

LAREDO COLLEGE
HEALTH SCIENCES DIVISION
ASSOCIATE DEGREE NURSING PROGRAM



STUDENT HANDBOOK
2021-2022
ACADEMIC YEAR

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

This handbook is a procedural manual to assist nursing students admitted and enrolled in the Associate Degree Nursing Program (A.D.N.). The student is responsible for reading, understanding, and complying with the Associate Degree Nursing 2021-2022 Student Handbook. Revisions are based on procedural changes and new requirements from the Laredo College Board of Trustees, Accreditation Organizations, Federal, State, and Local Agencies. Students will be notified in writing of such revisions and are responsible to remain current with changes or revisions to this handbook.

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

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

DISCLAIMER:

Division of Academic Affairs Protocol

For face to face/hybrid courses and/or instructional activities and services, the Centers for Disease Control and Prevention (CDC) Guidelines and Laredo College Health Protocols for Educational Programs/Courses will be discussed with each student on day one of class by their instructor or by the LC staff member prior to instructional activity/service. All students must adhere to these guidelines and protocols, including but not limited to the wearing of masks and social distancing requirements designed for the class. Daily health checks will be conducted and students are to report their instructors/staff member any symptoms associated with COVID19 and/or Close Contact with a confirmed positive patient with COVID-19 and/or probable secondary exposure. Instructors/staff member will then report the symptoms or Close Contact to Health & Safety Operations Center at HSOC@laredo.edu or 956-764-5988. Any violations of these guidelines and protocols will subject students to disciplinary action.

For instructional courses, if unexpected conditions relating to COVID 19 occur which require immediate action, Laredo College will respond accordingly by abiding to national, state and local governmental edicts in order to maintain the health and safety of students, faculty and staff while minimizing interruption to instruction. Courses may change from face-to-face or hybrid to an online format. Your instructor will inform you of any modifications as needed.

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Welcome to the A.D.N. Program

Welcome to Laredo College and to the Associate Degree Nursing (A.D.N.) Program. The Associate Degree Nursing Dean of Health Sciences/Nursing Programs Director and the faculty would like to welcome you and congratulate you on selecting nursing as a career. We are here to help you reach your goal. We will help you build a foundation that will serve you for the rest of your nursing career.

The purpose of this document is to serve as a reference for the student to use during his/her enrollment in the A.D.N. Program. Please refer to it often.

This document contains general information about the program and policies and procedures applicable to students in this program. Thus, it should be used as a supplement to the [Laredo College \(LC\) Student Handbook](#) and [LC Catalog](#). 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.

The Accreditation Commission for Education in Nursing accredits the Associate Degree Nursing Program at Laredo College. The Texas Board of Nursing and Texas Higher Education Coordinating Board approves the Associate Degree 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/Nursing Programs Director, Faculty and Staff.

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.

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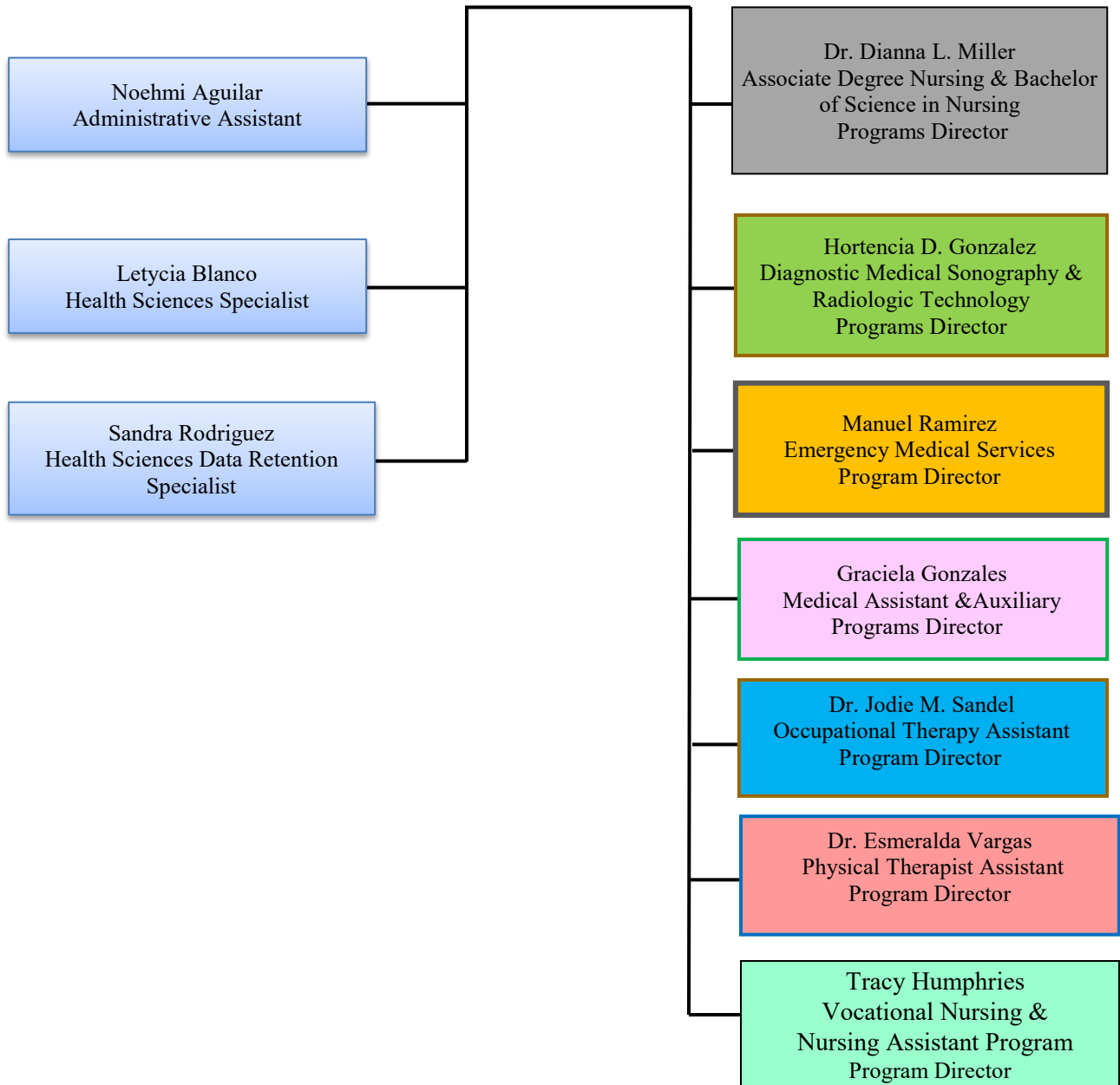
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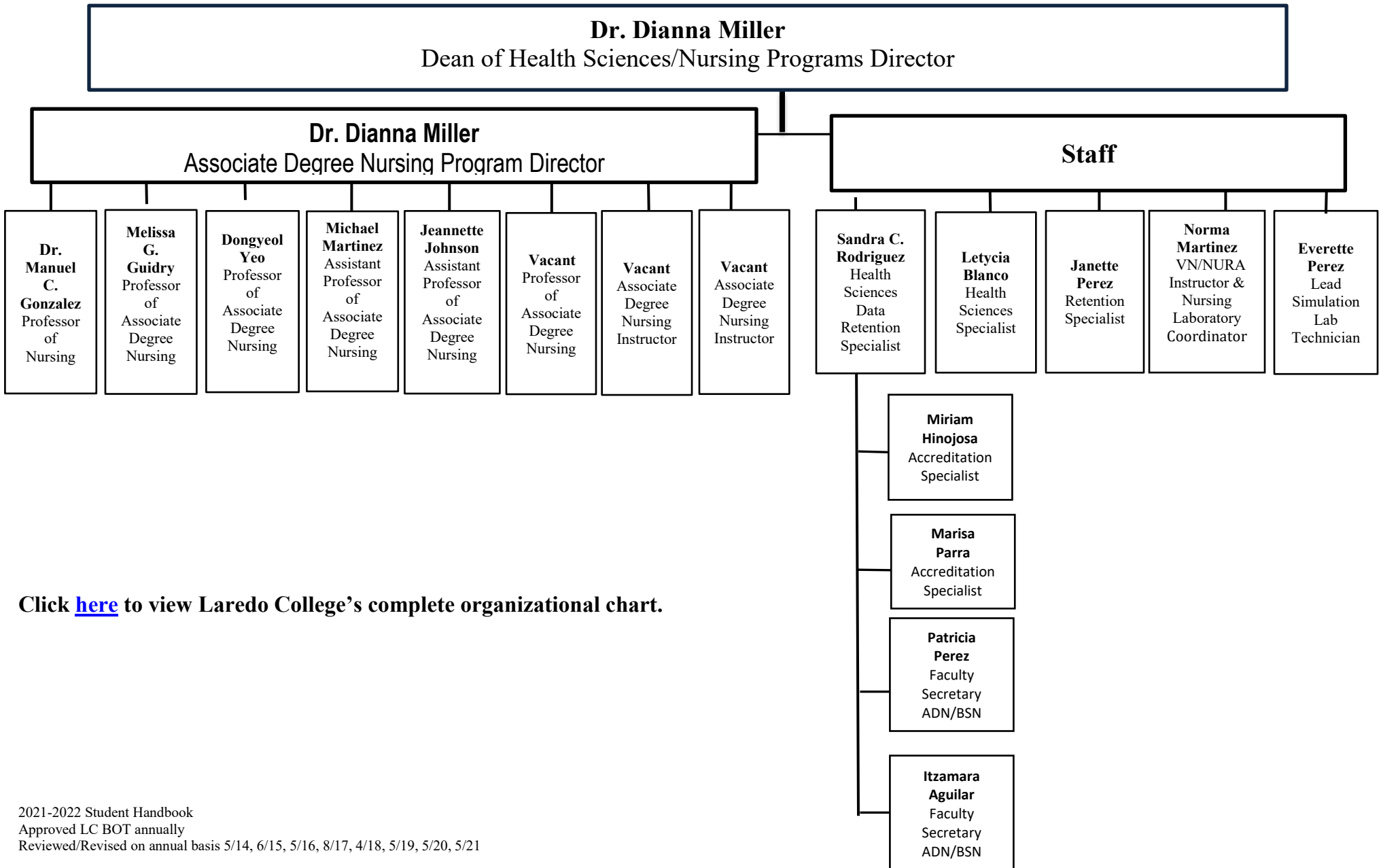
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HEALTH SCIENCES DIVISION
ORGANIZATIONAL CHART 2021-2022



