommended:** Hepatitis A and COVID-19 Vaccine based on facility requirements.
- Due to some of the clinical agencies requiring the COVID-19 vaccine, as guests in the facility, the programs must adhere to the agency's requirements. Should you opt out of vaccination, it may be necessary to fill out an exemption form in accordance with the facility's guidelines.

At the discretion of clinical sites, the student or nursing program may be required to provide physical or electronic documentation to clinical sites prior to the start of the clinical experience. The Vocational Nursing Program Director/Instructors will provide direction regarding the submission of documents and time frames.

The following documents may be required for submission by the student and/or faculty to the clinical site:

- A negative criminal background check completed through the Texas Board of Nursing and the local sheriff's office or local police department.
- Negative 10-panel drug screen
- Immunization records, and titers
- Negative COVID-19 test(s)

The student will assume responsibility for the costs of the immunizations, criminal background checks, drug screens, and medical services. All student applicants shall submit a negative background check (should have no criminal record) to be considered eligible for acceptance and continuation in the Program. The student is responsible for uploading all completed

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documentation to the compliance tracker system at www.Castlebranch.com Failure to submit documentation or as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.

5. The Vocational Nursing Program adheres to Laredo College's Notifiable Conditions statement (refer to the current syllabus). The student is expected to report physically and mentally fit to the clinical sites. A student 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 and may return to the Vocational Nursing Program.
6. Students unable to receive an immunization must have a written statement from a U.S. licensed physician or nurse practitioner indicating such. Students should be aware they may not be able to attend clinical based on clinical sites requirements, keeping the student from completing course requirements.
7. Submit evidence of current American Heart Association Basic Life Support Health Care Provider CPR certification. Certification must remain current for the duration of the program.
8. Purchase student liability insurance annually (premium rates applicable to the current academic year and paid through tuition and fees).
9. It is the student's responsibility to keep admission requirements up to date and submit pending requirements in a timely manner. Failure to do so may keep the student from attending clinical sites.
10. 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 patients, 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. In addition, this may jeopardize the students standing in the program.
11. At any time during the program, the student may be required to supply a physician's statement regarding physical and/or emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a health sciences committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Dean of Health Sciences/Nursing Programs Director.
12. 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 from 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.

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13. The Vocational Nursing Program Information Card must include emergency or medical information necessary for your safety. This information will be kept confidential.

As changes in policy are received from the Centers for Disease Control (CDC), these changes will be incorporated into the nursing program's requirements. It is the student's responsibility to provide documentation and to adhere to all of the above health requirements.

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 patients in that facility.

Emergency Health Care

The nursing student is responsible for their 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 the family as requested by the student. The clinical instructor and/or other students cannot leave the clinical site in order to provide transportation for the ill student.

It is the student's responsibility to provide documentation and adhere to all of the above health requirements. Failure to do so may keep the student from attending the clinical rotation. The clinical site may refuse placement to a student who does not provide the requested records or complete requirements. Students who are not permitted to attend scheduled clinical sites must "withdraw" from the program.

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Criminal Background

Students enrolled in the VN Program must have written verification of a negative/clearance criminal background check prior to being accepted into the nursing program by the Texas Board of Nursing. Criminal backgrounds may be done on an annual basis for clinical site placement that deals with the care of the elderly, the care of children, and the care of the patient in a mental health facility. The student is hereby informed that if the student 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 or require students to provide proof of criminal background clearance. *Clinical sites may refuse placement to a student who does not provide the requested records or who has a record of prior or current criminal conduct. Students who are not permitted to attend clinical sites must “withdraw” from the clinical course(s) and all concurrent theory course(s).* A student with a positive criminal background check or an arrest while enrolled in the VN program **must disclose** the issue to the Nursing Program Director immediately which may result in expulsion from the program.

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.

Pregnancy, Parenting Students, and Breastfeeding

The Vocational Nursing Program adheres to Laredo College's Title IX and Disability Policy (please refer to the current syllabi).

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Alcohol and Drug Use Policy

The Alcohol and Drug Use policy will follow the procedure stated in the current Laredo College Student Handbook. In addition, students may be subject to random drug screening by an institution or clinical facility where students are being trained. A positive drug screen for illegal substances is grounds for immediate dismissal from the Vocational Nursing Program. Over-the-counter drugs or prescription drugs that affect the student's performance must have a physician release form. Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Dean of Health Sciences/Nursing Programs Director.

Technology Used in Clinical Settings

Procedures and guidelines for the use of technology in clinical settings are listed below. Students are expected to adhere to these processes. Failure to adhere to these processes will jeopardize the student's status in the program and may lead to legal actions by the facility, clients, or family.

1. Social Media

- a. Students should not discuss/share any confidential information about patients, clinical facility staff, faculty, and fellow students in any form of social media. The **Health Insurance Portability and Accountability Act (HIPAA)** guidelines are to be maintained always during classroom and clinical course activities.
- b. Uploading, downloading, or distributing unauthorized pictures, videos, and course materials are strictly prohibited without the express written consent from the faculty or individuals concerned.
- c. Use of social media, including texting, emailing, and social networking during class, skills lab, and clinical hours is prohibited. Inappropriate use of social media by a student will be considered a violation and will be subject to disciplinary action.
- d. Be aware and comply with employer policies regarding the use of employer-owned computers, cameras, and other electronic devices, and use of personal devices in the workplace.
- e. Improper use of social media by students may violate state and federal laws established to protect patient privacy and confidentiality.

2. Videotaping, audiotaping or photographing of students may be required while enrolled in the program for instructional purposes. Students must agree and sign

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the consent form for participation in these activities while in the program (Refer to Videotape, Audiotape, and Photograph consent form)

Cell Phones

- a. Cell phones may not be used in the class, skills lab, and clinical setting for personal use.
- b. Cell phones or other electronic devices may be used in clinical to obtain information for medications, lab review, and other essential information for client care only, with instructor supervision.
- c. Cameras and/or video recording from the cell phone may **never** be used to take pictures or video of a patient, peers, personnel, etc. in the class, skills lab, and clinical settings.

REPORTING INJURY

The nursing student who is injured while in the role of a student nurse must:

1. Follow standard precautions procedures for exposure.
2. Report the injury to the instructor or preceptor immediately.
3. Complete an incident report at the clinical site.
4. The Instructor will assist the Student to contact Laredo College's LC Safety and Risk Manager and complete an accident health insurance coverage form. The health coverage is supplemental to the student's primary health insurance. The student is responsible for the expenses incurred.
5. If the student is at a health care facility, the facility's policy governing the injury of a visitor must also be followed.
6. Provide a copy of the incident report to the Faculty and/or Nursing Program Director.

Incident Report

Procedure for Injury, Illness, Exposure to a Student Involved in LC Activity If an LC student is injured, becomes ill, or is exposed to potentially harmful substances while involved in an LC-related activity such as academic class, clinical class, sport, etc., the following will occur:

1. Address the injury, illness, or exposure immediately.

On-Campus:

Assess the extent of injury or illness. If the injury or illness does not cause harm, send the student to the LC Safety and Risk Manager. If the injury or illness may cause harm, call Campus Police or 911.

- a. Faculty, Dean of Health Sciences/Nursing Programs Director, or Supervisor calls LC Safety and Risk Manager to notify of the incident if the injured person is sent to them. Also, calls Campus Police to escort local emergency service to the victim's location if 911 was called.
- b. Then fill out an incident report at :
<https://laredo.campusoptics.com/s/incident-report>

Off-Campus:

- a. Assess the extent of injury or illness. Then either send the injured to a

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personal physician or call 911. If the injury or illness is severe, students taking a clinical rotation at a local Hospital should go to the ER for treatment. If not severe the student should seek treatment from their personal physician.

- b. Faculty, Dean of Health Sciences/Nursing Programs Director, or Supervisor calls or emails LC Safety & Risk Manager and notifies them of the incident as soon as they learn of the incident. Then fill out an incident report at : <https://laredo.campusoptics.com/s/incident-report> As soon as the student is able, will fill out an incident report at: <https://laredo.campusoptics.com/s/incident-report>.

2. Student should follow up with the physician if necessary.

3. Payment

- Incident must be addressed and reported immediately to the insurance carrier.
- A claim will be filed with the insured's primary health insurance plan by the victim and or the provider for payment for services rendered.
- A claim can be filed with LC's student accident insurance carrier for expenses not covered by the victim's primary insurance. This is done with the office of Safety & Risk Management.
- If the student has no other health insurance coverage, the LC insurance will be used to the extent allowed.
- The student will be responsible for any expenses incurred not covered by either insurance.
- Contact Office of Safety & Risk Management Department at 956-721-5852 for further questions.

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DISABILITIES STATEMENT

The nursing programs have established technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet Technical Performance Standards and essential functions, which include physical abilities for the nursing program. It is the responsibility of the student to contact [Counseling and Disability Services](#) if they feel they cannot meet one or more of the technical standards.

If the student is unable to meet all of the outlined standards, then the student may need to withdraw from the program. *See appendix Q. (document signed and collected on castlebranch during the admission process).* The student with disabilities must meet program objectives without major or unreasonable accommodations.

1. An applicant would be considered ineligible to participate when a 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 risk of injury.
2. The student with disabilities, including learning disabilities, who wish to request accommodations, should notify the [Counseling and Disability Services](#). The request should be made early in the semester so that appropriate arrangements are in place. In accordance with Federal law, a student requesting accommodations must provide documentation of disability to the [Counseling and Disability Services Center](#). For additional information, visit the offices at the Kazen Student Center Room 132, phone 956-721-5137 at Main Campus. [Counseling Services](#) are available if you find it difficult to focus on your academics and need guidance to address mental health issues; please visit with one of our counselors, who can connect you with appropriate community resources.
3. The student needing note-taking and/or test-taking accommodations must notify the faculty member before the first exam based on the [Counseling and Disability Services](#) letter.
4. All students must take computer-based exams in the VN program. The computer-based exams prepare the student for the NCLEX-PN licensure exam. Students must provide their own laptop computer, adhere to the specs provided when admitted to the program, and update their browsers frequently.

