

Hill College
Nursing Program

STUDENT HANDBOOK

2025-2026

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Hill College Nursing Handbook Receipt

- Please sign below and turn in this receipt at Orientation. Your signature indicates that you:
 - Have received a copy of the 2025-2026 Hill College Nursing Program Student Handbook.
 - Understand that these policies supplement and/or complement the Hill College Catalog and the Hill College Student Handbook.
 - Have read, understand, and/or have an opportunity to ask questions.
 - Agree to abide by these policies and the contents of this Handbook.
 - Are responsible for this information, as well as the information in the individual course syllabus.

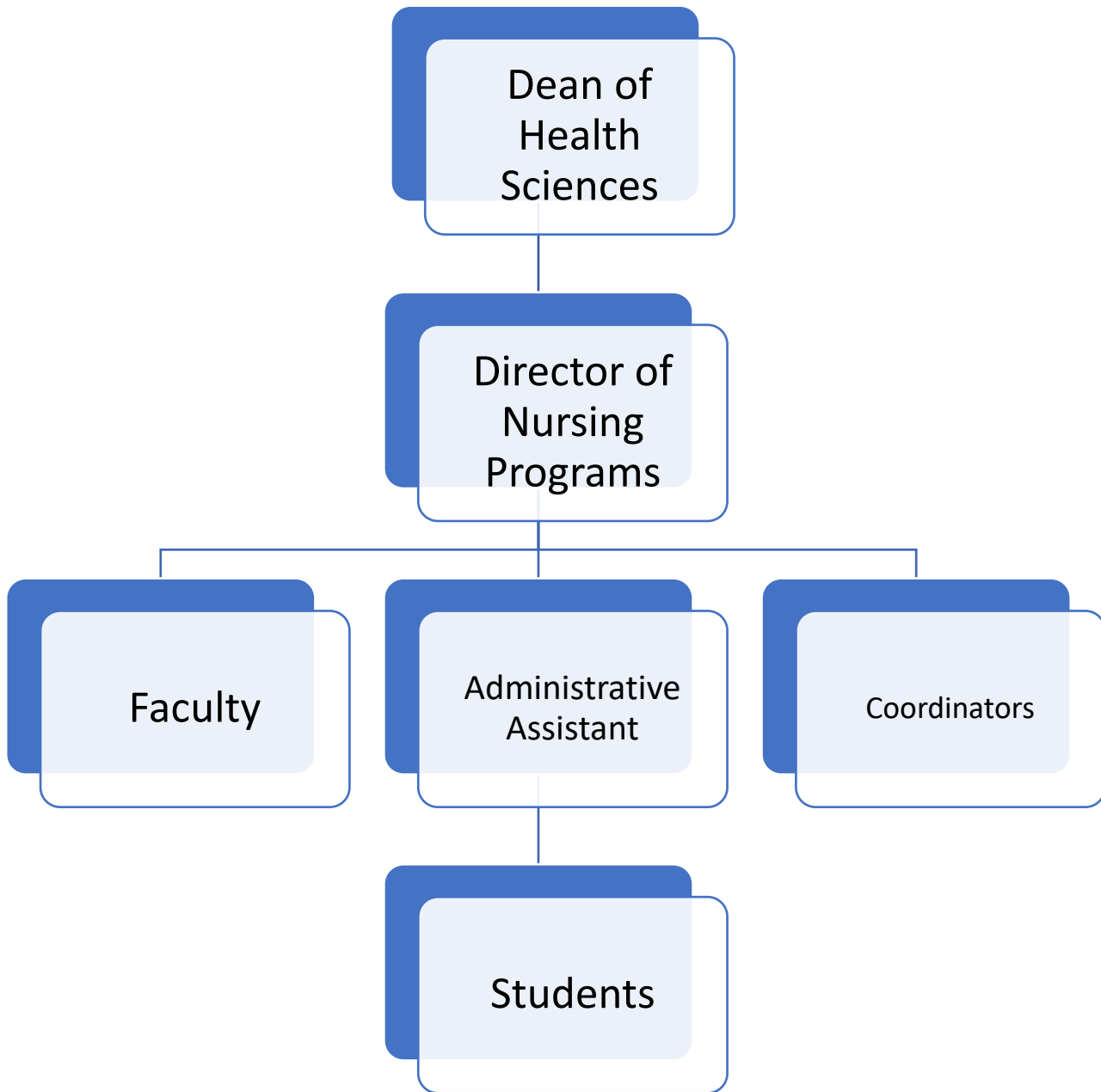
Student Full Name: _____
(print legibly): (first) (middle initial) (last)

Signature: _____

Date: _____

Hill College Nursing Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Hill College. Enrolled students will be issued a written copy of any changes.