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 ORGANIZATIONAL CHART 2021-2022



Click [here](#) to view Laredo College’s complete organizational chart.

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Institutional Mission

Laredo College is a learner-centered institution that transforms student's 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.

Institutional Core Values

Laredo College 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.

<http://www.laredo.edu/cms/mission.aspx>

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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: Resource

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 Associate Degree Nursing Program is to prepare individuals to become competent and safe professional nurses by providing quality nursing education with a commitment to educational excellence and promotion of student success.

Program Philosophy

The philosophy of the Associate Degree 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 population. The faculty believes that nursing evolves from an eclectic body of knowledge based on evidenced based practice which forms the foundation of the nursing profession.

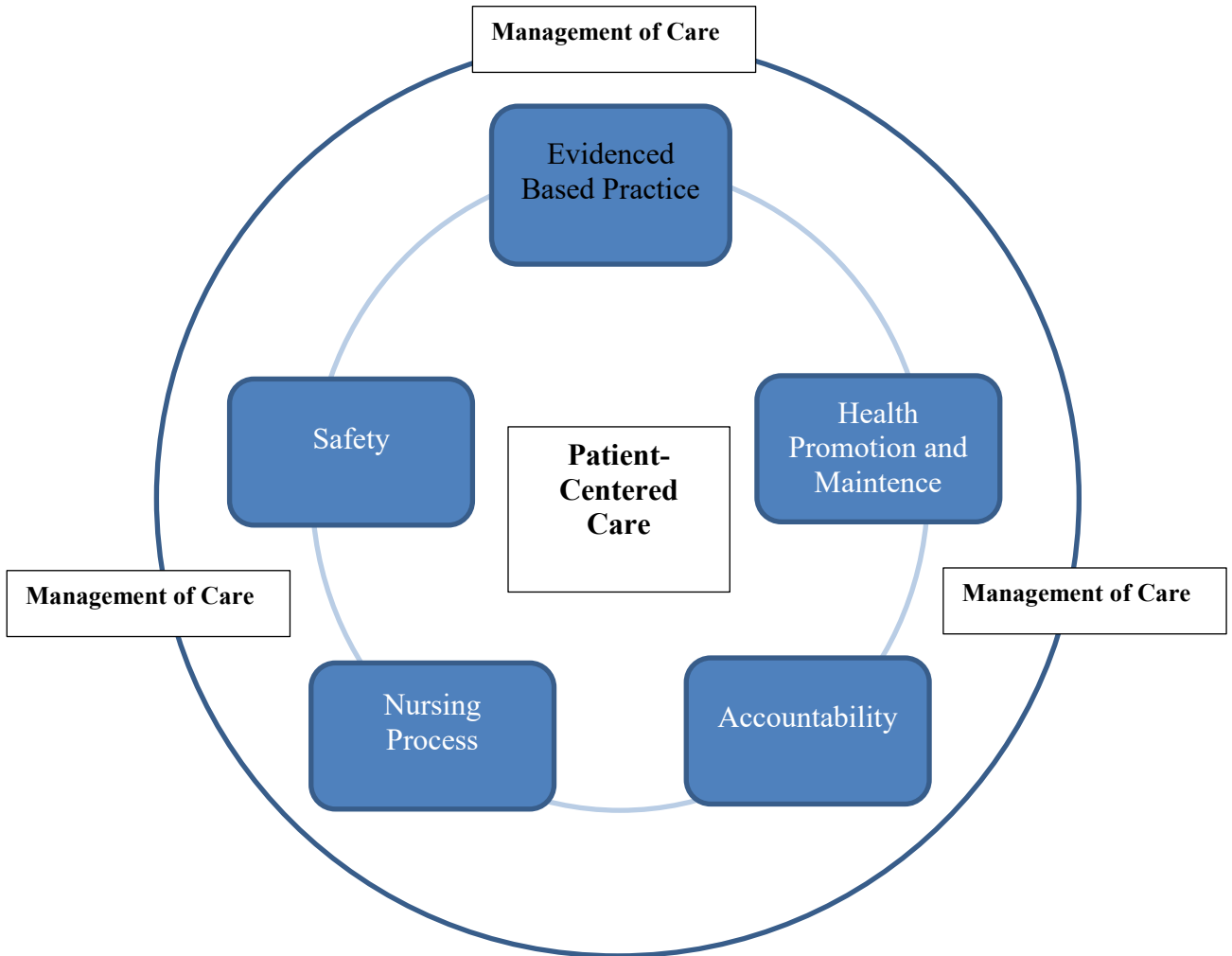
The nursing curriculum progresses from simple to complex and is derived from the student learning outcomes. The nursing curriculum is designed to assist the student in meeting program outcomes, student learning outcomes, and competency levels. The essential curriculum concepts are outlined in the program's Conceptual Framework which includes Patient-centered Care, Management of Care, Evidenced-Based Practice, Health Promotion and Maintenance, Accountability, the Nursing Process, and Safety. The national and state standards are part of this eclectic curriculum. The Differential Entry Level Competencies of Graduates of Texas Nursing Program which are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team comprises and leads the student learning outcomes.

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CONCEPTUAL FRAMEWORK

The Associate Degree Nursing Program conceptual framework consists of the management of care of the patient and family to include the use of evidence-based practices, health promotion and maintenance, accountability, the nursing process, and safety by the nurse.

CONCEPTUAL FRAMEWORK



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Patient Centered Care

The faculty believes that nursing is patient centered and that teaching encompasses a holistic approach with respect to human dignity for every individual while respecting their cultural and individual needs. Each individual has distinctive physiological, psychosocial, and spiritual needs which are influenced by a changing environment. The nurse strives to provide nursing care with integrity in a caring and compassionate manner for clients, families, groups, or individuals within a community.

Management of Care

Students should be able to progress through educational tiers in accordance with their abilities and motivation to promote the development of their individual creativity, critical thinking, and self-directed learning. This progression in knowledge and skills prepares the Associate Degree Nursing Graduate to provide nursing care as a Member of the Profession, Provider of Patient Centered Care, Patient Safety Advocate, and Member of the Health Care Team by preparing the individual to manage the physiological, psychological, and developmental needs of individuals, families, groups, and communities.

Evidence Based Practice

Student learning progresses from simple to complex utilizing an evidenced based practice approach and incorporating recent advances in technology. The Associate Degree Nursing curriculum is guided by community needs, professional organizations, accrediting bodies, national and state governing bodies. The student will collaborate and effectively communicate with patients, their families, and the interdisciplinary health care team to plan, deliver and evaluate patient-centered care.

Health Promotion and Maintenance

Health is broadly defined by individual cultures and beliefs. The student learning focuses on health maintenance, and health promotion. The student provides teaching for families, groups, or individuals that focus on health promotion and maintenance.

Accountability

The environment encompasses internal and external factors which affects and influences the behaviors and responses of an individual. The internal environment consists of physiologic and psychosocial needs of the individual. The external environment consists of values, beliefs, social, spiritual, and cultural components. A combination of these factors assists the student individually in adapting to a changing environment while assuming legal, ethical, and professional accountability.