Title IX and Disability

The Vocational Nursing Program adheres to Laredo College's Title IX and Disability Policy (please refer to the current syllabi).

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EDUCATIONAL COSTS

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.

The cost of the physical exam, criminal background report, immunizations, 10-panel drug screening, and CPR certification fees are at the student's expense. Additional expenses for nursing students include the purchase of uniform(s), liability insurance, identification badge, a watch, white shoes, and assessment test fees.

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

Student Learning Resources	\$405 per semester
Books	\$300.00
UWorld	\$229.00
Uniforms	\$150.00
Required Lab packs	\$125.00 (Student must replenish supplies as needed)
Stethoscope	\$30 - \$150
Nursing Jurisprudence Examination	\$25.00
Texas BON NCLEX-PN Examination Application Fee	\$100.00 requirement for graduation based on Texas BON Rules & Regulations
NCLEX-PN Testing Center (Pearson)	\$200.00
Graduation/Pinning Ceremony	\$100.00
Exam Soft	\$38.50 (per semester)
Castle Branch Documentation with Drug Screen	\$75.00

Financial Assistance

All 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 Sciences Division.

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STUDENT LIABILITY INSURANCE

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

Laredo College carries a malpractice insurance policy on nursing students while performing assigned duties as a Laredo College student nurse. The policy covers an academic school year. Students who re-enter the program in the spring or summer semester must pay the malpractice fee.

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STUDENT RECORDS

Nursing Student program records are kept in a locked file, or electronically, in the Nursing Department Office.

Documents included in the VN student records are:

1. Admission data, transcripts, and orientation form
2. Anecdotal Notes/Progress Forms
3. Specific information regarding the individual student
4. Continuation agreements, and memos
5. Health Records on CastleBranch

Provisions are made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for five years electronically in the Nursing Department hard drive. This includes faculty files containing student grades.

Official student records are located at the Registrar's Office.

The student is responsible for providing the current address, telephone number(s), and email address to the instructor, Program Director, and to the College. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student regarding classes, labs, or clinical.

By signing the *Review of Records* and *Release of Records* form, the student voluntarily agrees to allow full disclosure of personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, clinical affiliates, and academic advisors. This task does not require prior written consent from the student.

Student Records and Privacy During Clinical Affiliations

Failure to submit documentation as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.

Provisions will be made to ensure the protection of records against the invasion of privacy.

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TRANSFER GUIDELINES

Nursing courses must be evaluated before being transferred into the VN program. The last nursing courses must have been within one year.

1. The student makes an appointment to meet with the Nursing Program Director to obtain program information regarding admission and transfer.
2. The Nursing Program Director will review the VN admission criteria with the student. The student will be asked to submit:
 - a. An official written request to be admitted into the VN Program
 - b. All official transcripts from accredited colleges or universities previously attended
 - c. Syllabi and study guides of all previously completed nursing courses
 - d. Course descriptions from the previous college catalog.
 - e. A letter of good standing from the Director of the Nursing Program from the transferring institution. **Good standing is defined as successfully completing all nursing courses on the first attempt at the college or university previously attended with a grade of C or better and a G.P.A. of 2.5 or better.**
3. The Nursing Program Director reviews and compares the information presented with the course(s) requested for transfer.
4. The Nursing Program Director consults with 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, advise the Nursing 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 Nursing Program Director based on their review. The faculty may request for students to show content proficiency through an examination. **The student must achieve 75% or higher on the exam.** The student is responsible for the cost of the exam and/or preparation.
7. The Nursing Program Director reviews the recommendation from the nursing faculty committee and determines the final outcome of the request.
8. The decision and the conditions (remediation, challenge, proficiency examinations) regarding the transfer are presented to the student in writing.

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9. The same transfer guidelines are applied to WECM courses.
10. Admission is based on space availability.
11. Students must complete a minimum of 25% of the nursing curriculum at Laredo College.

The motivation for these stringent guidelines is to accomplish two goals:

- a. The student must be successful on the NCLEX-PN exam required for licensure.
- b. The graduate must be a safe and competent practitioner.

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VOCATIONAL NURSING PROGRAM
GENERAL PROCEDURES**

PROGRAM ADVISEMENT

Nursing faculty and the Retention Specialist provide advisement for nursing courses. Students who are at high risk for academic failure should schedule a meeting with the course instructor for academic advisement. An advisement form will be initiated and a plan for success developed by the student and faculty member. Students requiring advisement for unit examinations should refer to the section on Remediation/Tutoring. It is the student's responsibility to meet with the faculty member

INSTRUCTOR AVAILABILITY

Instructors are available for advisement with students according to office and C.L.A.S.S. hours posted on the instructor's door schedules. The student should make an appointment with the individual instructor for academic or student concerns. The VN secretary can assist the student in scheduling the appointment.

PASPORT/CANVAS INBOX

Students are able to communicate with the appropriate instructor by using the Canvas inbox and is the official way for the student to communicate with the faculty member. Faculty members will send class information using announcements or Canvas inbox.

LC ACADEMIC ADVISING

Semester-long academic advising is available to all students in the College of Health Sciences (South Campus). Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

TRANSPORTATION

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

EVALUATION

An evaluation of faculty members and students is required at the end of each course. The following evaluation tools will be utilized:

Course/Faculty evaluations using Watermark integrated into CANVAS (per course)
Vocational Nursing Faculty Evaluation of Student performance will utilize the clinical evaluation tool (CET).
Vocational Nursing Program clinical site evaluation.

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EMERGENCY MESSAGES

The student should notify their family in case of an emergency (during class or clinical), and they should ***call the Campus Police at 956-794-4303 South Campus***. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

USE OF ELECTRONIC DEVICES

Cell phones and laptops are not allowed at the clinical site, unless authorized by instructor

Cell phones and laptops are allowed in the classroom for specific classroom activities as allowed by the faculty member. Utilizing cell phones, and laptops for social media, photographing, recording/video, or gaming is not allowed unless permission is given by the instructor for a specific activity. The faculty member will meet with the students who violate procedures utilizing electronic devices and document occurrences with a Progress/Incident form.

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ORIENTATION PROCEDURE FOR NEW OR RETURNING STUDENTS

OBJECTIVES

1. Provide the new or returning student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo College Vocational Nursing Program.
2. Provide the new or returning student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo College and the Vocational Nursing Department.
4. Introduce and/or review computers and/or technology required for communication, classwork, lab, or clinical.
5. Attendance for orientation is mandatory for all new and returning students. Students who do not arrive on time will be denied entry and will be disqualified from the program. In the event of an emergency, it is the student's responsibility to contact the VN department at (956)721-5255.

PROCEDURE

An email sent through LC's Student Passport will inform the new or returning student of the day and time of orientation. Students who do not attend or arrive late to the orientation forfeit their space in the nursing program.

RESPONSIBILITIES

The Vocational Nursing Program Director, and/or Course Faculty will highlight the material students have read prior to orientation and answer students' questions concerning the Student Handbook.

1. Welcome the new or returning student.
2. Introduce the faculty and the clerical staff.
3. Describe the Organizational Chart of the Vocational Nursing Department and the Laredo College Administration.
4. Present the Mission/Philosophy and End of Program Student Learning Outcomes of the Vocational Nursing Program.
5. Present and review Vocational Nurse Licensure laws and statement of eligibility requirements by the Texas Board of Nurse Examiners.
6. Discuss the awards (Mary Alice Lopez and Merit) and the pinning ceremony.
7. Discuss the Comprehensive and Standardized Assessment Tests

The Vocational Nursing Program Director and/or Course Faculty will:

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1. Review the Student Handbook and Procedures.
2. Present and review requirements for:
 - a. Updating address
 - b. Scheduling
 - c. Maintaining Current Immunization Records
 - d. CPR certification requirements
 - e. Annual Criminal Background Checks

Course Faculty will

1. Discuss the purpose and functions of the simulation lab, skills lab, and computer assignments, exams, quizzes, etc.
2. Orient students to computers and/or technology required for communication, class, lab, and clinical.
3. Explain scheduling and the hours of operation.

The Student Vocational Nurse Club sponsor will:

1. Discuss the purpose and goals of the SVNC.
2. Serve as liaison between community and campus..
3. Explain activities.

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STUDENT REPRESENTATIVE PROCEDURE

The Vocational Nursing (VN) faculty realize that students are an integral part of the educational process at Laredo College (LC). Furthermore, the VN faculty recognize 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. The 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.
4. Concerns or problems in a nursing course should be directed in writing to the instructor for that course.

Meeting notification:

1. Student representative(s) will be emailed notice of the scheduled meeting.
2. Department Instructional Assistant will notify representatives and alternatives of additionally called meetings.

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STUDENT VOCATIONAL NURSES' CLUB

The Student Vocational Nurses Club is an active part of the college and the community. The club is responsible for maintaining and promoting high standards of conduct in the nursing profession. Membership is open to any student enrolled in the VN Program at Laredo College.

Membership requirements:

- Must be enrolled in the LC Vocational Nursing Program.
- All student members must have and maintain a 2.8 GPA or greater.
- Submit an application.
- To be classified as an active member, students must participate in a minimum of one-half of all projects and meetings per semester.
- Members should act in a manner consistent with the ideals of the organization.