Nursing Program Organizational Chart



Program Design

The program design of the Associate Degree and Vocational Nursing Program at Hill College is based on the belief that the individual is a unique product of environment, culture, and life experiences. The curriculum addresses the changing needs of the community and the health profession, as well as the physiological, psychological, and spiritual needs of individuals and families. The following concepts form the basis of the program design: THE ROLE OF THE NURSE, CLINICAL JUDGEMENT, and EVIDENCE BASED PRACTICE. Patient centered care, ethical & legal practice, professionalism, and communication are unifying threads that support the concepts and are integrated throughout the courses.

The ROLE OF THE NURSE is as a Member of the Profession, a Provider of Patient-Centered Care, a Patient Safety Advocate, and a Member of the Health Care Team. As Member of the Profession, the nurse practices within the ethical/legal framework of the profession, with responsibility and accountability for nursing practice, through promotion of excellence, a commitment to lifelong learning, and projects a positive nursing image. As Provider of Patient-Centered Care, the nurse provides safe nursing care for individuals and families with caring, competence, and commitment. Through the use of interpersonal skills, problem solving, and clinical decision making, the nurse assesses, diagnoses, plans, implements, and evaluates the care provided. As a Patient Safety Advocate, the culture and environment are insured by the nurse to protect the physical, psychological, microbiological, chemical, or thermal safety of the patient. To maintain safety the nurse must demonstrate knowledge of the Nurse Practice Act, and other state, federal, and organizational guidelines, formulate goals and outcomes based on Evidence-Based data, maintain competency in their own skill level, comply with mandatory reporting, and delegate based on patient safety and organizational policy. As a member of the health care team, the nurse collaborates with patients, their families, and the interdisciplinary team, serves as an advocate for health care quality and access, communicates and manages information with technology, and delegates and supervises aspects of nursing care to others as appropriate.

CLINICAL JUDGEMENT is both an intellectual and a creative process that enables the nurse to think critically and make sound decision making. The nurse utilizes the nursing process in decision making to provide safe, evidence-based, holistic nursing care of multi-cultural patients and their families.

EVIDENCE BASED PRACTICE is the systematic process of uncovering, evaluating, and using information from research as the basis for making clinical decisions and providing patient care

Mission, Vision and Accreditation Statement

Hill College empowers student learning and community enrichment through quality education.

The Vision

Hill College will be a beacon of excellence in teaching, learning, and innovation that improves lives and drives economic sustainability.

Accreditation

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree.

Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

Statement of Beliefs

We believe:

- The purpose of nursing education is to facilitate excellence by preparing graduates with the knowledge and skills for licensure in a rapidly changing profession in a variety of structured healthcare settings in a technological age.
- That students apply knowledge through the use of the nursing process and in developing clinical decision-making skills; clinical judgment model (NCSBN).
- Learning is an interactive process in which the faculty and students share responsibility.
- In providing a quality education for a culturally diverse population and recognizing varying backgrounds, skills, learning styles, and fostering student success through a variety of educational resources.
- We have a responsibility to the public and the community to graduate students who will be safe providers of nursing care and who practice with a high level of ethical integrity.
- That nursing is a dynamic compassionate profession that provides an essential service to the Texas community by preparing graduates with skills necessary for entry into nursing practice and by encouraging graduates to have a vision for the communities in which they live and work.
- The teaching/learning process is a lifelong commitment to remain skilled in each individual's practice of professional nursing.
- The four primary roles in nursing are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

Associate Degree Nursing Student Learning Outcomes

After completion of the program, students will be able to:

- Integrate current evidence-based practice for the delivery of quality client care. (QSEN: EBP, DEC: I-A, II-A, III-C)
- Collaborate with all members of the interdisciplinary team for the promotion of patient- and family-centered care (PFCC). (QSEN: T/C, DEC: I-A, II-C, II-E, IV-A)
- Utilize critical-thinking and clinical judgement in support of optimal patient outcomes. (QSEN: PCC, DEC: I-B, II-A)
- Employ best-practice safety standards in the delivery of care for the mitigation of risk of harm to clients, self, and others. (QSEN: S, DEC: III-B, III-C)
- Synthesize therapeutic communication, compassion, respect, and cultural sensitivity for the provision of care while advocating for the diverse needs of clients and families. (QSEN: PCC, DEC: II-B, II-D, IV-B)
- Coordinate, implement, and evaluate individualized plans for clients within the scope of practice of professional nursing. (QSEN: T/C, PCC, DEC: I-A, II-B, II-C, II-E, II-F, II-H, III-F, IV-A, IV-E, IV-F)
- Incorporate the use of information technology as an instrument for communication, knowledge sharing, error reduction, and data collection in the development of optimal healthcare environments. (QSEN: I, DEC: II-A, III-B, III-C)
- Promote a positive healthcare environment through the implementation of measures to reduce violence in the workplace. (QSEN: QI, DEC: II-A, III-B, III-C)

Vocational Nursing Student Learning Outcomes

After completion of the program, students will be able to:

- Demonstrate professional, legal, and ethical standards within the scope of practice of the vocational nurse. (DEC: I-A, II-B, II-C, II-E, II-F, II-H, III-F, IV-A, IV-E, IV-F)
- Formulate safe and effective clinical judgment guided by the clinical judgement measurement model (CJMM) and evidence-based practice. (DEC: I-A, II-A, III C)
- Collaborate and communicate with all members of the interdisciplinary team for the promotion of client- and family-centered care across the lifespan. (DEC: I-A, II-C, II-E, IV-A)
- Use information systems, technologies, and communication devices to support safe nursing practice in the provision of client care. (DEC: II-A, III-B, III-C)

Learning outcomes are mapped to the [Texas Board of Nursing Disseminated Essential Competencies \(DECS\)](#)

Field of Study for Nursing

The Professional Nursing

The following annotated set of courses, are requirements of the Professional Nursing Program.

The Vocational Nursing

The following annotated set of courses, totaling 48/49 semester credit hours (SCH) of fully transferable and applicable lower-division academic courses, and an additional set of Workforce Education (WECM) nursing courses, make up the Field of Study Curriculum for Nursing:

Academic Courses

Associate Degree- Prerequisite courses: A grade of B or higher is required in all courses listed below.	Vocational Nursing- Prerequisite courses A grade of C or higher is required in all courses listed below.
2 courses: Anatomy and Physiology A & P I with lab and A & P II with lab B or higher	BIOL 2401 and BIOL 2402 2 courses: Anatomy and Physiology A & P I with lab and A & P II with lab
1 course: Microbiology Microbiology with lab	BIOL 1322 Nutrition & Diet Therapy
1 course: Nutrition Nutrition & Diet Therapy I	VNSG 1331 Pharmacology or RNSG 1301 Pharmacology is optional to take prior to the start of the program. However, it must be completed before progressing to Semester II and can be taken during the first semester of the program
1 courses: Psychology Lifespan Growth & Development	
1 course: Mathematics College Algebra	

Additional Professional Nursing and Vocational Nursing Admission Requirements

All applicants must meet the high school/TOEFL requirement to demonstrate English proficiency. This can be met by one of the following:

- (1) completion of four years of high school in one of the 50 United States with a diploma,
- (2) completion of two years of high school in the U.S. and a GED, or
- (3) acceptable GED scores from the U.S. along with acceptable TOEFL scores taken within two years of the program application deadline.

According to the Texas Administrative Code (TAC) rule 217.4 B, which mandates that candidates must "have achieved an approved score on an English proficiency test acceptable to the Board," and Hill College's specified TOEFL requirements, the guidelines are as follows:

1. The student must either have completed two years of high school in the United States or its territories, or
2. Provide acceptable scores from the Test of English as a Foreign Language (TOEFL), with a minimum passing internet score of 80.