Nursing Process

The Nursing Process is a systematic method for data collection utilizing critical thinking, problem solving, and evidenced based practice. This process involves a series of steps and actions focusing on identifying and treating responses of individuals or groups of actual or potential alterations in health in a caring and compassionate manner.

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Assessment:

Assessment is the process of gathering, verifying, and communicating data for the purpose of establishing health care needs.

Nursing Diagnosis:

The nursing diagnosis is a clinical judgment about individual, family, or community nursing responses to actual or potential health problems/life processes. Provides the basis for selection of nursing interventions or nursing actions to achieve outcomes for which the nurse is accountable.

Planning:

Planning results in developing outcome criteria which are behavioral, client oriented, measureable, and realistic for the establishment of the patient's health care needs.

Intervention:

Interventions or nursing actions involves demonstrating those activities that will be provided to and with the patient to allow achievement of the expected outcomes of care.

Evaluation:

Evaluation involves the comparison of the patient's current state of health. This final phase includes evaluating the stated expected patient outcomes and results in revision of the plan of care to enhance, progress, or revise the plan of care to achieve the stated expected outcomes.

Safety:

Nursing education is dedicated in the preparation of Associate Degree Nursing Graduates by providing the knowledge and skills necessary to provide competent and safe nursing care in a variety of health care settings. The faculty guides the student and individual learner by providing experiences that assist in meeting the program and student learning outcomes of the Associate Degree Nursing Program while acting as facilitators and role models.

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END OF PROGRAM STUDENT LEARNING OUTCOMES

End of Program 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, learner oriented abilities that are consistent with standards of professional practice

The Associate Degree Nursing Program curriculum is derived from the end of program 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.

1. Coordinate patient-centered care by collaborating and communicating with the interdisciplinary health care team.
2. Plan evidence-based practice to create patient-centered teaching plans that focus on health promotion, maintenance, and restoration.
3. Determine accountability when providing patient-centered nursing care by functioning within the legal/ethical scope of practice.
4. Develop critical thinking to provide comprehensive patient-centered nursing care.
5. Evaluate patient outcomes to therapeutic interventions.
6. Prioritize patient-centered health needs with social diversity.
7. Appraise actual and potential unsafe practices in the client's environment.

PROGRAM OUTCOMES

Upon completion of the Associate Degree Nursing Program at Laredo College:

1. The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
2. 50% of the LC students will complete the A.D.N. program within 150% of the time from entry into the program.
3. 90% of graduates, who seek employment, will be employed within 6 months of program completion as a Registered Nurse.

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STUDENT INFORMATION

DEGREE GUIDE

Student must follow the Associate Degree Nursing program curriculum plan (Appendix C & D) valid for the cohort entrance year. Student must be college ready as per Texas Success Initiative (TSI) requirements.

TESTING REQUIREMENTS

All students will be required to take computer based exams in the A.D.N. program. The computer based exams prepare the student for the NCLEX exam. Students are responsible to bring their own computer with specific specifications to each class.

HEALTH & 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 Associate Degree 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 which involve direct client contact.
4. Immunizations - documentation must be provided for the following:
 - TB skin test (annually) or Chest X-Ray within 2 years.
 - Two (2) Doses or current titer of Measles, Mumps Rubella (MMR) 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 does of Tetanus-Diphtheria and Pertussis (Tdap) required within the last ten years. (approval verification pending)
 - Influenza vaccine annually in September for fall admission and January for Spring admission.
 - 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).
 - Serologic confirmation of immunity to the hepatitis B virus is acceptable.
 - Two doses of varicella (chickenpox). Also acceptable:
 - ❖ Titer report indicating varicella immunity, or
 - ❖ Parent/physician validated history of varicella disease (chickenpox) date of illness must be included.

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- 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
- Recommended: Due to the Pandemic some of the clinical agencies require the COVID-19 vaccine. As guest in the facility the programs must adhere to the agency's requirements. If you chose not to take the vaccine you may not be able to complete your clinical requirements therefore you may need to "withdrawal" from the course.

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. Program Directors/Instructors will provide direction regarding 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
- Negative 10 panel drug screen
- Immunization records
- Negative COVID-19 test(s)

Failure to submit the required documentation to the clinical site(s) may result in the clinical site(s) refusal for placement.

- **The student will assume responsibility for the costs of the immunizations, criminal background check, drug screen, 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 documentation to the Compliance Tracker system with www.Castlebranch.com***
5. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable to return to the Associate Degree Nursing Program.

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6. Students unable to receive an immunization must have a written statement from a U.S. licensed physician or nurse practitioner indicating such. Student should be aware they may not be able to attend clinical based on clinical sites rules, keeping them from completing course requirements.
7. Submit evidence of a current American Heart Association BLS Health Care Provider CPR certification. Certification must remain current for the duration of the program.
8. Purchase and maintain current Student Liability Insurance. Fees are paid with registration on an annual basis.
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 clients, staff, other students or themselves, 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 physicians' statement regarding his or her physical and/or emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program 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 by the physician, who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then render a decision about the student's ability to participate in clinical.
13. On the Associate Degree Nursing Program Information Card, include emergency or medical information necessary for your safety. This information will be kept confidential.

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

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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 his/her own health care needs and medical expenses. It is recommended that the student obtain health insurance coverage. If an emergency occurs during clinical, it is the student's responsibility to arrange transportation. The clinical instructor can contact family as requested by the student. The clinical instructor or another student cannot leave the clinical site in order to provide transportation for the ill student.

It is the student's responsibility to provide documentation and to adhere to all of the above health requirements. Failure to do so may keep the student from attending the clinical rotations. 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 a clinical site must "withdraw" from the program.

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Criminal Background

Students enrolled in the A.D.N. Program must have verification of a negative/ clearance criminal background check prior to being accepted into the nursing program from 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 client in a mental health facility. The student is hereby informed that if he/she does agree to the background check and does agree to release it to the clinical site, the clinical site may conduct the background inquiry directly 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 a clinical site 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 A.D.N. program **must disclose** the issue to the Nursing Programs 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 Associate Degree Nursing Program. Payment for insurance coverage and Student Liability insurance is made at the time of registration.

Pregnancy & Breastfeeding

The student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant or breastfeeding student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, and the pediatrician about breastfeeding to ensure that there are no medical concerns/limitations.

Alcohol and Drug Use Policy

The Alcohol and Drug Use policy will follow the procedure as 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 they are being trained. A positive drug screen for illegal substances, are grounds for immediate dismissal from the Associate Degree Nursing Program.

Over the counter drugs or prescription drugs which affect the students' 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 Program Director.

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Technology Used in Clinical Settings

Procedures and guidelines for the use of technology in the 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. Do not share confidential information about the facility.
 - b. Be respectful and professional to fellow team members, staff, visitors, residents, and family members.
 - c. Be aware and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
 - d. Improper use of social media by students may violate state and federal laws established to protect patient privacy and confidentiality.
 - e. Be respectful and professional to fellow students, instructors, staff, etc. and do not place clinical, simulations, skills, or theory course pictures on social media.
2. Cell Phones
 - a. Cell phones may not be used for personal use in the clinical setting.
 - b. Cameras and/or video recording on the cell phones are never to be used to take pictures or videos of a patient, peers, personnel, etc. in the clinical settings.
 - c. 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.
 - d. Students must complete documentation for the clinical day therefore they may carry electronic devices for this purpose.

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REPORTING INJURY

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

1. Follow standard precaution procedure for exposure.
2. Report the injury to the instructor or preceptor immediately.
3. Complete an incident report at the clinical site.
4. 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 injury of a visitor must also be followed.
6. Provide a copy of the incident report to the Faculty and/or Dean of Health Sciences /Nursing Programs Director.