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STUDENT CODE OF PROFESSIONAL CONDUCT

CODE OF ETHICS

The nursing faculty at Laredo College strongly believes that a graduate of the nursing program should assume ethical and legal responsibility for actions taken in the course of nursing practice. Furthermore, 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 licensing exam required to become a Vocational Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab setting to the practice of the graduate nurse in the work setting, any student who is involved in unprofessional conduct and/or is in direct violation of the stated program objectives will be held accountable for their actions as outlined in the Unprofessional Conduct Procedure. This will place the student in jeopardy regarding progression and successful completion of the nursing program and subsequent recommendation to the Texas Board of Nursing. The Vocational Nursing Program encompasses ethical and professional behavior as outlined in the [American Nurses Association \(ANA\) Code of Ethics](#).

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

1. It is a succinct statement of the ethical values, obligations, duties, and professional ideals of nurses individually and collectively.
2. It is the profession's non-negotiable ethical standard.
3. It is an expression of nursing's own understanding of its commitment to society.

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NURSING STUDENT CODE OF CONDUCT

One of the goals of the Vocational Nursing Program is to assist the student in becoming a safe practitioner of the profession of 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 Program'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 Program's expectations. These guidelines are in keeping with general rules pertaining to the disciplinary process, and procedure, which may be found in Laredo 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 expectations. The following code of conduct has been established to make the student aware of guidelines regarding the department's expectations. These guidelines are in keeping with the student procedures that are found in Laredo College's Student Handbook.

Infraction of the code of conduct whether it occurs during the admissions process, the classroom, the clinical site, on campus, or at any of the extended campuses including the clinical sites, or through social media will result in disciplinary action. Disciplinary action will be based on the individual incident and may include dismissal from the Vocational Nursing Program.

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UNPROFESSIONAL CONDUCT / DISCIPLINARY ACTION PROCEDURE

This procedure outlines unprofessional conduct and behavior and includes reasons for disciplinary action which may be grounds for dismissal from the Vocational Nursing Program. A Health Sciences Committee may review an incident based on the severity during the first, second, or third occurrence and recommend further action to the Nursing Program Director. A student dismissed from the Vocational Nursing Program **will not** be allowed continuation or be able to reapply to the Vocational Nursing Program.

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

1. The first occurrence of unprofessional conduct the student will be advised; an Advisement Form will be completed, signed by the student and the clinical instructor, and placed in the student's nursing program file.
2. A second occurrence of unprofessional conduct will result in the student being dismissed from the class or sent home from the clinical site. The student's occurrence will be documented on an advisement form and forwarded to a committee for review and recommendations for further action.
3. A third occurrence of unprofessional conduct will result in an academic failure of an "F" for the nursing course(s). The student will be dismissed from the Vocational Nursing Program and **will not** be allowed to return.

Reminder: A Health Sciences Committee may review an incident based on the severity during the first, second, or third occurrence and recommend further action to the Dean of Health Sciences and Vocational Nursing Programs Director. A student dismissed from the Nursing Program will not be allowed continuation or be able to reapply to the Vocational Nursing Program.

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UNPROFESSIONAL CONDUCT

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

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

1. Use of alcohol or drugs before or during class or during a clinical work shift.

Examples may include but are not limited to:

- a. Alcohol on a student's person or detected on breath, slurred speech, or glassy red eyes.
- b. Difficulties in maintaining balance, belligerent, combative, irrational behavior.
- c. Illogical or inappropriate decision-making that could endanger patients or others.
- d. Possessing articles usually associated with drug use.

2. Impairment by reason of mental or physical health, alcohol, or other mind-altering drugs which could expose patients, the public, students, and faculty unnecessarily to risk of harm.

Examples may include but are not limited to:

- a. Demonstration of hallucination, delusion, or combative behavior.
- b. Physically or verbally attacking or threatening to attack patients, family, staff, other students or faculty.
- c. Misleading and deceptive comments including slanderous remarks or actions.

3. Unprofessional or dishonorable conduct that may deceive, defraud, or injure patients, the public, school personnel, staff, other students, and faculty.

Examples may include but are not limited to:

- a. The brandishing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others.
- b. Informing the charge nurse or faculty member that a treatment, medicine, or procedure has been done when in fact it has been omitted.
- c. Possessing medications including narcotics which need to be credited to the patient or returned to the narcotic locker or the pharmacy.
- d. Omitting the administration of medications, treatments, safety measures, or

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activities.

- e. Placing the patient's safety at risk or endangering a patient's life.
 - f. Failing to follow instructional directives, falsifying patient records, and/or theft.
4. Failure to care adequately for patients or to conform to minimum standards of acceptable nursing practice under the supervision of the faculty or the designee of the facility.

Examples may include but are not limited to:

- a. Failure to follow the plan of care, including medications, treatments, and other treatment activities.
 - b. Failure to administer medications in a responsible manner.
 - c. Failure to follow the physician's prescribed orders which have been held to be prudent by other nursing personnel.
 - d. Failure to follow the instructional directives of the faculty member.
 - e. Failure to wait for instructor supervision when directed to do so by faculty or student policy.
 - f. Insubordination to faculty or hospital/facility staff.
 - g. Violation of HIPAA by disclosing confidential patient information except where required by law.
 - h. Copying or taking a picture(s)/video(s) of the patient's medical records.
 - i. Taking pictures of a patient, patient's body, or others within the facility.
 - j. Performing any act which is beyond the scope of the approved level of practice.
5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan grade, or grade on any required assignment.

Examples may include but are not limited to:

- a. Cheating on an exam or allowing another student to copy answers.
- b. Plagiarizing data for any reason.
- c. Submitting late papers and then informing the instructor that the paper was previously submitted.
- d. Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student.
- e. Using "crib" notes, writing answers on the walls or desktops, or on the computer to access information, etc.
- f. Utilizing advanced technology for sharing information via text messaging, internet, etc.
- g. Accessing online testing material before or after the designated time frame.

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- h. Cheating on the Nursing Pre-Entrance exam or other standardized exams.
- 6. Damaging or destroying school or hospital/facility property or equipment or removing property or equipment from campus or from a clinical site.

Examples may include but are not limited to:

- a. Removing limbs, eyes, other body parts, or electronic material (LEAP pads, computer, mouse, etc.) from the teaching mannequins or torsos.
 - b. Destroying computers in the simulation labs, skills labs, or other settings by intentionally infecting the computer software with viruses, malware, or disrupting system settings.
 - c. Removing equipment from the lab without permission.
7. Using profane language or gestures. Examples may include but are not limited to:
- a. Using four-letter words, profane or obscene language or obscenities, or words, and phrases that are derogatory or demeaning. Using language or engaging in conduct that could be construed as sexual harassment under Laredo College's policy on sexual harassment.
 - b. Demonstrating obscene gestures.
 - c. Making derogatory statements regarding a specific cultural or ethnic group
8. Being disruptive, habitually late, or absent from class or clinical.

Examples may include but are not limited to:

- a. Arguing with an instructor over an assignment, examination, or other academic or clinical issues. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
- b. Monopolizing class time to share personal family problems or medical experiences.
- c. Habitually arriving to class late and disrupting instruction that is in progress. It is at the discretion of the instructor to allow students to attend class.
- d. Missing more than the allowed hours of clinical time or excessive-class absence
- e. Failing to call or contact the instructor when an absence from clinical occurs.
- f. Cell phone use, text messaging, or using the laptops /electronic devices during clinical or class exam time if not related to class activity. The instructor may ask students to excuse themselves from class or confiscate electronic devices and return them at the end of class time.

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During exams, electronic devices, cell phones, earbuds, drinks, smart watches, caps, hoodies, etc., are

NOT allowed to be in the student's possession. Only the permitted laptop and charger is allowed during testing and is subject to inspection by proctoring faculty at anytime, before, during, or after the exam. Students may only sit at designated seating area.

9. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional or application process.

Examples can include:

- a. Grabbing, hitting, or assaulting a student, patient, faculty, or others affiliated with the college or clinical site.
- b. Using menacing, aggressive verbal, or physical behavior.
- c. Shouting obscene or abusive words.
- d. Being argumentative and menacing.
- e. Threatening others with physical or personal injury.

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

Examples may include but are not limited to:

- f. Dressing in a garment that is not the designated uniform.
- g. Coming to clinical without proper grooming or coming in a dirty or wrinkled uniform.

11. Demonstrating behaviors that could be categorized as harassment.

Examples may include but are not limited to:

- h. Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matters is for the student to visit the instructor during office hours or to make an appointment.
- i. Calling faculty/administrators at home without specific permission.
- j. Making repeated phone calls to the faculty member's office or home to challenge grades or assignments.
- k. Making obscene calls to the faculty member's office or home.
- l. Harassment of another student or faculty.

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COURSE/CLINICAL ATTENDANCE REQUIREMENTS

Attendance Theory/Lab

Through regular class attendance, students receive benefits in addition to acquiring information. They gain insight into issues, gain an increased understanding of complex topics, frequently experience a change of attitude (professionally termed the “affective domain”), and receive other similar benefits. These benefits, however, cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendance – along with grade standards – are deemed important. A student who is habitually late to class or clinical will be advised by the faculty member (refer to the Code of Conduct).

The VN program must adhere to the Texas Board of Nursing Rules and Regulations for theory, lab, and clinical hours. Therefore, students are expected to attend theory, lab, and clinical. If the student is absent from these courses they may jeopardize their standing in the program. Refer to the course syllabus for specific information about the clinical attendance policy. If a student is absent or tardy, it is their responsibility to obtain the handouts with information covered in the missed class. Unannounced quizzes may be given at any time during the class. Students who are absent/late may not be given an opportunity to make up missed quizzes.

Tardiness for Theory

Habitual tardiness is unprofessional and disruptive to the class. If a pattern of tardiness develops, the student will be advised, and it will be noted in the student’s academic file; in addition, the student may jeopardize their standing in the program since a specific number of contact hours must be met based on the Texas Board of Nursing Rules and Regulations. If the student is absent or tardy, it is their responsibility to obtain the handouts and information covered in the missed class. Students arriving late may not be given an opportunity to make up missed quizzes.