TEAS Test Information Vocational Nursing: Applicants must schedule and pay for the TEAS test at www.atitesting.com. The current version in use is **Version 7**, and you are allowed **up to three attempts** to meet the minimum required scores: Overall – 58.4%, Reading – 58.7%, Math – 58.7%, Science – 42.3%, and English – 55.4% (English is only used for a bonus point). TEAS scores must be **dated within one year** of the program application deadline. It is the applicant's responsibility to ensure that TEAS scores are submitted to their applicant file by emailing them to admissions@hillcollege.edu

TEAS Test Information Professional Nursing: Applicants must schedule and pay for the TEAS test at www.atitesting.com. The current version in use is **Version 7**, and you are allowed **up to three attempts** to meet the minimum required scores: Overall – 66.1%, Reading – 72.9%, Math – 68.8%, Science – 58.0%, and English – 66.8% (English is only used for a bonus point). TEAS scores must be **dated within one year** of the program application deadline. It is the applicant's responsibility to ensure that TEAS scores are submitted to their applicant file by emailing them to admissions@hillcollege.edu

STUDENT GUIDELINES

Student Responsibilities

The Hill College Nursing faculty encourages you to be an active participant in the learning process. Enhance your learning by reading textbooks, utilizing audio visual materials, participating in class discussions, reading journal articles, practicing skills in the laboratory, and seeking learning opportunities. The faculty believes that students are not just recipients of knowledge but are an interactive part of the teaching-learning process. The faculty shares your goals to achieve the highest level of potential development as a nursing student.

It is the responsibility of the student to be knowledgeable of the rights, privileges, requirements, and policies of the Hill College Nursing Program.

Demographic Information Update

Students enrolled in the Nursing Program must keep up-to-date demographic information filed in the Nursing Office. Contact information is vital for the Nursing Department to notify Students if an unsafe condition exists on campus or at the clinical site. It is also important for our Instructors and the Hill College Nursing department to be able to contact students for notification of schedule changes.

Conduct and Discipline

The Executive Vice President and Chief Student Affairs Officer are responsible for implementing student disciplinary procedures provided in the College's Student Rights, Responsibilities, and Code of Conduct Policy. This policy states, "Hill College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when a student's behavior disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits."

Students at Hill College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff, and faculty; and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

Disability Accommodations

Hill College is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff, and visitors. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodation, which will enable them to participate in a benefit from educational programs and activities. Students must provide appropriate documentation about the disability, complete an Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, students should go to the Academic Advising and Success Center or visit the website at <https://www.hillcollege.edu/Student/Advising/ADA.html>

Nondiscrimination

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals based on age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the compliant process is a violation of College District policy and is prohibited.

Reports of discrimination may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX:

Ms. Tamy Rogers, Executive Director of Human Resources

112 Lamar Drive

Hillsboro, Texas 76645

trogers@hillcollege.edu

254-659-7731

U.S. Department of Education

Office for Civil Rights

1999 Bryan Street, Suite 1620

Dallas, Texas 75201-6810

214-661-9600

Fax: 214-661-9587; TDD: 800-877-8339

OCR.Dallas@ed.gov

Student Health

- Good health is essential to the nurse/nursing student if he/she is to function in caring for patients/families. The following requirements have been adopted by the Nursing Program:
 - A satisfactory physical examination and specific immunizations are required prior to entering the clinical area. **Immunizations AND BLS/CPR (American Heart only) must not expire during the semester the student is attending.** If it does, the students will not be able to attend clinical.
 - A release from the provider will be required after an illness/injury/medical condition requiring absence from class and/or clinical or an illness/condition requiring hospitalization.
 - Students are expected to report any condition to their instructor which would affect their performance in clinical practice (i.e., back injury, communicable disease, pregnancy, psychiatric illness or drug addiction, etc.) Failure to report such an illness could result in the student being dismissed from the Nursing Program.
 - Students will not be allowed to participate in a clinical experience if they have any restrictions while under the care of a health care provider. Students are required to provide a release from his/her health care provider stating no restrictions. Students with restrictions will need to withdraw from the nursing program and re-apply when the restrictions are resolved.

Criminal Background Check

As stated in SB1058 passed by the 83rd State Legislature of Texas, that requires the TBON by rule to develop a system for obtaining criminal history record information for a person accepted for enrollment in a nursing educational program that prepares the person for initial licensure as a registered or vocational nurse by requiring the person to submit to TBON a set of fingerprints.