INCIDENT REPORT

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

If a LC student is injured, becomes ill, or is exposed to potentially harmful substances while involved in a 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:

- a. 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.
- b. Faculty, Program Director, or Supervisor calls the LC Safety and Risk Manager to notify of incident if the injured person is sent to them. Also, calls Campus Police for escort of local emergency service of victim's location if 911 was called.
- c. Then fill out an accident report:

http://www.laredo.edu/cms/LC/About_LC/Administration/Administration_and_Finance/Safety_and_Risk_Management/For_Students/

Off Campus:

- a. Assess the extent of injury or illness. Then either send the injured to 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, Program Director, or Supervisor calls or emails LC Safety & Risk Manager and notifies them of the incident as soon as they learn of the incident.
- c. Then fill out an accident report:

http://www.laredo.edu/cms/LC/About_LC/Administration/Administration_and_Finance/Safety_and_Risk_Management/For_Students/

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2. As soon as the student is able he/she fills out an incident report at the LC Safety & Risk Management website.
http://www.laredo.edu/cms/LC/About_LC/Administration/Administration_and_Finance/Safety_and_Risk_Management/For-Students/
3. Student should follow up with physician if necessary.
4. Payment
 - Incident must be addressed and reported immediately to 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 victim's primary insurance. This is done with the office of Safety & Risk Management.
 - If student has no other health insurance coverage other than the LC insurance will be used to the extent allowed.
 - The student will be responsible for any expenses incurred, not covered by either insurances.
 - Contact the 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 standards and essential functions, which include minimum physical abilities for nursing programs. It is the responsibility of the student to contact the **Special Services Center** at 956-721-5137, William N. “Billy” Hall Jr. Student Center (BHC) Room A132, if they feel they cannot meet one or more of the technical standards listed. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

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

1. An applicant would be considered ineligible to participate when his/her physical, emotional, and/or learning disability:
 - a. Prohibits the student from achieving the knowledge and/or motor skills required to practice as a registered nurse.
 - b. Places the student and/or recipient of health care services at the risk of injury.
2. The student with disabilities, including learning disabilities, who wish to request accommodations in a class, should notify the Special Services Center. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Center Counselor. For additional information, visit the Special Services Center located at the Lerma Peña Room 250 at Fort McIntosh Campus or William N. “Billy” Hall Jr. Student Center (BHC) Room A132 located at South Campus or call 956-721-5137.
3. The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam based on the Special Services Center letter.
4. Student must follow the Associate Degree Nursing program curriculum plan valid for the cohort entrance year. Student must be college ready as per Texas Success Initiative (TSI) requirements.
5. All students will be required to take computer based exams in the A.D.N. program. The computer based exams prepare the student for the NCLEX exam. Students must provide their own computer and adhere to the specs provided when admitted to the program and update their browsers frequently.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

EDUCATIONAL COSTS

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

The cost of the physical exam, criminal background report, immunizations, 10 panel drug screening, and CPR certification are at the student's expense. Additional expenses for nursing students include the purchase of a uniform(s), student liability insurance, a name pin, a watch, white shoes, and items listed in the next section.

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

Books	\$ 1,200.00
Student Learning Resources	\$ 450 (per semester)
Uniforms	\$ 150.00
Required Lab pack	\$ 100.00
Stethoscope	\$ 30 to \$150
Texas BON - NCLEX Registration/ Nursing Jurisprudence Examination	\$ 200.00 \$ 25.00 (optional course)
NCLEX-RN Testing Center (Pearson)	\$ 200.00
Graduation/Pinning Ceremony	\$ 140.00
Exam Soft	\$ 35.00 (per semester)
Castle Branch Documentation (requirement for graduation based on Texas Board of Nursing Rules & Regulations)	\$ 65.00

Financial Assistance:

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 and Nursing Programs.

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 student liability insurance policy on nursing students while performing assigned duties as a Laredo College student nurse. The policy covers an academic school year. Students who enters or re-enters the program in the spring or summer semester will have to pay the student liability insurance fee. In addition a fee is charged each fall semester.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

STUDENT RECORDS

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

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

1. Admission application, data, and information for nursing program.
2. Clinical Evaluation Tools
3. Anecdotal Notes
4. Specific information regarding the individual student
5. Continuation Agreements and Tutorials/Remediation
6. Health Records (separate file)

Provisions are made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for five years in the Nursing Department. Official student records are located at the Registrar's Office.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

TRANSFER GUIDELINES

Nursing courses must be evaluated before being transferred into the A.D.N. Program. The last nursing course(s) that the student was enrolled must have been completed within one year of submitting the application.

1. The student makes an appointment to meet with the Nursing Programs Director or designated person to obtain program information regarding admission and transfer.
2. The Nursing Programs Director or designated person will review the Associate Degree Nursing Program and Admission Criteria with the student. The student will be asked to submit:
 - a. An official written request to be admitted into the A.D.N. program
 - b. All official transcripts from 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 Programs Director or designated person reviews and compares the information presented with the course(s) requested for transfer.
4. The Nursing Programs 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, he/she will advise the Nursing Programs 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 Programs Director based on their review. The faculty may request for students to show content proficiency through an examination. **The student must achieve a 75% or higher on the exam.** The student will be responsible for the cost of the examination and any skills preparation material.
7. The Nursing Programs 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.
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:

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

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

GENERAL PROCEDURES

PROGRAM ADVISEMENT

Nursing faculty and the Retention Specialist provide advisement for individual nursing courses. Students who are high risk for academic failure should schedule a meeting with the faculty member for academic advisement. An advisement form will be initiated and a plan for success developed by the student and the faculty member with input from the 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

Nursing faculty is available for students according to office hours posted on the instructor's door schedule. The student should make an appointment with the individual instructor for academic advisement or discussion on student concerns. The program secretary can assist in scheduling an appointment.

PASPORT/CANVAS EMAIL

Students are able to communicate with the appropriate instructor by using pasport e-mail. The pasport e-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will E-mail class information, etc. to the student. LC *PasPort email and/or canvas* will be used to communicate class information.

L.C. ACADEMIC ADVISING

Semester-long academic advising is available to all students in the College of Health Sciences Building (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.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

EVALUATION

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

1. Laredo College Student Evaluation of faculty/course online website:
<https://www.laredo.edu/evaluation>
2. Associate Degree Nursing Department Faculty Evaluation of Student performance will utilize the clinical evaluation tool (CET).
3. A.D.N. Nursing Program clinical site evaluation.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency (during class or clinical), they should call the Nursing Office at (956) 721-5252 or the Campus Police (South Campus) at (956) 794-4303. Class or clinical will not be interrupted unless it is an emergency. The caller must identify him/herself and state the emergency.

Cell phones and other electronic messaging devices are allowed in the classroom and clinical site to use for specific class/clinical assignments. The faculty member will meet and document with students who use electronic devices for other reasons.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

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 Associate Degree Nursing Program.
2. Provide the new or returning student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo College and the Associate Degree Nursing Department.
4. Introduce and/or review computers and/or technology required for communication, class work, lab, or clinical.
5. Attendance for orientation is mandatory for all new and returning students.

PROCEDURE

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

RESPONSIBILITIES

The Dean of Health Sciences/Nursing- Programs Director/ Course Faculty will highlight the material students have read prior to orientation and answer student's 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 Associate Degree Nursing Department and the Laredo College Administration.
4. Present the Mission/Philosophy and End of Program Student Learning Outcomes of the Associate Degree Nursing Program.
5. Present and review Registered Nurse Licensure laws and statement of eligibility requirement by the Texas Board of Nurse Examiners.
6. Discuss the awards (Mary Alice Lopez and Merit) and the pinning ceremony.
7. Discuss the Comprehensive and Standardized Assessment Tests

The Program Director/ Course Faculty will:

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

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ASSOCIATE DEGREE NURSING PROGRAM

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 Nurse Association sponsor will:

1. Discuss the purpose and goals of the SNA.
2. Distribute applications.
3. Explain activities.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
STUDENT REPRESENTATIVE PROCEDURE

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

Method of choosing representatives:

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

Description of responsibilities:

1. Actively participate in the Curriculum and the Recruitment Committees.
2. Provide a means of communication between Nursing Administration, Nursing Faculty and Nursing Students.
3. Provide input for concerns and/or innovative ideas between Nursing Administration, Nursing Faculty and Nursing Students.
4. Concerns or problems in a nursing course should be directed in writing to the instructor for that course (Refer to Student Grievance Procedure).

Meeting notification:

1. Student representative(s) will be emailed notice of the scheduled meeting.
2. Department Faculty Secretary will notify representatives and alternatives of additional called meetings.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is an active part of the college and community. The Student Nurses' Association activities include workshops, guest speakers, community service projects, and participation in local and state conferences. These activities provide an opportunity to network with nursing professionals as well as the local community personalities. The members are responsible for maintaining and promoting high standards of conduct in the nursing profession. Membership is open to any student enrolled in the Associate Degree Nursing Program at Laredo College.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
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. Further, it is the responsibility of the nursing faculty and administration to recommend only those students who meet these objectives to the Texas Board of Nursing to sit for the licensing exam required to become a Registered Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab setting to the practice of the graduate nurse in the work setting, any student who is involved in unprofessional conduct and/or is in direct violation of the stated program objectives will be held accountable for their actions as outlined in the Unprofessional Conduct Procedure. This places the student in great jeopardy regarding progression and successful completion of the nursing program and subsequent recommendation to the Texas Board of Nursing. The Associate Degree Nursing Program encompasses ethical and professional behavior as outlined in the American Nurses Association (ANA) Code of Ethics which is available online at: <http://www.nursingworld.org/codeofethics>
The ANA Code of Ethics for Nurses serves the following purposes:

1. It is a statement of the ethical obligations and duties of every individual who enters the nursing profession.
2. It serves as a guide for professional and ethical standards of nursing.
3. It defines professional nursing conduct and promotes patient safety and patient advocacy.