Theory and Lab Procedure

The Vocational Nursing Program is an integrated course of study, which combines the practical application of theory and manual skills in direct patient 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 active learning and for all the information in the course syllabus even if it is not specifically addressed during lecture, lab or clinical. The student is expected to attend class, complete assignments, answer all objectives, utilize

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resource materials, seek appropriate learning experiences, be prepared for all classes and participate in class assignments and activities in the pursuit of the program's objectives.

Assignments

1. Assignments are given to guide, enhance, and reinforce student learning.
2. No late assignments will be accepted and the student will receive a grade of zero.
3. The student who habitually fails to submit assignments or who is consistently late with assignments will meet with the instructor.

Attendance - Clinical

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 patient. In order for the clinical experience to be both beneficial to the student and safe for the patient, the following guidelines have been established.

Clinical Shifts:

Clinical days are subject to change and may be in the morning/afternoon or weekend shifts.

Clinical Absences:

In order to comply with the *accrediting agencies' requirements*, the student enrolled in clinical nurse training courses must adhere to the specific attendance requirements.. If absent due to illness a medical clearance form will be required from a U.S. provider upon return. It is the student's responsibility to inform the instructor ahead of time if a planned absence will occur to make proper arrangements.

***The student may not have more than one clinical absence per clinical course.
Students enrolled in clinical nurse training courses must adhere to specific attendance requirements.***

A student who exceeds the absence requirements due to an extenuating circumstance must follow the following process:

- a. The student will be referred to a committee for review of the circumstance.
- b. Documentation by the student of the extenuating circumstance must be available for the committee members to review prior to the scheduled meeting.
- c. The student will be informed in writing of the committee's recommendations within seven working days.
- d. If a student is going to be absent on a clinical day, it is the student's responsibility to contact the clinical instructor via email, canvas, or phone call prior to the start of the clinical day.

Students enrolled in clinical nurse training courses must adhere to specific attendance requirements to fulfill course requirements. All VN students are provided with 2 consecutive days off per 7-day week.

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Tardiness for Clinical:

Reporting on time to the assigned clinical site is expected as a demonstration of professional behavior. A student arriving after the scheduled clinical time may be dismissed from the clinical site, will receive a grade of “zero” for the clinical day and be counted as absent. Students must notify the instructor if tardiness is expected. If a student is tardy past 5 minutes due to extenuating circumstances, the instructor and program director will determine if the tardiness is excusable.

Reporting Unprepared to Clinical:

The student who exhibits unprofessional conduct, or arrives at the assigned clinical area late and/or unprepared (without required uniform, name tag, assignments, and reference materials and/or supplies) will be dismissed from clinical and counted absent for the entire day and will receive a grade of “zero” for the clinical day.

Reminder:

A student who exceeds one absence for any reason will be referred to a committee for review. Greater than one absence jeopardizes standing in the program.

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PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES

Clinical/Skills Attire

Dress Code:

Students are expected to dress in a professional manner at all times for clinical skills, seminars, or college activities. This includes but is not limited to clinical assignments, school-sponsored field trips, or clinical orientations. Dress clothes or the V.N. uniform may be worn with the lab coat. Shorts, halter tops, sandals, or other casual or recreational clothing is not acceptable apparel in the professional setting. In order to protect the health and welfare of students participating in clinical experiences, students are required to use PPE during clinical activities (refer to Laredo College Health Protocols for Clinical Rotations).

Students must arrive at the clinical skills area in uniform and change into scrub attire when scrub attire is required. Students who do not adhere to the dress code will be sent home from the clinical skills class site, and a zero will be recorded for the clinical day and/or skills class. Neat/pressed, clean hunter green nurse's uniform of appropriate size and style is to be worn. Slacks should come to the top of the shoes. White socks, undergarments, or undershirts (short or long sleeves) must be all white. Uniform material must be opaque (unable to see through it). The school insignia is to be embroidered on the upper left side of the chest area (uniforms and lab coat). The new emblem required is the gold LC interlock image for the hunter-green uniform.

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

Lab Coat:

A neat, clean, white 3/4 length or full-length lab coat is required with the green LC interlock to be worn on the upper left front chest area.

Footwear:

Clean, **white** nursing shoes or solid white tennis shoes. Shoelaces must be clean and white. Socks must be clean and white in color. No clogs, open heels, or open-toe shoes are allowed for clinical, clinical assignments, seminars, or skills classes

School Identification Badge:

A picture identification badge is required and must be worn at all times during the clinical activity. The picture, name, and title must be visible. The ID badge must be purchased for a minimal fee at Laredo College. 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 next clinical course.

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PERSONAL APPEARANCE

Cosmetics:

Cosmetics should be used moderately, and deodorant is mandatory. Highly scented perfume or after-shave is not permitted. Artificial, temporary, or semi-permanent eyelashes are **NOT** permitted for safety and infection control practices. Glitter lotions and cosmetics are **NOT** permitted.

Hair:

For all students, hair must be neatly groomed and must be tied up and back from the face. Hair must be neatly groomed and tied up. Buns, braids, and secure ponytails that do not touch the collar or fall toward the face are acceptable in order to be in compliance with infection control standards. Plain barrettes and white or black headbands are allowed. No ribbons, claw clips, or hair accessories are permitted. Beards and mustaches must be neatly trimmed.

Fingernails:

Nails should be neatly manicured and not be visible beyond the fingertips. No artificial nails or nail polish are permitted; including gel, shellac, and acrylic overlay.

Body Art: Visible body art on the arms must be covered with a long white sleeve.

Jewelry: No piercing jewelry allowed. The only exceptions are the following: a plain wedding band and small studded earrings on earlobes may be worn. A watch that identifies seconds must be worn. No facial piercings will be allowed at the clinical site including but not limited to nose, brow, lip, or tongue piercings. Students must follow the standards of clinical facilities.

Accessories:

Students are **always** required to take to the clinical area **each time:** a blood pressure cuff, stethoscope, bandage scissors, penlight, a pen with black ink, a wristwatch with a second hand, or a digital timer. These items are part of the nursing uniform.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
STUDENT CONDUCT

Gum:

Chewing gum is **not** permitted at the clinical site or during a school-related activity that involves direct patient care or where a student is representing the nursing program.

Smoking:

LC is a smoke-free campus. No smoking or vaping is permitted on campus. Students are to follow clinical agencies' policies.

Personal Electronic Devices:

Personal use of phones must be discussed with the clinical instructor first. Students abusing the use of cell phones or patient/facility phones will be sent home and receive a zero for the day at the discretion of the clinical instructor.

Physician Orders:

Nursing students **may not** receive phone or verbal orders from physicians, residents, interns, physician assistants, or nurse practitioners. Students may not initiate any written/electronic orders within a patient's chart until the charge nurse has verified and signed them.

Consent Forms and Permits:

Students may not be a witness on any form that requires the signature of a patient.

Documentation of Medications Administered:

All medications administered by a student must be co-signed/signed by the instructor or the licensed nurse.

Preparation of Medications:

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

Procedures:

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

Administration of Controlled Substances/Narcotic Medications:

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

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

CLINICAL GUIDELINES

STUDENT CLINICAL ASSIGNMENTS

Students are required to be prepared for their clinical rotations to provide safe nursing care to their assigned patients. All students are expected to submit their own individual work. Aiding another student in deceiving or attempting to deceive the faculty in replicating another student's clinical objective(s), concept map, care plan, or other clinical assignment is grounds for disciplinary action which may lead to dismissal from the nursing program. At the clinical instructor's discretion, a student who is unprepared for their clinical assignment will be sent home for the day and a zero will be recorded. Professional behavior and common courtesy are expected when arriving at the designated clinical site or unit. The student should:

1. Identify yourself to the nurse in charge of the assigned patient.
2. Verify the patient selection with the nurse for final confirmation prior to gathering patient data.
3. Introduce yourself to the patient and/or family and request permission to assist the nurse in caring for them on the assigned clinical day.
4. Use common courtesy when requesting and reviewing patient information.
5. **DO NOT REMOVE** patient information or data from their designated area.
6. **DO NOT** write the patient's name; use initials or room number.
7. **DO NOT use any electronic device to take a photo or video patient's charts.**
Enforce confidentiality at all times to protect patient information.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
PATIENT CARE AND PROCEDURES

1. The student will have theoretical knowledge and skill lab practice of procedures prior to performing them in the clinical area. The student must be supervised until competence has been established. 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. The clinical instructor will decide on the student's assignments.
4. The student is directly responsible to the clinical instructor or designated supervisor and will seek their supervision or advice as the situation indicates.
5. 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 "patient transporter" at any time. The student may observe only.
 - f. Have the narcotic keys in possession.
 - g. Perform any skill independently that has not been approved by the clinical instructor.
 - h. At any level may not receive phone orders or verbal orders from physicians, residents, interns, physician's assistants, or nurse practitioners.
6. A random drug screen may be performed by an institutional or clinical facility where students are being trained. (Refer to Drug Policy).
7. Patient confidentiality must be maintained at all times. The student may not leave the hospital with any information that contains the patient's name or identification. The student cannot provide patient care when an instructor/preceptor is not present.
8. Written objectives and assignments will be assigned to reinforce clinical learning. ***Late assignments will not be accepted and the student will receive a zero for the assignment.***
9. The student is responsible for documentation of the care of assigned patients.
10. **All** students must submit Concept Maps and successfully pass grading criteria by the clinical instructor of each course.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
PROFESSIONAL CLINICAL STANDARDS & GUIDELINES
LEVEL I, II, AND III
MEDICATION ADMINISTRATION PROCEDURE

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

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

Level I

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

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

Level II

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

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

Level III

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

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

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VOCATIONAL NURSING PROGRAM

Level I, II, and III Nursing Students:

May not:

1. Participate in medication administration during a code.
2. Administer IV medications.
3. Administer experimental drugs.
4. Mix, handle, or adjust epidural drugs at any time.
5. Perform venipuncture.