Hill College will require a completed Criminal Background Check on any individual accepted into the Nursing Program at the student's expense prior to enrollment. The Criminal Background Check must come back clear from the TBON, and the student must submit their "blue card" from the TBON to have copied and placed in their file in the Hill College Nursing Program Office.

If the student has a positive Criminal Background Check from TBON, they must submit a Declaratory Order to TBON and have received an Eligibility Letter stating that they will be allowed to sit for the NCLEX upon graduation. Each student is to provide a copy of the Declaratory Order to the Nursing office to be placed in their student file.

NOTE: No student will be allowed to attend clinical without a clear Criminal Background Check or an Eligibility Letter from the TBON.

If an incident occurs, that is an offense that will require that a Declaratory Order is completed, after a student has been admitted and is enrolled in the NP Program, the student will be withdrawn from the program.

Due to contracts with the clinical sites requiring status of Criminal Background Checks, no student will be allowed to attend clinical with an outstanding Declaratory Order and therefore cannot fulfill the course requirements that they are enrolled in.

If the student receives an Eligibility Letter from the TBON within the required three years of completion for the program, the student may reapply to the program.

Texas Board of Nursing (TBON) Correspondence

A student must provide the Hill College Nursing Program with a copy of any outcome letter, eligibility order or any correspondence from the Texas Board of Nursing while they are enrolled in the nursing program. **Failure to do so could result in the student being dismissed from the nursing program.**

Guidelines for Infection Control

Infection control means doing everything possible to prevent illnesses. The danger of infection is always present. Nurses need to protect patients, families, themselves, their families, or other staff and public/community from the spread of disease.

There are contagious diseases that you could be exposed to during nursing school. These include, but are not limited to:

- Hepatitis A, B, or C
- Human Immunodeficiency Virus (HIV)
- COVID

Avoid recapping needles. If needles must be recapped, the students will use the one-hand “scoop” technique or a recapping device.

Exposure Incidents – (Contaminated Needle Puncture – most common) Contaminated exposures must be reported to the staff and to the instructor immediately following the incident. All incidents are to be reported to the Program Director.

If exposure should occur, the following steps are suggested:

- Cleanse the area of exposure immediately and thoroughly.
- Notify your clinical instructor immediately.
- Notify the infection control nurse at the facility.
- Complete a facility incident report.
- Seek medical advice, treatment, and/or evaluation. The cost of the care will be paid by the student.
- Continued follow-up screening is recommended.
- Students are responsible for any and all financial obligations incurred with any illness/accident. (Cost can be from several hundred to several thousand dollars).

Alcohol/Intoxicating Substance Abuse Policy

Alcohol Policy

Absolutely no alcoholic beverages or other intoxicating substances may be possessed by students at Hill College nor are they allowed at any student-related function sponsored by the college. Students found drinking or in possession of alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law.

Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit the consumption or possession of alcohol by a minor. Penalties for violation of either of these codes on the Hill College Campus could result in arrest and an appearance in Municipal Court with a fine.

It is the responsibility of the college to maintain an environment that is conducive to teaching and learning and to personal and professional growth. Since irresponsible use of alcohol, intoxicating substances, and drugs are detrimental to the maintenance of an educational environment, it is the intent of the college and its Board of Trustees to establish practices and procedures which discourage using alcohol, intoxicating substances, and/or drugs and ensure compliance with local, state and federal laws by all students on college property or facilities or property under control or jurisdiction of the college. Administrative officials have developed and implemented, in accordance with Board Policy, administrative guidelines, and local, state, and federal law (with education as the means of prevention), an ongoing alcohol/drug awareness and prevention program for students and employees of Hill College.

Any student that warrants concern for substance use while enrolled in the nursing program is subject to random drug/alcohol testing at the cost of the student. Alcohol and or Drug use, while enrolled in the Nursing Program, is not tolerated.

Smoking and Tobacco Products on HC Campus

Smoking/tobacco products, including electronic cigarettes, are allowed in designated outdoor areas only. Such products are prohibited in all other areas as well as inside all facilities, and vehicles owned, leased or operated by Hill College.