NURSING STUDENT CODE OF CONDUCT

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

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

The following code of conduct has been established to make the student aware of guidelines regarding the Associate Degree Nursing Department's expectations. These guidelines are in keeping with general rules pertaining to disciplinary process, and procedure, which may be found in Laredo 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 **through social media** will result in disciplinary action. Disciplinary action will be based on the individual incident and may include dismissal from the Associate Degree Nursing Program.

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ASSOCIATE DEGREE NURSING PROGRAM

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 Associate Degree 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 Program Director. A student dismissed from the Nursing Program **will not** be allowed continuation or be able to reapply to the Associate Degree Nursing Program.

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

1. A 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 Associate Degree 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 Program Director. A student dismissed from the Nursing Program will not be allowed continuation or be able to reapply to the Associate Degree Nursing Program.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

UNPROFESSIONAL CONDUCT

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

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

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

Examples may include but are not limited to:

- a. Alcohol on a student's person or detected on her/his breath, slurred speech, glassy red eyes.
 - b. Difficulties in maintaining his/her balance, belligerent, combative, irrational behavior.
 - c. Illogical or inappropriate decision-making that could endanger patients or others.
 - d. Possessing articles usually associated with drug use.
2. Impairment by reason of mental or physical health, alcohol, or other mind altering drugs which could expose patients, the public, students, and faculty unnecessarily to risk of harm.

Examples may include but are not limited to:

- a. Demonstration of hallucination, delusion or combative behavior.
 - b. Physically or verbally attacking or threatening to attack patients, family, staff, other students or faculty.
 - c. Misleading and deceptive comments including slanderous remarks or actions.
3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients, the public, school personnel, 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 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.

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- 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 HIPPA by disclosing confidential patient information except where required by law.
 - h. Copying or taking a picture/video of the patient 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 her/his approved level of practice.
5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan grade, or grade on any required 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 desk tops, or on the computer to access information, etc.
 - f. Utilizing advanced technology for sharing of information via text messaging, internet, etc.
 - g. Accessing on-line testing material before or after designated time frame.
 - h. Cheating on the Nursing Pre-Entrance exam or other standardized exams.
6. Damaging or destroying school or hospital/facility property or equipment or removing property or equipment from campus or from a clinical site.

Examples may include but 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 intentional 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 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 policy on sexual harassment.
- b. Demonstrating obscene gesture.
- c. Making derogatory statements regarding a specific cultural or ethnic group

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8. Being disruptive, habitually late, or absent from class or clinical.
Examples may include but not limited to:
 - a. Arguing with an instructor over an assignment, examination, or other academic or clinical issue. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
 - b. Monopolizing class time to share personal family problems, or medical experience.
 - c. Habitually arriving to class late and disrupting instruction that is in progress. It is at the discretion of the instructor to allow students to attend class.
 - d. Missing more than 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 computer during clinical or class 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.
9. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional or application process.
Examples can include:
 - a. Grabbing, hitting or assaulting a student, patient, faculty or other persons affiliated with the college or clinical site.
 - b. Using menacing, aggressive verbal or physical behavior.
 - c. Shouting obscene or abusive words.
 - d. Being argumentative and menacing.
 - e. Threatening others with physical or personal injury.
10. Refusing to adhere to the specified code of conduct, dress code, and personal appearance.
Examples may include but are not limited to:
 - a. Dressing in a garment that is not the designated uniform.
 - b. Coming to clinical without proper grooming or coming in a dirty or wrinkled uniform.
11. Demonstrating behaviors that could be categorized as harassment.
Examples may include but are not limited to:
 - a. Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matter is for the student to visit the instructor during office hours or to make an appointment.
 - b. Calling faculty/administrators at home without specific permission.
 - c. Making repeated phone calls to the faculty member's office or home to challenge grade or assignment.
 - d. Making obscene calls to the faculty member's office or home.
 - e. Harassment of another student or faculty.

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ASSOCIATE DEGREE NURSING PROGRAM

COURSE/CLINICAL ATTENDANCE REQUIREMENTS

ATTENDANCE – THEORY/LAB

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

The A.D.N. department adheres to the Laredo College attendance policy for theory and lab courses. Refer to the course syllabus for the clinical attendance policy. If a student is absent or tardy, it is his/her responsibility to obtain the handouts with information covered in the missed class.

ATTENDANCE – CLINICAL

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

1. The student will be referred to a committee for review of the circumstance.
2. Documentation by the student of the extenuating circumstance must be available for the committee members to review prior to the scheduled meeting.
3. The student will be informed in writing of the committee’s recommendations within seven working days
Students enrolled in clinical nurse training courses must adhere to specific attendance requirements.
4. If a student is going to be absent on a clinical day, it is the student's responsibility to contact the clinical instructor in person, via text, email or phone call prior to the start of the clinical day.

Students enrolled in clinical nurse training courses must adhere to specific attendance requirements.

The student may not have more than 1 clinical absence for any A.D.N. program clinical course.

Tardiness:

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

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PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES

CLINICAL ATTIRE

- **Dress Code:** Students are expected to dress in a professional manner at all times for clinical assignments, seminars, or college activities. This includes but is not limited to clinical assignments, school sponsored field trips or clinical orientations. Dress clothes or the A.D.N. uniform may be worn with the lab coat. Shorts, halter-tops, sandals, or other casual or recreation clothing is not acceptable apparel in the professional setting.
Students must arrive to the clinical area in uniform and change into scrub attire when scrub attire is required. Students who do not adhere to the dress code will be sent home from the clinical site and a zero will be recorded for the clinical day. Neat, clean, and hunter green nurse's uniform of appropriate size is to be worn. White socks and hosiery are required. Undergarments or undershirts must be all white. Students will be informed of the dress attire for Mental Health rotations.
- **Lab Coat:** A neat, clean, white 3/4 length or full-length lab coat is required with the school insignia to be worn on the upper left front chest area.
- **Footwear:** Clean, white nursing shoes or solid white leather tennis shoes (minimal contrasting color) must be worn. No clogs, open heel or open toe shoes are allowed. Shoelaces must be clean and white. Hose or socks must be clean and white in color. No open toe shoes are allowed for clinical assignments or seminars.
- **School Identification Badge:** An identification badge is required and must be worn at all times during a clinical activity. The ID badge can be purchased for a minimum fee at the Laredo College Student Services Center. The ID badges **must be turned in to the nursing instructors at the end of each semester**. The ID badges will be returned to the students at the beginning of the next clinical course.

PERSONAL APPEARANCE

- **Cosmetics:** Cosmetics should be used moderately and deodorant is mandatory. No highly scented perfume or after-shave is permitted.
- **Hair:** Long hair must be tied up and back from face. Buns, braids and secure ponytails that do not touch the collar or fall toward the face are acceptable in order to be in compliance with infection control standards. Plain barrettes are accepted. No ribbons or flowers are permitted. Beards and mustaches must be neatly trimmed.
- **Fingernails:** Nails should be neatly manicured and not be visible beyond the fingertips. Artificial nails are not permitted
- **Body Art: Visible body art 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 clinical site including but not limited to nose, brow, lip, or tongue piercings. Students must follow the standards of clinical facilities.

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Accessories: Students are required to take a blood pressure cuff, stethoscope, bandage scissors, penlight, pens with black ink, and computers (notebook, laptop, tablet, etc.) to the clinical area each clinical day. These items are part of the requirements for clinical.

STUDENT CONDUCT

- **Gum:** The chewing of gum is not allowed 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 at any level may not receive phone or verbal orders from physicians, residents, interns, physician assistants, or nurse practitioners. Students may not initiate any written/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 by the instructor or a 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 students in the administration of medications.
- **Procedures:**
Students are to perform only those skills and procedures which they have been checked off on in the skills lab 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 administration, disposal, and preparation of the patient's narcotic medication. No student is to have access to the narcotic key or code where they are secured. Discarding of a controlled substance requires two licensed nurses for appropriate disposal and documentation.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

PROFESSIONAL CLINICAL STANDARDS & GUIDELINES

BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS

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. All students are expected to bring their own electronic device for electronic documentation. 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 is expected when arriving to the designated clinical site or unit. The student should:

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

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PROFESSIONAL CLINICAL STANDARDS & GUIDELINES
BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS
MEDICATION ADMINISTRATION PROCEDURE

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

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

Beginning Level

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

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

Intermediate Level

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

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

Advanced Level

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

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

Beginning, Intermediate, and Advanced Level Nursing Students:

May not administer:

1. Medications during a code
2. IV oncological chemotherapy
3. Experimental drugs
4. Intravenous push of controlled substances

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5. Epidural drugs at any time

BEGINNING LEVEL: Beginning Level Nursing Students:

1. May administer scheduled medications, PRN medications, and One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
2. May Administer Oral, Ophthalmic, Optic, Nasal, Vaginal, Rectal, Buccal, and Sublingual medications. After being checked off in the clinical setting, the instructor will determine if continued direct supervision is needed.
3. Must have knowledge of all medications to include adverse effects that the patient is receiving regardless of whether the student is responsible for the actual administration of the medication.
4. Must observe the patient's IV site for signs of infiltration, infection, or signs of local reactions and report the assessment findings to the patient's nurse.
5. Must know the type of IV Solution the patient is receiving and notify the patient's nurse when the IV fluid level is running low.