Continuation: Nursing Students 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. May Administer Oral, Topical, Ophthalmic, Otic, Nasal, Vaginal, Rectal, Buccal, and Sublingual medications. After being checked off in the clinical setting, the instructor will determine if continued direct supervision is needed.
3. Prior to the administration of any medication, the student must be knowledgeable of all the medications the patient is receiving as well as possible adverse effects, side effects, and possible drug interactions.
4. The student may only administer medications by routes that have satisfactorily completed in the learning lab exercises with the supervision of the Clinical Instructor or Primary Nurse.
5. The instructor must check all medications prior to the student's administration of medication to the patient.
6. Must observe the patient's IV site for signs of infiltration, infection, or signs of local reactions and report the assessment findings to the patient's nurse. After being checked off in the clinical setting, the instructor will determine if continued direct supervision is needed.
7. Must know the type of IV Solution the patient is receiving and notify the patient's nurse when the IV fluid level is running low.
8. The student may not administer:
 - a. Blood or blood products
 - b. IV push medication.
 - c. Experimental medications

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- d. Emergency medications during a code
 - e. Administer IV chemotherapy
 - f. Epidural medications
9. A random drug screen may be performed by an institutional or clinical facility where students are being trained.
10. Students may give medications prepared by the pharmacist only. The student may never give medications prepared by anyone else.

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 proper documentation when the narcotic is prepared for the patient.
- 3. Students may not have a code or access to the narcotics 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 Pixies.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
MEDICATION ERROR PROCEDURE

The Laredo College Vocational Nursing Program medication error policy is as follows:

1. The student must immediately inform the clinical instructor and the charge nurse of the medication error.
2. The student must complete an incident/occurrence report for the nurse manager of the unit, the clinical instructor, and the nursing program director.
3. The student must submit a plan of action to include the medication in question to the course instructor and Nursing Program Director.
4. The advisement form, incident/occurrence report, and the plan of action with corrective measures will become a part of the student's permanent record.
5. At the discretion of the instructor and/or Nursing Program Director, a Committee may be appointed to meet with the student and review the medication error. A mandatory committee review will occur after the third incident.
6. If a student violated Unprofessional Conduct of the Texas Board of Nursing Rules and Regulation relating to Professional Nurse Education, Licensure, and Practice, will receive an "F" for the course, be dismissed from the program, and will not be allowed to reapply for admission.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
METHODS AND CRITERIA FOR EVALUATION

Theory Course(s):

Unit exams will be scheduled in advance to correlate with the completion of a portion of the content. The unit exam(s) can be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the discretion of the faculty. The student may not take notes, record, take pictures/video or retain a copy of the exam. Any student found violating this procedure, may jeopardize their standing in the nursing program.

Grades will be provided within 72 working hours of the exam or at the discretion of the faculty. A student must communicate with the course instructor thru canvas inbox if unable to take an exam prior to the exam. A written, verifiable excuse or 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. The type/format of make-up exams administered will be at the discretion of the instructor and will vary in format (i.e. Essay, Nursing Care Plan, Concept Mapping). If there is no communication prior to the administration of the exam, a zero will be recorded. Certain extenuating circumstances i.e. a vehicle accident may prevent the student from contacting the instructor prior to the exam. Proper documentation of the extenuating circumstance will be required.

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

The grading and administration of quizzes will be determined by the course instructor. A student who misses a quiz will receive a grade of zero regardless of the circumstances. Unannounced quizzes may be given at any time during theory, lab or skills class. There are no make-up quizzes and the grade cannot be dropped. The student is advised to be acquainted 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, no late assignments will be accepted and the student will receive a grade of zero.

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

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
NURSING COURSE GRADING STANDARDS

Nursing Courses utilize the grading scale as follows:

- A = 100-90%
- B = 89-80%
- C = 79-75%
- D = 74-60%
- F = 59% or below
- NC= No Credit (for development course)

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

Example: 74.45 will round to 75.0 (passing).

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

Refer to the individual nursing course syllabus for specific course grading criteria.

The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Associate Vice President of Instruction and the Office of the Provost/Vice President of Academic Affairs.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

ADMINISTRATION OF COMPUTER-BASED EXAMS AND/OR QUIZZES

The V.N. program exams will be computer-based to prepare the student for the NCLEX-PN and to meet the NCLEX-PN testing requirements

Honesty is a value required in the Nursing Profession. Therefore, academic honesty must be adhered to throughout the program and throughout the student's professional career. Test Misconduct is not tolerated in the Nursing Program and may jeopardize a student's standing in the program.

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

1. Students must bring their laptop computers daily to class as well as on exam day. It is the student's responsibility to verify that their laptop is functioning and the exam has been downloaded prior to class time. If not the student will receive a zero for that exam.
2. Personal belongings such as backpacks, books, cell phones, etc. will not be allowed with the student during the exam. Students should place their personal belongings in a designated area prior to the exam, including electronic devices, cell phones, smart watches, earbuds, and calculators. These items are not permitted during an examination. The computer drop-down calculator may be used. If a student is found with a cellular device on them during testing, it will therefore be considered a form of cheating.
3. Dress apparel is important during an examination. Please dress comfortably, However, please do not wear hats/caps, jackets/sweaters, hoodies, ear buds, watches, smart watches, etc. into the classroom. Long hair must be pulled back in a ponytail/bun during an exam.
4. No food or beverages are allowed during the exam.
5. The instructor will determine and provide additional aids if needed during the examination which may include paper, calculator, pencil, or pen. Questions regarding the material covered in class and test-related material are not allowed during exams or quizzes.
6. Examinations and/or quizzes will be proctored by faculty members monitoring in the room. This will assist the student to prepare for the NCLEX- PN.
7. Students may not leave the exam room once the examination has begun without the approval of the instructor. Exiting the exam room will indicate that the student has ended the testing session. Proof of test submission must be given to the instructor before leaving the classroom

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7. The student who arrives late for a test session will be deducted that time from the original scheduled time. For example: if the student arrives 15 minutes late for a test scheduled to be completed in one hour, the student will have a total of 45 minutes in which to complete the test OR the student may not be permitted to test and receive a zero.
8. If an extenuating circumstance prevents the student from arriving on time for the exam, it is the duty of the student to contact the instructor immediately.
9. The student with test misconduct will be given a zero for the examination. (Refer to Academic Dismissal Section of this handbook).
10. The exam may be reviewed immediately after completion on examsoft. The exam grade is not final until the instructor reviews the exam statistics.
11. The computer-generated student's response report is the official document when assigning a student's examination score.
12. In the event a student is unable to take an exam at the scheduled time, they must notify the course instructor prior to the time of the exam and provide an excuse approved by the instructor. 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 three (3) business days of the original examination date or as determined by the instructor.
13. No examination grades will be dropped when determining the Final Grade.
14. Exams/quizzes may be paper-based at the faculty's discretion. A student who misses a quiz will receive a grade of zero regardless of the circumstances. Quizzes cannot be made up and the grade cannot be dropped. The student is advised to be acquainted with the material covered on the quiz as it may help prepare the student for the next exam.
15. The exam results will be posted within 72 hours after the date of the exam on Canvas unless unforeseen circumstances arise.
16. Official grades will be on the student's transcript and can be accessed through the canvas.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
STANDARDIZED ASSESSMENT EXAMINATIONS

Standardized Examinations are administered at various times during the student's enrollment in the Vocational Nursing Program. The student is required to pay the required fees and to take Computer Based Standardized Assessment Examinations in a proctored environment as part of the Vocational Nursing Curriculum. Students will be notified of the available payment method to purchase the standardized examination prior to its administration. The results will be used to evaluate the student's strengths and weaknesses; assist in establishing remediation activities; and for curriculum development and program outcomes.

A mandatory NCLEX-PN Review course and Standardized testing evaluation are required during the capstone course of the program.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
APPEAL FOR GRADE PROCESS

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 LC's Registrar's Office and is posted through LC's Pasport Portal.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity **MUST FOLLOW THE** Departmental Procedure for Appeal of Grade Process.

1. The student meets with the instructor of record who issued the grade.
2. The student meets with a Committee and Vocational Nursing Program Director.
3. The student meets with the Dean of Health Sciences/Nursing Programs Director.

If the issue is not resolved, the student should refer to the LC Final Grade Appeal process.

Students, who believe their final course grade is unfair, have **10 days** (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.

***Quizzes are unannounced and cannot be appealed if the student was not present at the time the quiz was administered.**

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
STUDENT REMEDIATION/TUTORING

Course Remediation

To promote success in the Vocational Nursing Program Nursing Courses, a student with less than ***an 80% on any unit*** will be required to meet with the course instructor for remediation.

1. The student must complete all remediation assignments as instructed by the course instructor by the designated time frame or they cannot sit for the next scheduled exam and a zero will be recorded for that exam/final (no make-up exams will be provided).
2. The remediation/tutoring assignments may consist of any or all of the following:
 - a. Computer assignments
 - b. A review session (notification of location designated by instructor)
 - c. Assignment as designated by the instructor.

Clinical Evaluation

Students who demonstrate poor performance on the Clinical Evaluation Tool (CET), or who require clinical remediation may:

1. Be advised and receive a written evaluation of the behavior that delineates corrective measures.
2. If necessary, refer the student to the Nursing Simulation Lab for an assignment or tutoring as designated by the instructor. It is the student's responsibility to schedule practice time in the simulation lab and to provide documentation and/or demonstration of improvement to the course instructor prior to the next clinical day. A student who fails to practice and/or demonstrate improvement will receive a zero for the clinical day.