In addition, the majority of cities in which Hill College operate have enacted strict smoking ordinances. Hill College regulations and municipal ordinances apply equally to all College faculty, staff, students, administration, and visitors. Everyone is expected to dispose of cigarettes properly. Individuals violating the smoking regulations/municipal ordinances and/or failing to dispose of their tobacco products properly may receive a Hill College and/or municipal citation and fine.

Civility Policy

Per the Hill College Catalog, the college reserves the right to withdraw a student from one or more classes if, in the judgment of the college officials, such action is deemed to be in the interest of the student/and or the college. Examples of some reasons for administrative withdrawal are failure to provide accurate information, excessive absences, or unprofessional conduct.

Students are expected to assist in maintaining an environment that is conducive to learning. Inappropriate or distracting behavior is prohibited in order to assure that everyone has an opportunity to gain from time spent in the course. Should a disruptive incident occur, the faculty member in charge may remove the student. Students have the right to appeal.

Unprofessional conduct/unacceptable student behavior in this circumstance includes, but is not limited to the following:

1. Threatening instructors, hospital staff, patients, and or other students.
2. Slandorous accusations against faculty, Hill College, hospital staff, or other students.
3. Disruption of the classroom or clinical environment. *(This includes the use of electronic devices during class or clinical such as texting, iPods, iPads, cell phone, smart watches, fit bit watches and/or computer for other than specified class activities, etc.)*
4. Being disrespectful to Instructors, hospital staff, patients, or other students *(i.e. tone of voice, rolling eyes, body language, arguing with instructor).*
5. Demanding to discuss personal academic issues in a public forum.
6. Spreading of unfounded rumors.
7. Academic Dishonesty

Sexual Harassment Policy Statement

Members of the Hill College community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Sexual Harassment Sanction Statement

1. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.
2. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
3. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.

Policy for Social Networking Sites

Students in the Nursing Program at Hill College are expected to adhere to the high standards of the nursing profession regarding maintaining confidentiality. This not only includes guarding patient confidentiality at a clinical site, but also in the classroom, lab, at home, and online.

The following guidelines are for behavior involved with cell phone use, FACEBOOK, Twitter, and any other social networking site.

Guidelines:

- No use of social networking during lectures, lab, or clinical time is permitted.
- It is the student's responsibility to keep their site appropriate and profiles clean.
- Do not post threats or derogatory remarks about anyone associated with the Program. This includes fellow students, faculty, staff, college administration, clinical affiliates, and, above all, patients.
- Posting photos of fellow students, faculty, staff, etc. without their permission is forbidden.
- Taking photos of patients, their body parts, or body fluids or exudate, is strictly forbidden.
- Cell phone use at the clinical site/patient care areas is strictly forbidden. If cell phones are discovered, they will be confiscated for the remainder of the class or clinical day.

Hill College respects the First Amendment but will not permit or tolerate any activity or post online that is defamatory, incites violence, is obscene (as defined by federal and/or state law), or that is inconsistent with or undermines the educational mission of Hill College or creates a disruption in the workplace. Private workplace issues that are not a matter of public concern are not protected by the First Amendment and should not be posted online. Hill College is a learning community and its mission to educate is to be carried out impartially and without regard to factors like race, gender, and the like. Any online content that results in harm to this mission or to the College's operations is a violation of this policy.

Violations of this policy may result in discipline, up to and including termination. Hill College may remove any content from its official social media sites that violate this policy.

ACADEMIA

Course Delivery Methods

Hill College Nursing Program uses three different methods of course delivery:

- **Face-to-face courses** are scheduled to meet in a classroom at specific times on specific days. Meeting times may be a mixture of lectures and lab hours, led by an instructor. In some cases, students may be allowed to attend class sessions remotely through a web-based video conferencing program, such as Brightspace Collaborate or Teams. Each face-to-face course has a supplemental course site on Brightspace where the instructor posts various course materials, such as the course syllabus, assignments, and grades.
- **Online (or web) courses** do not meet in a classroom on set days and times. Instead, instruction is conducted online through the online course site in Brightspace, using recorded lectures, videos, and assignments. The instructor and students communicate through various methods, including email, online discussion boards, Remind app, phone calls, and office visits. Online courses are not self-paced courses - specific deadlines are given each week, and students and the instructor communicate frequently throughout the course.
- **Hybrid courses** are a mixture of face-to-face meetings and online instruction. Typically, at least 50% of the course requirements are met through online instruction, while the remaining requirements are met through face-to-face instruction.