INTERMEDIATE LEVEL: In addition to Beginning Level Guidelines,

Intermediate Level nursing students:

1. May administer scheduled medications, PRN medications, and One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
2. May Administer Parenteral-Intramuscular, Subcutaneous, Intradermal, and Z-Track Injections and approved IV medications.
3. Must have knowledge of all medications to include adverse effects that the patient is receiving regardless of whether the student is responsible for the actual administration of the medication.
4. May perform a venipuncture procedure for the administration of intravenous medications or solutions under the direct supervision of the clinical instructor or designated licensed nurse. The student:
 - a. May discontinue IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - b. May change IV bottles/bags UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - c. May stop or adjust rate of flow of IV solution UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - d. May hang IV piggyback medications UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - e. Observe the IV injection site for signs of infiltration, infection, or local reactions and report assessment findings to the patient's nurse and notify the patient's nurse when the IV fluid level is running low.
 - f. May not obtain or record CVP readings.

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- g. Must know the type of IV fluid solution the patient is receiving, the rate in ml/hr. and gtts/minute.
- h. May change a continuous IV access to an intermittent IV access; perform site care, and tubing changes as designated by instructor.
- i. May add medications to IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
- j. May perform approved IV push medication administration UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
- k. Student is to avoid the antecubital sites when performing venipuncture or drawing blood for any laboratory exam.

ADVANCED LEVEL: In addition to Beginning Level and Intermediate Level Guidelines, Advanced Level nursing students:

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

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DEFINITIONS FOR IV and IV PUSH MEDICATIONS

"Piggy-back":	Intermittent administration of an intravenous drug by drip method through an existing intravenous infusion. The drug is mixed in a specified volume and administered in a specified period of time.
"Drip":	Continuous administration by infusion in a large volume (greater than 100cc). A drug is mixed in a specific amount of fluid and administered over a specified period of time.
"Push":	The medication is administered diluted or undiluted at a specific rate directly into the vein by direct venipuncture or through an administration site of an existing intravenous infusion.
"Retrograde":	The medication is injected into the intravenous tubing by displacing IV fluid into an empty syringe. This method is useful when the child is small and/or has a slow drip rate.
"Bolus":	Medication put in a solution e.g. 50 or 100 cc's and administered over a period of 30 minutes to 2 hours or as per physician orders.

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

MEDICATION ERROR PROCEDURE

BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS

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

1. The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.
2. The student must complete an occurrence report for the Nurse Manager of the unit, and the course instructor. The instructor will notify the Program Director of the Associate Degree Nursing Program of the incident.
3. The student must submit a plan of action to include the medication(s) in question to the course instructor.
4. The Advisement form and plan of action with corrective measures will become a part of the student's permanent record.
5. At the discretion of the instructor and/or Program Director of the Associate Degree Nursing Program a committee may be appointed to meet with the student and review the medication error.
6. If a student violates Unprofessional Conduct of the Texas Board of Nursing Rules and Regulations relating to Professional Nurse Education, Licensure and Practice he/she will receive an "F" for the course, be dismissed from the Associate Degree Nursing Program, and will not be allowed to reapply for admission.

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METHODS AND CRITERIA FOR EVALUATION OF THEORY/SKILLS

Theory/Skills Didactics(s):

Unit exams will be scheduled in advance to correlate with the completion of a portion of the content. The unit exam(s) will be reviewed with the student after all students have taken the exam. The student may not take notes, record, take a picture/video, or retain a copy of the exam. Any student found violating this procedure, may jeopardize his/her standing within the nursing program.

Grades will be provided within 72 work week hours of the exam or at the discretion of the faculty. A student must communicate with the course instructor if he/she is 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. 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 course instructor (i.e. Essay, Nursing Care Plan). If there is no communication prior to the administration of the exam, a zero will be recorded.

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. Quizzes cannot be made up and the grade cannot be dropped. The student is advised to acquaint himself/herself with the material covered on the quiz as it may help prepare the student for the next exam.

All required work must be submitted on time. ***NO LATE WORK ACCEPTED.***

NURSING COURSE GRADING SCALE

Nursing Courses utilize the grading scale as follows:

- A = 100-90%
- B = 89-80%
- C = 79-75%
- D = 74-60%
- F = 59% or below

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

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

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

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

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**ADMINISTRATION OF COMPUTER BASED EXAMINATIONS AND/OR
QUIZZES**

The A.D.N. program exams will be computer based to prepare the student for the NCLEX and to meet the NCLEX 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 students' responsibility to verify that their computer 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, 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 to include all electronic devices e.g., watches, cell phones, etc. Personal digital assisted (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator may be used at the discretion of the instructor.
3. Dress apparel is important during an examination. Please dress comfortably, however please do not wear hats/caps, hoodies, etc. into the classroom.
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, pencil, or pen.
6. Examinations and/or Quizzes will be proctored by faculty members or through a third party agency. This will assist the student as he/she prepares for the NCLEX-RN.
7. Students may not leave the computer room once the examination has begun without the approval of the instructor. Exiting the computer lab will indicate that the student has ended his/her testing session.
8. The student that 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 will receive a zero for the exam.
9. The student who displays test misconduct will be given a zero for the examination and should refer to the Academic Dismissal Section of this handbook.
10. Times and dates for review of examinations will be announced. 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, he/she must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of

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Make-Up Examination. The student must take the Make-Up exam within three (3) calendar 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. Quizzes may be paper-based at the faculty's discretion.
15. The exam results will be posted within 72 hours after the date of the exam on Canvas, unless unforeseen circumstances arise.
16. Official course grades will be on the student's transcript.

Off Campus Exams:

- a. Proctorial utilized to monitor examinations plus faculty members monitor students during examination.
- b. Identification of student verified on-line by faculty member
- c. Surroundings confirmed only person in room, no other resources with student.
- d. If Proctorio notes an issue it will stop the exam and alert the faculty member.

STANDARDIZED ASSESSMENT EXAMINATIONS

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

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

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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 faculty member(s) of record who issued the grade.
2. The student meets with a Committee.
3. The student meets with 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 (working days) after the grade is issued to appeal the grade. Students who believe that a grade earned in a class activity is unfair have five working days after the grade is issued to appeal the grade.

****Quizzes are unannounced and cannot be appealed if the student did not attend the class on the day of the quiz.**

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STUDENT REMEDIATION

Course Examinations

To promote success in the Associate Degree Program Nursing Courses, a student with *less than 80% on any unit exam* will be required to complete 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.
 - d. Meet with Retention Specialist.

Clinical Evaluation

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

1. Be advised and receive a written evaluation of the behavior that delineates corrective measures.
2. The student may be referred to the Nursing Simulation Lab for an assignment 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. 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 the skills prior to demonstrating the skills in the clinical settings.

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

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CLASS OR CLINICAL PROGRESS

1. An instructor may remove the student from a class or clinical setting if the student demonstrates violation of policies, procedures, or guidelines. Please refer to the A.D.N. Student Handbook Sections that further define the following:
 - a. Professional Code of Conduct
 - b. Course Clinical Attendance Requirements
 - c. Professional Clinical Standards and Guidelines
 - Clinical Attire
 - Personal Appearance
 - Student Conduct
 - Student Clinical Assignments
 - Medication Administration Procedure
 - Medication Error Procedure
2. Being dismissed from the clinical setting results in a zero for the clinical day. The student will not be able to make-up clinical days.

PROGRESS FORMS

Progress Forms are used by faculty as documentation and may include written comments made by an instructor and/or the Program 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. Record of an event which 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. Record of written factual information.

Each student is given the opportunity to review his/her 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 (Refer to Appendix E).

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CONTINUATION PROCEDURE

Procedure: A “**continuation**” is defined as a readmission opportunity back into the semester in which the student was unsuccessful. Continuation into semester courses is based on space availability.

- A student who withdraws or receives a letter grade BELOW “C” in any RNSG course(s) is defined as unsuccessful, regardless of the reason.
- Eligibility for continuation is available at the following nursing course sequence:
 - a. Traditional Students starting in the 2nd Semester
 - b. Transitional starting in the 3rd Semester
- **Associated Theory and Clinical and/or Skills courses must be repeated the next time the course is offered.**
- **ONLY 1 Continuation is allowed per Admission**
- **Students who are unsuccessful within their 1st Semester of Nursing coursework may Re-Apply for Admission at next application cycle:**
 - a. Traditional Students 1st Semester
 - b. Transitional Students 2nd Semester

Being a prior student in the A.D.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:
 - a. Date specified by faculty or within 5 business days of Final Course Grade notification.
 - b. ***If no application has been submitted by deadline, student will be ineligible for continuation.***
2. Applicants for continuation must maintain an Institutional and Overall GPA of at least a 2.5.
3. Continuation application may be submitted to designated Associate Degree Nursing Faculty and a Learning Contract will be established.
4. Student must complete learning contract to be eligible for registration into the continuation semester.
5. If a student is unsuccessful within the continuation semester, he/she will be required to wait one application cycle before becoming eligible for program admission.