Clinical Remediation

Students who demonstrate poor performance on the Clinical Evaluation Tool, or who require clinical remediation may:

1. Receive a written evaluation of the behavior that delineates corrective measures.
2. Refer the student to the Nursing Simulation/skills Lab for an assignment it is the student's responsibility to schedule practice time in the simulation/skills lab and to provide documentation and/or demonstration of improvement to the course instructor prior to the next clinical day. The student who fails to practice and/or demonstrate improvement will receive a zero for the clinical day.

Skills Lab

Students must attend, participate, and successfully pass the designated skills as determined in each course. Failure to pass skills directly affects students' clinical requirements. Students must successfully pass with a 75% or higher the skills prior to demonstrating the skills in the clinical settings. Therefore, students who do not pass the skills cannot pass the clinical component and will receive a failure in both courses.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
CLASS OR CLINICAL ADVISEMENT

1. An instructor may remove the student from a class, skills, simulation, or clinical setting if the student demonstrates a violation of policies, procedures, or guidelines: Please refer to the VN Student Handbook Sections that further define the following:
 - a. Professional Code of Conduct
 - b. Course Clinical Attendance Requirements
 - c. Professional Clinical Standards and Guidelines
 - Clinical Attire
 - Personal Appearance
 - Student Conduct
 - Student Clinical Assignments
 - Medication Administration Procedure
 - Medication Error Procedure
2. Students will be referred to the Nursing Skills Lab when the need for additional practice is identified for specific motor skills. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.
3. Being dismissed from the clinical setting will result in a grade zero for the clinical day. The student will not be able to make-up clinical days.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
PROGRESS FORMS

Progress Forms are used by faculty as documentation and may include written comments made by an instructor, Vocational Nursing Program Director, and/or the Dean of Health Sciences/Nursing Programs Director. The Progress Forms are written and placed in the student's permanent file and serve as:

- a. Documentation of a student's conduct or progress.
- b. Documentation to reference during a conference following a clinical experience.
- c. A record of an event that may be referenced by the teaching team to determine whether the incident is a pattern or one-time event and that the student continues to follow the established policy.
- d. A record of written factual information.

Each student is given the opportunity to review the Progress Form and write comments in the designated student comment area. The student is required to formulate a plan of action. The instructor and student are required to sign the Progress Form. The student's signature indicates that the student has read and understood the comments and NOT whether the student disagrees with them. It is the student's responsibility to schedule a meeting with the course instructor within a reasonable time.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

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:

1. Abide by the Rules, Regulations, and Procedures outlined in the VN Student Handbook and Laredo College Student Handbook.
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.
4. The student who is unsuccessful in a nursing course may repeat the nursing course **only once** due to either an academic failure or withdrawal. Refer to Continuation Procedure.
5. In clinical courses, the clinical evaluation tool (CET) measures the student's progress. Evaluations will include the student's ability to apply classroom theory and lab skills in the practice of direct patient 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) to continue in the program.**
6. Prior to the 3rd week of clinical rotation, the student must earn 80% at Level 1, 90% at Level 2, 100% at Level 3 on the math competency test. The student will be allowed to take the exam two times including the original test however only the first score counts toward the student's grade. **If after three attempts** the student is unable to pass the exam, they will be withdrawn from the clinical and theory courses. A 100% math competency must be demonstrated in direct clinical practice at level 3.
7. Capstone Experience: VNSG 2410, VNSG 1263, and VNSG 1205, are courses taught in the last semester. The learning experience in these courses result in a consolidation of a student's nursing educational experience. **Students must take all concurrent courses even if only one course was previously failed.**

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

Continuation Policy and Procedures

Policy: A continuation is defined as a readmission opportunity back into the semester in which the student was unsuccessful. Re-entry into semester courses is based on space availability.

- A student who withdrawals or receives a letter grade BELOW “C” in any VNSG course is defined as unsuccessful, regardless of the reason.
- Eligibility for continuation is only available at the 2nd or 3rd semester
- **All Nursing courses applicable to returning semester must be repeated the next time the course is offered.**
- **ONLY 1 Re-Entry is allowed per Admission**
- **Students who are unsuccessful within the 1st Semester of Nursing coursework may Re-Apply for Admission at the next application cycle**

Being a prior student in the V.N. program does not grant preference for the next application cycle, nor does it guarantee the re-applicant admission into the program.

Procedure:

1. Student must apply for continuation by the following deadlines:
2nd Semester re-entry: within 5 business days of Final Course Grade notification.

3rd Semester re-entry: within 5 business days of Final Course Grade notification.

If no application has been submitted by the deadline, the student will be ineligible for continuation.

2. Continuation application may be submitted to a designated VNSG faculty then a Learning Assignment Agreement will be established.
3. Students must complete Learning Assignment Agreement to be eligible for registration into the re-entry semester.
4. Applicants for continuation must maintain an Institutional and Overall GPA of at least a 2.5.
5. If student is unsuccessful within the continuation re-entry the student may re-apply for admission as a new student at the next application cycle.
6. Re-admission will be based on space availability.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
LC 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), Vocational Nursing Program Director, and schedule a meeting with the Dean of Health Sciences/Nursing Programs Director. The student will not be penalized on the continuation process if the withdrawal is done prior to taking the first unit exam for a theory course. If first(1st) exam has been taken, student will not be penalized on the continuation process if student had a grade of 75 or better in all courses at time of withdrawal request.

The student must submit a formal letter explaining the reasons for the withdrawal and a plan of action for future success to the Dean of Health Sciences/Nursing Programs Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

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

If a course description in the LC 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. ALL concurrent courses must be taken and successfully completed.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
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 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 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:

Cheating on academic work, which includes but is not limited to:

1. Unauthorized use of materials such as notes, or electronic devices during an exam/quiz.
2. Copying from another student’s exam, quiz, or assignment.
3. Acquiring exams, quizzes, or any other academic materials from a faculty member without permission.
4. Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam, quiz, or assignment.
5. Plagiarism, which is defined as the appropriation of another’s work and submitting the unacknowledged incorporation of that work as one’s own written work.
6. Collusion, which means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one’s own work.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

IMMEDIATE DISMISSAL FROM THE VN PROGRAM

A student will be dismissed from the VN Program for the following conditions or conduct:

1. Violation of the Student Rights and Responsibilities: Code of Student Conduct and Discipline in the LC Student Handbook.
2. Clinical Agency refuses to allow the student to return to the clinical site.
3. A breach of patient's rights or confidentiality by written, spoken, or through social media including information from the patient's medical records. In addition, this may lead to legal actions from the agency, patient, patient family, or others involved in the patient's care.
4. Classroom / clinical absences exceeding program requirements.
5. Confirmed positive drug test.
6. Patient abandonment.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
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 emergencies, 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 student’s GPA. In order for the student to be eligible for an incomplete, the student must be passing the course with a 75% or greater in the completed course work.

Policy on Withdrawal (W)

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

Students who properly withdraw from course(s) will receive grades of “W” for such courses through the time designated by the academic calendar.

Students whose instructor drops them from a course(s) because of excessive absences will receive a grade of “W” or “F” for such course(s).

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
LEARNING ASSIGNMENT AGREEMENT

The purpose of the Learning Assignment 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 of success.

The Learning Assignment Agreement will consist of interactive learning programs (computer-based or case studies), clinical skills demonstration, and other exercises that will enhance the student's learning requirements for remediation and will be determined at the discretion of the instructor. 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 Assignment Agreement(s) will not be eligible to continue in the Vocational Nursing Program. Work submitted after the due date will not be accepted. Admission of students requesting continuation or readmission will be contingent on space availability. (Refer to Continuation Procedure).

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

STUDENT INCIDENT/CONCERN AND GRIEVANCE PROCEDURE

Student Incident/Concern Procedure:

Concerns or problems a student may have in a nursing course should be discussed or addressed to the instructor for that course on The Student Incident/Concern Form. 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. Vocational Nursing Program Director
3. Dean of Health Sciences/ Nursing Programs Director.

Student Grievance Procedure: Formal Process

Laredo College has a formal process to address student complaints that have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College [Student Complaints Policy](#) FLD(Local) outlined in the Laredo College Student Handbook.

Complaints About the Program, Faculty, Students, or Graduates

Laredo College has a Student Grievance Procedure to formally address issues that have not been resolved through the established Laredo College Student Concern Process. Students who wish to file a formal grievance must follow the Laredo College Student Grievance Procedure outlined in the Laredo 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 College Student Grievance Form within such a time frame will bar any student's right to pursue such grievance. Students may obtain a copy of this form from the Provost/Vice President of Academic Affairs. Comments must be submitted by completing the Complaint Referral Form available online on the [Laredo College](#) website ([Complaints](#)).

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program Director and faculty will review and investigate all complaints made against the Program, faculty, a student or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

Records of the complaint forms will be kept for six years in a locked file in the Programs Department Office.

Complaints regarding approval of this program and accreditation agency itself should be addressed to the Texas BON For further information, refer to **Discipline & Complaints** at <https://www.bon.texas.gov/>

Neither the Board nor any college employee shall unlawfully retaliate against any member of the general public for bringing a concern or complain

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

STUDENT CONFIDENTIALITY

HIPAA

The Vocational Nursing Program students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of health record information obtained from patients. All information obtained from the patient or patient simulator is confidential. Patient information should only be discussed with the program faculty in a private venue.

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 College.

Dissemination of Information of Students:

- When a student attends LC, 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 requests 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 released, the student must complete a **Request to Withhold Student Directory Information Form**. The form is valid until the student gives LC a statement in writing of wishes to have their directory information released.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
PROCEDURES FOR EMPLOYMENT

The Laredo 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 College undergraduate nursing students who accept positions, for which they receive compensation for patient 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 Vocational Nurse. Laredo 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.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS

The Texas Board of Nursing suggests the following for consideration, which will enable the employer to utilize nursing students in an appropriate manner to contribute to patient care and yet not jeopardize the welfare of the patient, 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 College or the nursing faculty responsible for the actions of a student while they are in clinical 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 the student.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
CRITERIA FOR GRADUATION

CERTIFICATE

In addition to the Laredo College requirements for graduation, the VN 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. The student must maintain an LC institutional grade point average of 2.5 or greater to be eligible to receive a VN certificate from LC.
3. The student must satisfactorily complete all capstone course requirements for participation in the pinning and graduation ceremonies. Refer to course syllabi.

The Vocational Nursing Department abides by the Laredo College requirements for graduation as found in the current college catalog. Application for graduation must 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.**

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
PINNING CEREMONY

A pinning ceremony is held for the Vocational Nursing graduates at the end of 3rd semester.

Dress Attire for Pinning Ceremony

Attire for Pinning Ceremony for nursing students includes a hunter-green uniform, white socks, and white nursing shoes. The school gold LC interlock insignia should be included on the uniform.

School Pins

A standard Laredo 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 while providing care. Classmates will select the recipient of the award. The award is presented to one Vocational Nursing student at the completion of the Vocational Nursing Program.

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 Nursing 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.

Video

The graduating class in conjunction with an assigned faculty member may develop a video or PowerPoint presentation. The presentation is to represent the cohort and not to exceed four minutes.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM
LICENSURE BY EXAMINATION

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** <http://www.bon.state.tx.us>
2. Verification of graduation from an accredited school.
 - a. Certification of the applicant by the Nursing 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).

***APPENDICES &
STUDENT SIGNATURES***

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX A



2023-2024 Vocational Nursing Program (VNSG)

One Year Certificate

Apply online from Feb. 1 to March 22

			Credit Hrs.
PREREQUISITE COURSES			
PSYC	2314	Life Span Growth & Development	3
*MDCA	1409	Anatomy and Physiology for Medical Assistants	4
		Total Semester Hours	7
			Credit Hrs.
FIRST SEMESTER - FALL SEMESTER			
VNSG	1323	Basic Nursing Skills	3
VNSG	1500	Nursing in Health & Illness I	5
VNSG	1260	Clinical Licensed Practical/V.N. Training (Fundamentals)	2
		Total Semester Hours	10
			Credit Hrs.
SECOND SEMESTER - SPRING SEMESTER			
VNSG	1230	Maternal-Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1409	Nursing in Health & Illness II	4
VNSG	1262	Clinical Licensed Practical/V.N. Training (Med/Surg; Maternity/Newborn; Pedi)	2
		Total Semester Hours	13
			Credit Hrs.
THIRD SEMESTER - SUMMER SEMESTER			
**VNSG	2410	Nursing in Health & Illness III	4
**VNSG	1205	NCLEX-PN Review	2
**VNSG	1263	Clinical Licensed Practical/V.N. Training (Med/Surg; Mental Health)	2
		Total Semester Hours	8
			Credit Hrs.
Total of Credit Hours			38

*Completion of BIOL 2301, BIOL 2101 & BIOL 2302, BIOL 2102 will satisfy this requirement.

**Capstone experience: VNSG 2410, VNSG 1205, and VNSG 1263 are taught in the last semester. The learning experiences in these courses results in a consolidation of a student's educational experience.

Requirements

- Complete Assessment Test requirements for placement and/or satisfy the Texas Success Initiative (TSI) requirements for entry into college level courses.
- LC Pre-requisite, Institutional and Overall grade point average (GPA) of 2.5 or greater.
- Successfully complete Pre-Entrance Standardized Exam individual score of 58 or greater.
- Students must complete the nursing courses in the required semester sequence as outlined in the Vocational Nursing program curriculum plan.
- *All courses **must** be taken concurrently.*

NOTE: Information regarding the Vocational Nursing Program is current at time of publication and is subject to change without notice. *Approved by Texas Board of Nursing (BON), and the Texas Higher Education Coordination Board (THECB).*

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX B

DEGREE PLAN REQUIREMENTS

Students are responsible for knowing and abiding by all graduation requirements. **It is the student's responsibility to review their degree plan and ensure that all courses required for graduation have been completed.**

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

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX C

NEW OR RETURNING STUDENT ORIENTATION FORM

Student Name (Print) _____ PID _____

Please mark each question with the appropriate response.

Were you provided with the following?

- | | |
|--|--------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Organizational Charts |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | LC V.N. Student Handbook |

Were the following objectives met?

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | As a new or the returning student had the opportunity to become familiar with the philosophy, administration, and organization of Laredo College Vocational Nursing Program. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | As a new or the returning student was an overview of the course curriculum and procedures explained. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identified the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the mission/ philosophy and procedures of Laredo College and the V.N Department. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Was the orientation completed prior to the 1st day of class? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies the textbooks in the Vocational Nursing Program. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Lists the information components in a course syllabus. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies the content of the V.N. Student Handbook. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies the content of the LC Student Handbook. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies the requirements for current immunization records. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies the requirements for valid CPR certification and criminal Background checks. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Summarizes the Texas Board of Nursing requirements. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Identifies college resources. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Summarizes the LC V.N. Program and its requirements including standardized assessment tests. |

Course Faculty

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Purpose function of simulation and skills lab. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Oriented to computer requirements and computer programs/apps. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Schedule and hours of operation |

Student Vocational Nurses' Club

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Purpose and goals of the Association |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Application |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Explanation of Activities |

Student Signature _____ Date _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX D

STANDARD PRECAUTIONS PROCEDURES

Initials & Date _____

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

1. Hands should always be washed before and after contact with bloods, body fluids or human tissue. Hands should be washed with soap and water immediately. (Refer to hand washing procedure).
2. A. GLOVES – disposable (single use) latex examination or surgical to be worn when:
 - a) The health care worker has cuts, abraded skin, chapped hands, dermatitis, etc.
 - b) Examination of abraded or non-intact skin or patients with active bleeding.
 - c) During invasive procedures.
 - d) Examination of oropharynx, gastrointestinal tract, and genitourinary tract.
 - e) During all cleaning of body fluids and decontaminating of procedures.
- B. GLOVES – should be changed:
 - a) Between patients.
 - b) As soon as possible whenever gloves are visibly soiled with blood or any other potentially infectious fluid.
 - c) As soon as possible when gloves are torn.
 - d) As soon as the worker leaves the work area.
- C. HANDS should be washed after removing gloves before and after procedures.
3. GOWNS or plastic aprons should be used if blood/body fluid splattering is likely.
4. MASKS and PROTECTIVE GOGGLES should be worn if splattering is likely to occur such as in treatments, surgical procedures, wound irrigations, or postmortem examinations.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or ventilation devices should readily be located and available for use in areas where the need for resuscitation is predictable.
6. All health-care workers should take precautions when using, cleaning, or discarding needles, scalpels, and other instruments or devices. Used needles should not be bent, broken, reinserted into their original sheath or unnecessarily

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

Initials & Date _____

7. handled. Needles should be discarded immediately after use into a sharp disposal container.
8. All needle stick, mucosal splashes or contamination of open wounds with blood or body fluids should be immediately washed and reported immediately.
9. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
10. Blood/Body fluid spills should be cleaned up promptly with a facility/hospital approved disinfectant solution or a 1:10 dilution of bleach.
11. Invasive procedures (surgical entry into tissue, cavities, or organs) or repair of major traumatic injuries carry a risk of splattering blood and fluids. The use of gloves, masks, protective eyewear or face shield, and gowns or aprons made of materials that provide an effective fluid barrier are required.
12. Body fluids that require Universal Safety Precautions, such as but not limited to the following:
 - A. Blood
 - B. Semen
 - C. Tissues
 - D. Fluids:
 - a) Saliva
 - b) Cerebrospinal fluid
 - c) Synovial fluid
 - d) Pleural fluid
 - e) Pericardial fluid
 - f) Peritoneal fluid
 - g) Amniotic fluid
 - h) Breast milk
13. If stuck by a needle, sharp object, blood or other potentially infectious materials falls in student's eyes, nose, mouth, or on broken skin, the student should:
 - a) Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
 - b) Report this immediately to the instructor.
 - c) Seek immediate medical attention.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

Initials & Date _____

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

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX E

DISCLAIMER

The contents of this handbook are accurate at the time of printing or posting on the website. The student handbook is a procedural manual that is to assist students in Nursing 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 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 a student or curricular needs are identified. The student will be notified in writing of any changes that may impact their course of study.

The Student Handbooks are reviewed, revised, and approved on an annual basis. The Student Handbooks are pertinent to **all students** with the start of the fall semester regardless of the entry date into the program. This current Student Handbook procedures and guidelines will be applied to **current and returning students**.

Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were given an opportunity to inquire about the content contained within.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX F

PROCEDURE STATEMENT OF UNDERSTANDING

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

I have been informed and directed to the Vocational Nursing Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Nursing Student Code of Conduct, Unprofessional Conduct, and Disciplinary Action Procedure, Grading and Attendance Policies, Standard Precautions Procedure and Department Procedures.

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

I have read the V.N Student Handbook and I understand that I will adhere to this current handbook.

FALSIFICATION OF INFORMATION

Students, who were previously enrolled in any Health Sciences program(s) at Laredo College OR at any other college or university, must have exited in good standing in order for this application to be considered. ***Falsification of information will jeopardize admission or continuation to the program.***

I understand that falsifying any information on the Health Sciences application or while in the program will jeopardize my admission or standing into any Health Sciences Programs.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

By signing above, you agree to the Procedure Statement of Understanding and Falsification of information.