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ACADEMIC WITHDRAWAL PROCEDURE

A student who withdraws from a nursing course(s) due to extenuating circumstances must inform their instructor(s) within 5 business days of the student's last class attendance and a meeting with a review committee will be scheduled.

The student must submit written documentation explaining the reasons for the withdrawal and a plan of action for continuation in the nursing program to the review committee. Failure to comply with this procedure will result in the withdrawal counting against the student's continuation process.

The student should refer to the Continuation Procedure for eligibility.

Every theory course and associated clinical/skills course must be taken at the same time regardless if the academic failure was only for one course. For example, RNSG 1443(failed), RNSG 1144 (passed) and RNSG 1360 (passed). The student applied for continuation and is required to repeat associated THREE courses not just RNSG 1443 (failed).

ACADEMIC DISMISSAL

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

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

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

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

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IMMEDIATE DISMISSAL FROM THE A.D.N. PROGRAM

A student will be dismissed from the A.D.N. Program for the following conditions or conduct:

1. Clinical agency refuses to allow the student to attend or return to a clinical site.
2. A breach of a 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.
3. Confirmed positive drug test.
4. Patient Abandonment.

INCOMPLETE/WITHDRAWAL

Policy on Incomplete (I*)

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to make arrangements within the time limit set by the instructor. If the course requirements have not been satisfactorily completed by the deadline set by the instructor, the grade of incomplete will remain (I*) and will be calculated as an "F" for the course and will affect 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 a grade of "W" for such course(s).

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).

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LEARNING AGREEMENT

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

The Learning Agreement will consist of interactive learning programs (computer-based or case studies), clinical skills demonstration, and other exercises that will enhance the students learning requirements for remediation and will be determined at the discretion of the instructor. The student will be given a deadline to complete and submit all required work as designated by the faculty member (Refer to Appendix F).

A student who does not comply with the Learning Agreement(s) will not be eligible to continue in the Associate Degree Nursing Program. Matriculation of students requesting continuation or readmission will be contingent on space availability. (Refer to Continuation Procedure)

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. Refer to *Appendix G* for 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. Dean of Health Science/Nursing Programs Director
3. Provost/Vice President of Academic Affairs

Student Grievance Procedure

Laredo College has a Student Grievance Procedure to formally address issues which 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 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.

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STUDENT CONFIDENTIALITY FERPA

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

Dissemination of Information to Students

When a student is in attendance at 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 asks for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student request another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

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

- Student name, address and phone (if any),
- Major Field of study
- Dates of attendance
- Degrees and awards received
- Student Classification
- Enrollment status (i.e., full-time, part-time)
- Name of the most recent previous educational institution attended.

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

HIPPA

The Associate Degree Nursing program students will abide by the Health Insurance Portability and Accountability Act (HIPPA) to safeguard the confidentiality of a patient's medical record information.

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PROCEDURES FOR EMPLOYMENT

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

1. Laredo College undergraduate nursing students who accept positions, for which they receive compensation for client care, do so as unlicensed individuals and will not wear the school uniform, laboratory coat with insignia or other indications of their student status. The individual is not functioning as a nursing student but as a paid employee for the individual institution.
2. Students are advised to familiarize themselves with the current Texas Board of Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations so that they will recognize the full scope and responsibility of the role of the student nurse and the role of the Registered Nurse. Laredo 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 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.

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**CRITERIA FOR GRADUATION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

In addition to the Laredo College requirements for graduation, the A.D.N. Department requires that the student:

1. Receive a minimum grade of C in each support (non-nursing) course as well as each nursing course.
2. A 2.5 institutional grade point average on all courses is required by Laredo College.
3. The student must satisfactorily complete all capstone course requirements to participate in the pinning and graduation ceremonies (refer to course syllabi).

The Associate Degree Nursing Department abides by the Laredo College requirements for graduation as found in the current college catalog. Application for graduation needs to be initiated by March for May graduation; by October for December graduation. Students are responsible for knowing and abiding by all graduation requirements.

It is the student's responsibility to review their degree plan and assure that all courses required for graduation have been completed.

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PINNING CEREMONY

Registered Nurse School Pin

A standard Laredo College nursing pin is to be ordered by all graduates by the designated time frame.

Awards

Mary Alice Lopez Award

Classmates will select one peer as the nurse that they would entrust to care for their own loved ones. The award is presented to the Associate Degree Nursing Student at the completion of the Associate Degree Nursing Program.

Merit Award

At the completion of the Associate Degree Nursing program, the student(s) with the highest nursing course average for all Associate Degree Nursing courses is/are recognized by the Associate Degree Nursing Department. A student **with a nursing academic failure will not be eligible** for the Merit Award.

Pinning Ceremony

A pinning ceremony is held in May:

Dress Attire for Pinning Ceremony

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

Video

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

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LICENSURE BY EXAMINATION

The requirements for Licensure by Examination as a Registered Nurse in the State of Texas are:

1. The student must file an Application to the Texas Board of Nursing. The application contains personal data, (i.e. full name, date of birth etc.) educational information; a copy of charges, disposition papers if the applicant has ever been convicted of a crime other than a minor traffic violation; and a notarized affidavit of the above information. Refer to <http://www.bon.state.tx.us>
2. Verification of graduation from an accredited school.
 - a. Certification of the applicant by the Program Director 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-RN Application form, with a test fee (Fees subject to change without notice).
4. Pass the NCLEX-RN Examination.

Eligibility for Licensure

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

APPENDICES & STUDENT'S SIGNATURE

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APPENDIX A
NEW OR RETURNING STUDENT ORIENTATION FORM

Student Name (Print) _____

Please mark each question with the appropriate response.

Were you provided with the following:

Yes No Organizational Charts

Yes No LC A.D.N. Student Handbook

Were the following objectives met?

Yes No As a new or the returning student had the opportunity to become familiar with the philosophy, administration, and organization of Laredo College Associate Degree Nursing Program.

Yes No As a new or the returning student was an overview of the course curriculum and procedures explained.

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

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

Yes No Identifies the textbooks in the Associate Degree Nursing Program.

Yes No Lists the information components in a course syllabus.

Yes No Identifies the content of the A.D.N. Student Handbook.

Yes No Identifies the content of the LC Student Handbook.

Yes No Identifies the requirements for current immunization records.

Yes No Identifies the requirements for valid CPR certification and criminal background checks.

Yes No Summarizes the Texas Board of Nursing requirements.

Yes No Identifies college resources.

Yes No Summarizes the LC ADN Program and its requirements including standardized assessment tests.

Course Faculty

Yes No Purpose function of simulation and skills lab.

Yes No Oriented to computer requirements and computer programs/apps.

Yes No Schedule and hours of operation

Student Nurses Association

Yes No Purpose and goals of the Association

Yes No Application

Yes No Explanation of Activities

Student Signature _____

Date _____

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APPENDIX B
STANDARD PRECAUTIONS PROCEDURE

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

1. Hands should always be washed before and after contact with blood, 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 of 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.

HANDS should be washed after removing gloves

3. GOWNS or plastic aprons should be used if blood/body fluid splattering is likely.
4. MASKS and PROTECTIVE GOGGLES should be worn if aerolization or splattering is likely to occur such as in treatments, surgical procedures, wound irrigations, or postmortem examinations.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or ventilation devices should readily be located and available for use in areas where the need for resuscitation is predictable.
6. All health-care workers should take precautions when using, cleaning, or discarding needles, scalpels, and other instruments or devices. Used needles should not be bent, broken, reinserted into their original sheath or unnecessarily handled. Needles should be discarded immediately after use into an impervious needle disposal box.
7. All needle sticks, mucosal splashes or contamination of open wounds with blood or body fluids should be immediately washed and reported immediately.
8. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
9. Blood/Body fluid spills should be cleaned up promptly with a hospital approved disinfectant solution or a 1:10 dilution of bleach.

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10. Invasive procedures (surgical entry into tissue, cavities, or organs) or repair of major traumatic injuries carry a risk of splattering blood and fluids. The use of gloves, masks, protective eyewear or face shield, and gowns or aprons made of materials that provide an effective fluid barrier are required.
11. Body fluids that require Universal Safety Precautions, such as but not limited to the following:
 - A. blood
 - B. semen
 - C. tissues
 - D. fluids:
 1. saliva
 2. cerebrospinal fluid
 3. synovial fluid
 4. pleural fluid
 5. pericardial fluid
 6. peritoneal fluid
 7. amniotic fluid
 8. breast milk
12. If stuck by a needle, sharp objects, blood, or if infectious materials fall in the student's eyes, nose, mouth, or on broken skin, the students should:
 1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
 2. Report this immediately to the instructor.
 3. Seek immediate medical attention.
13. A student who sustains an injury while participating in a lab or clinical experience should notify the clinical instructor and follow the protocol of the affiliated institution. The student should report to the Laredo College's 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.