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX G

PROGRESS FORM

Student Name _____ ID _____ Date _____

Course _____

Semester _____

- ☐ Attendance/Tardiness
- ☐ Unprofessional Conduct
- ☐ Disciplinary Action

- ☐ Clinical/Theory Progress
- ☐ Other _____
- ☐ Other _____

Faculty Comments:

Recommendations:

Student Comments/Plan of Action:

Student Signature

Date

Faculty Signature

Date

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX H

LC Nursing Learning Assignments Agreement - SAMPLE

Semester: Spring _____ Fall _____

Student Name _____ Faculty Name _____

Month	Assignment	Due Date
	Focused Review Study Guide	
	Focused Review Study Guide	
	Focused Review Study Guide	
	Study Guide	
	Study Guide	
	Study Guide	

Student Signature

Date

Faculty Signature

Date

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX I
Student Incident/Concern Form

Student Name reporting the incident (Print): _____

Date: _____

Time:__

Incident/concern reported to: ☐ **Faculty** ☐ **Dean of Health Sciences/Nursing Program Director**

Director Describe the incident/concern: (Facts Only)

Student's Signature _____

Please allow 7-10 days for response

Date _____

Resolution of Incident/Concern: (For Departmental Use)

☐ **Issue/Concern Resolved OR Referred Student to:**
☐ **Dean of Health Sciences/Nursing Programs Director**

Signature and Title of person addressing the incident or concern _____

Date _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX J

REVIEW AND RELEASE OF RECORDS FORM

I (Print Name) _____, give permission to **the Vocational Nursing Program** to:

- a. display my photograph, projects, papers, care plans, or other work.
- b. allow access to my records for accreditation purposes.
- c. submit medical records, criminal background records, CPR certification, and/or other pertinent information to clinical agencies if required or upon request from the clinical agency where I will participate in clinical rotations.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
VOCATIONAL NURSING PROGRAM

APPENDIX K

STATEMENT OF CONFIDENTIALITY

The health care provider has an ethical and legal obligation to maintain the confidentiality of a patient's personal or medical information. A student has the responsibility to maintain the same degree of patient privacy and confidentiality at all times. The student is required not to discuss the patient's condition with the family, bystanders, the media, or any other non-medical personnel. In addition, the student is prohibited from discussing the patient's condition or prognosis outside of class or from transmitting by way of any electronic media any patient-related image. The student is restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient. Violation of confidentiality rules may result in the student being dismissed from the course of the program.

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

I (Print Name)_____will not reveal any information concerning patients to anyone not authorized to discuss the individual's physical and psychological condition. I am aware that if I do, I may be subject to dismissal from the Vocational Nursing Program.

Date:_____PID: _____

Print Name:_____

Student's Signature: _____

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX L

CRIMINAL BACKGROUND CHECK

A student must provide the Vocational Nursing Program (V.N.) with a copy of any outcome letter, eligibility order or any correspondence regarding the status of their criminal background check from the Texas Board of Nursing, local sheriff department, Texas Department of Public Safety, and/or other agencies while the student is enrolled in the V.N. nursing program at Laredo College. **Failure to submit such documentation could result in the student being dismissed from the Nursing Program.**

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX M

REQUIRED ELIGIBILITY NOTIFICATION FORM

Texas Board of Nursing
333 Guadalupe Street 3-460
Austin, Texas 78701

I hereby verify that I have been provided verbal and written information through the Texas 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 a Declaratory Order of Eligibility.

1. ***Rules & Regulations Relating to Nurse Education, Licensure and Practice***
Sections 213.27 – 213.30 Texas Administrative Code relating to Good Professional Character, Licensure of Individuals with Criminal History, Fitness to Practice, Declaratory Order of Eligibility for Licensure.
2. ***Nursing Practice Act, Nursing Peer Review, and Nurse Licensure Compact***
Texas Occupations Code 301.251, 301.2511, 301.252, 301.253, 301.257, 301.451-301.469 relating to License Requirements, Criminal History Information for License Applicants, License Application, Examination, Declaratory Order of License Eligibility, Prohibited Practices and Disciplinary Actions.

(Print) Student Name

Student PID Number

Date of Birth

Student Signature

Date Signed

This instrument was acknowledged before me on _____ by _____

(SEAL)

Notary Public - Signature

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX N

RELEASE OF INFORMATION AUTHORIZATION

I, the undersigned, give permission to the _____ and/or
(Program Name)
_____ of Laredo College to release information from
(Faculty Name)
my records for Letters of Reference, Scholarships, etc.

TO:

Name and Title: _____

Agency Name: _____

Address: _____

City, State, Zip Code _____

Area Code & Phone Number: _____

FROM:

Date Requested: _____

Student's Signature: _____

Student's Name: _____

PID Number: _____

Currently Enrolled In: _____

Expected Date of Program Completion: _____

**NOTE: Writing must be legible
ONE Form per request
MUST have student's signature**

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX O

CONSENT TO VIDEOTAPE, AUDIOTAPE, and PHOTOGRAPH

I, _____, do hereby consent to the participation in videotaping (SimCapture), audiotaping, and taking of photographs by the faculty in the Vocational Nursing Program for instructional purposes. I also grant the VN Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes) including use in print, on the internet, and all other forms of media. I also hereby release the VN Program, Laredo College, and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX P

LAB AND SIMULATION CONSENT FORM

I, _____, agree to participate in skills lab and simulation lab as needed. Practice on manikins, myself, or classmates during lab sessions may occur throughout the various nursing courses. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch, or procedure, I will carefully discuss with my classmate this issue. If I still do not sense that the issue is resolved by this action, I will inform my instructor. I will follow the dress code for lab according to the Dress Code guidelines listed in the Student Handbook. I will notify faculty of any allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions prior to the start of the laboratory session.

I, _____, will follow the Student Handbook Code of Conduct during all lab and simulation sessions. I agree to drape manikins, classmates, guests, or patients in a way that protects the modesty and safety for all “patients.” I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under supervision of faculty. I will promptly report any malfunctioning equipment to faculty as soon as it becomes evident.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
Vocational Nursing Program

APPENDIX Q
TECHNICAL PERFORMANCE STANDARDS

Applicant's Name: (Sign in Castlebranch during admission)

An applicant to the Health Science Division must possess necessary technical performance standards to complete a health science program. The applicant is required to be physically, mentally, and medically able to perform the technical standards necessary in the role of a health science student. These technical performance standards are also required of the student to fulfill the responsibilities of an entry-level staff person upon graduation. The applicant must understand that if they are unable to perform an essential function they may be counseled to consider another field of study.

Mark each appropriate Technical Performance Standard:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | READ: Ability to read and understand printed materials used in the classroom and health care settings such as textbooks, signs, medical supply packages, policy and procedure manuals and patient records. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | ARITHMETIC COMPETENCE: Read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, weights and measurements and vital signs. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | ANALYTICAL THINKING: Ability to acquire, and apply information from classroom instruction, skills laboratory experiences, independent learning and group projects. Demonstrate skills for memorizing, integration of concepts, abstract reasoning, and multifactorial problem solving and interpreting. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | COMMUNICATION: Ability to communicate effectively in English in oral and written form with peers and instructors to complete assignments and tests, give directions, explain procedures, give oral reports, speak on the phone and interact with others and document care. Ability to comprehend, interpret, and follow oral and written instructions. Communicate in a clear and concise manner with patients of all ages, including obtaining health history and other pertinent information. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | INTERPERSONAL SKILLS: establish rapport with peers, patients/ clients, and instructors, respect individual differences and negotiate interpersonal conflicts. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | EMOTIONAL STABILITY: Focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e. grief, revulsion), and function as part of a team (ask advice, seek information, and share). Provide emotional support to patients before, during and after procedures. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | FINE MOTOR: Manual dexterity necessary to palpate muscles and/or bony prominences, pick up objects with hands, grasp small objects, write with pen or pencil and squeeze fingers. |

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TECHNICAL PERFORMANCE STANDARDS

- ☐ Yes ☐ No **PHYSICAL ENDURANCE:** Stand and maintain balance during classroom or therapeutic procedure. Endure clinical day with a minimum of 4 to 12 hours of standing or walking. Bend, lift, turn, grasp and squat with full range of motion.
- ☐ Yes ☐ No **PHYSICAL MOBILITY:** Walk, reach arms above head and below waist, stoop/twist body, kneel, squat, move quickly (respond to emergency).
- ☐ Yes ☐ No **PHYSICAL STRENGTH:** Move objects independently weighing up to 25 pounds, move heavy objects (up to 50 lbs.), squeeze with hands (i.e. fire extinguisher), and use upper body strength (CPR, patient handling). Transport, move lift, or transfer patients from a wheelchair to a stretcher to an exam table or to a patient's bed. Move, adjust, and manipulate a variety of medical equipment to perform examinations according to established procedures.
- ☐ Yes ☐ No **VISUAL:** Ability to read fine print on measuring devices and computer screens, see objects more than 20 feet away, recognize depths and use peripheral vision. Visually monitor patients, charts, and machine indicator lights in dimly lit conditions.
- ☐ Yes ☐ No **AUDITORY:** Hear auditory alarms and normal speaking level sounds. Tolerate high-pitched and constant noise.
- ☐ Yes ☐ No **SMELL:** Detect odors from client, smoke, gasses, or noxious smells.
- ☐ Yes ☐ No **TACTILE:** Feel vibrations (palpate pulse), detect temperature (skin, solutions), and detect environmental temperature (drafts, cold and hot).

I have reviewed and responded to the technical performance standards listed above. I attest that all of my responses are true and accurately indicate my ability to meet the responsibilities of the student role. I am prepared to meet these requirements.

Print Applicant Name

Applicants Signature

Date