Student's Signature

Date

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Appendix C

2021-2022

Associate Degree Nursing (RNSG) Two- Year Program

(Fall Admission Only - Online Application Due: 4th Monday in February)



Nursing Courses must be taken in sequence. Non-nursing courses may be taken in sequence or prior to the semester required.			
PRE-REQUISITES			Credit Hrs.
ENGL	1301	Composition I	3
*PSYC	2314 or 2301	Life Span Growth & Development General Psychology	3
BIOL	2301	Anatomy & Physiology I	3
BIOL	2101	Anatomy & Physiology I	1
Total Semester Hours			10
FIRST SEMESTER - FALL SEMESTER			Credit Hrs.
*PSYC	2314 or 2301	Life Span Growth & Development General Psychology	3
RNSG	1205	Nursing Skills I	2
RNSG	1413	Foundations of Nursing Practice	4
RNSG	1260	Clinical Registered Nursing/Registered Nurse (Fundamentals)	2
BIOL	2302	Anatomy and Physiology II	3
BIOL	2102	Anatomy and Physiology II	1
Total Semester Hours			15
SECOND SEMESTER - SPRING SEMESTER			Credit Hrs.
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	1360	Clinical Registered Nursing/Registered Nurse (Intermediate M/S)	3
RNSG	1144	Nursing Skills II	1
BIOL	2320	Microbiology for Non-Science Majors (Lecture)	3
BIOL	2120	Microbiology for Non-Science Majors (Laboratory)	1
Total Semester Hours			12
SUMMER SESSION			Credit Hrs.
RNSG	1201	Pharmacology	2
Total Hours			2
THIRD SEMESTER - FALL SEMESTER			Credit Hrs.
RNSG	2213	Mental Health Nursing	2
RNSG	2162	Clinical Registered Nursing/ Registered Nurse (Mental Health)	1
RNSG	1412	Nursing Care of the Childbearing & Childrearing Family	4
RNSG	2261	Clinical Registered Nursing/Registered Nurse (Pediatric/Maternity)	2
Total Semester Hours			9
FOURTH SEMESTER - SPRING SEMESTER			Credit Hrs.
**RNSG	2307	Adaption to Role of Professional Nurse	3
**RNSG	2331	Advanced Concepts of Adult Health	3
**RNSG	2363	Clinical Nursing (R.N. Training-Advanced Med./Surg.)	3
3 Credit Hours Language, Philosophy, and Culture/Creative Arts			3
Total Semester Hours			12
TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:			60

*Both PSYC 2301 and PSYC 2314 are required for the program. Student will take one PSYC as a pre-requisite and the other PSYC in first semester.

**Capstone courses are taught in the last semester. The learning experiences in these courses result in 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.
- Nursing program curriculum plan.
- *All nursing courses must be taken concurrently.*

Approved by Texas Board of Nursing (BON), and the Texas Higher Education Coordination Board (THECB). Accredited by the Accreditation Commission for Education in Nursing (ACEN).

***Student must follow Associate Degree Nursing program curriculum plan valid for the current cohort entrance year.**

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Appendix D



2021-2022
Associate Degree Nursing (RNSG)
Transition Program

(Spring Admission Only- Application Due by: 1st Thursday in September)

Nursing Courses must be taken in sequence. Non-nursing courses may be taken in sequence or prior to the semester required.			
PRE-REQUISITES			Credit Hrs.
ENGL	1301	Composition I	3
PSYC	2314	Life Span Growth & Development	3
BIOL	2301	Anatomy & Physiology I	3
BIOL	2101	Anatomy & Physiology I	1
PSYC	2301	General Psychology	3
Total Semester Hours			13
FIRST SEMESTER - SPRING SEMESTER			Credit Hrs.
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	1360	Clinical Registered Nursing/Registered Nurse (Intermediate M/S)	3
RNSG	1144	Nursing Skills II	1
BIOL	2302	Anatomy & Physiology II	3
BIOL	2102	Anatomy & Physiology II	1
Total Semester Hours			12
SUMMER SESSION			
RNSG	1201	Pharmacology	2
Total Hours			2
SECOND SEMESTER - FALL SEMESTER			Credit Hrs.
RNSG	2213	Mental Health Nursing	2
RNSG	2162	Clinical Registered Nursing/ Registered Nurse (Mental Health)	1
RNSG	1412	Nursing Care of the Childbearing & Childrearing Family	4
RNSG	2261	Clinical Registered Nursing/Registered Nurse (Pediatric/Maternity)	2
BIOL	2320	Microbiology for Non-Science Majors (Lecture)	3
BIOL	2120	Microbiology for Non-Science Majors (Laboratory)	1
Total Semester Hours			13
THIRD SEMESTER - SPRING SEMESTER			Credit Hrs.
*RNSG	2307	Adaption to Role of Professional Nurse	3
*RNSG	2331	Advanced Concepts of Adult Health	3
*RNSG	2363	Clinical Nursing (R.N. Training-Advanced Med./Surg.)	3
3 Credit Hours Language, Philosophy, and Culture/Creative Arts			3
Total Semester Hours			12
TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:			60
Upon successful completion of the Transition Program courses the student will receive credit for RNSG 1205, RNSG 1260, and RNSG 1413.			8-Credit Hours

*Capstone courses are taught in the last semester. The learning experiences in these courses result in 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.
- Nursing program curriculum plan.
- All nursing courses must be taken concurrently.

Approved by Texas Board of Nursing (BON), and the Texas Higher Education Coordination Board (THECB). Accredited by the Accreditation Commission for Education in Nursing (ACEN),

***Student must follow Associate Degree Nursing program curriculum plan valid for the current cohort entrance year.**

LAREDO COLLEGE
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APPENDIX E
PROGRESS FORM

Student Name _____ ID _____ Date _____

Course _____ Semester _____

- | | |
|---|---|
| <input type="checkbox"/> Attendance/Tardiness | <input type="checkbox"/> Clinical/Theory Progress |
| <input type="checkbox"/> Unprofessional Conduct | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Other _____ |

Faculty Comments:

Recommendations:

Student Comments/Plan of Action:

Student Signature

Date

Faculty Signature

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX F
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

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APPENDIX G
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 Date

Please allow 7-10 days for response

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

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APPENDIX H

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 assure that all courses required for graduation have been completed.**

I, the undersigned, take full responsibility for completing all required courses for the Associate in Applied Science Degree in Nursing as outlined in the Associate Degree Nursing Program Curriculum and the Laredo 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 that list all courses required for the program and take responsibility for verifying that they have been completed. I know that if any of the required courses have not been completed as required, I will not graduate with the class cohort I am designated to graduate with.

Print Name: _____

Student Signature: _____

Date: _____

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APPENDIX I

DISCLAIMER

The content of this handbook is accurate at the time of printing or posting on website. The student handbook is a procedural manual which is to assist students in the Nursing Programs. The student handbook is 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 may occur without advanced notice.

The Associate Degree Nursing Department reserves the right to assess and modify the educational procedures and program requirements as new information is available and as student or curricular needs are identified.

The Student 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**.

Date: _____

Student's Signature: _____

Print Name: _____

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APPENDIX J

PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, have been informed and 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 Associate Degree 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 Associate Degree Nursing Program.

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

Print Name: _____

Student's Signature: _____ Date: _____

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 in the Health Sciences Programs.

Student signature

Date

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APPENDIX K

PERMISSION FORM

I (Print Name) _____ give permission to the Associate Degree Nursing Program to:

- a. display my photograph, projects, papers, care plans or other work
- b. allow access of 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 clinical agency.

Student Signature: _____

Student Name (Print): _____

Student PID# _____

Date: _____

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APPENDIX L

STATEMENT OF CONFIDENTIALITY

The health care provider has an ethical and legal obligation to maintain 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 or the program.

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

I (Print Name) _____ will not reveal any information concerning patients 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 Associate Degree Nursing Program.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

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APPENDIX M

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.

Student’s Signature _____ ID# _____

Date _____

LAREDO COLLEGE
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APPENDIX N

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

Required Eligibility Notification Form

I hereby verify that I have been provided verbal and written information through the Texas Board of Nursing web site (<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 Persons with Criminal Offenses, Disciplinary Guidelines for Criminal Conduct, 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, Declaratory Order of License Eligibility, Prohibited Practices and Disciplinary Actions.
3. Petition for Declaratory Order.

(Print) Student Name

Student PID Number

Date of Birth

Student Signature

Date Signed

This instrument was acknowledged before me on _____ by _____

Notary Public - Signature

(Seal)