Attendance Policy

Hill College expects punctuality and regular class attendance. An absence is defined as a student's not being in class for any reason. An instructor may drop students when their lack of attendance prohibits them from meeting the course Student Learning Outcomes or when students accumulate excessive absences. "Excessive absences" is defined as the equivalent of two weeks of instruction in a 16-week semester or at least 15% of the total hours of instruction in any term. Students may be dropped for non-attendance because per Federal Financial Aid requirements even if the absences constitute less than 15% of the course.

Students are expected to be in class and clinical prior to the start of the class/clinical. Tardiness is not tolerated. Once class has begun, and the door is closed, admittance will not be permitted. If a student is going to be late for some unforeseen reason, the student must contact the nursing instructor to notify them as soon as they know they are going to be late. It is up to the nursing instructor's discretion if he/she permits the student to come to class/clinical.

Students are expected to attend both class and clinical. If a student is unable to attend an assigned lecture/lab/activity, they are required to contact their instructor to report their absence. Absent students are responsible for all announcements, assignments, and course content. Sleeping in class will be counted as class time missed or as an absence from class.

At the point that a student misses over 15% of the lecture/lab. Any additional lecture/lab/activity time missed will result in the student being dropped or failed from the course.

Clinical: Clinical attendance is required to successfully pass the course. If a student is late to clinical, the Nursing Instructor will determine if the student will be able to continue with the clinical day, if the student is 30 minutes late, they will be sent home, and it will be an unexcused absence. If a student is unable to attend clinical for illness, death in the family, etc.... it is the Nursing Instructor's discretion on how to address the missed clinical time. All clinical time will be made up. Make-up clinical may include the student writing a 10-page APA paper on professional behavior, simulation day, case studies, etc.... Tardiness is not tolerated. Attendance is mandatory for both class and clinical days.

If a student is a "No Call No Show" for clinical, the student shall receive a "zero" for the day. The student will be required to make-up the required clinical hours. Make-up clinical is at the discretion of the clinical instructor.

Academic Honesty Policy and Student Disciplinary

It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate academic dishonesty. Plagiarism, the use of AI and other forms of academic dishonesty undermine the very purpose of the college and diminish the value of an education. Academic dishonesty is a violation of the Hill College Student Rights, Responsibilities and Code of Conduct Policy. Sanctions for violating the Code of Conduct are outlined in the policy. In addition, the course syllabus may contain specific sanctions for academic dishonesty. You may find this policy website at

Matters of Academic Dishonesty

Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, failing the course, reduction or changing of a grade in the course, a test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required by other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitutes a waiver of further administrative procedures. If the student does not accept the decision of the faculty member, he/she may utilize the Student Complaint Policy to appeal. If the student is ultimately found not to have been involved in academic dishonesty, the instructor shall not base his/her evaluation of the student on the alleged but unproven dishonesty. If the student is ultimately found to have violated matters of academic dishonesty, the appropriate disciplinary sanction shall be implemented. Any student who believes that a grade has been inequitably awarded should refer to the Student Complaint procedures.

Examples of academic dishonesty include but are not limited to, cheating, plagiarism, inappropriately obtaining/sharing test content, etc. This applies to all students, including those enrolled in distance education or at off-campus instructional sites.

For the Nursing Program, being in breach of the Academic Honesty Policy will include the following **but is not limited to:**

- Looking at another's paper.
- Sharing and or Buying papers and exams.
- Illegally accessing an instructor's office.
- Procuring/buying a copy of the instructor's test or test bank.
- Using cell phones, tablets, and other electronic equipment to find information or record test questions for others.
- Writing notes on hat brims, skin, shoes, bottles, and other items.
- Copy from one another; turn in the same work for grading.
- Writing down notes prior to the start of an exam.

The Hill College Nursing Program faculty takes very seriously our obligation to graduate nurses who embody the values, ethics, and standards of the nursing profession and those of Hill College. We know that integrity as a student correlates with integrity as a nurse and that integrity is essential for professional success.

Academic honesty must be the foundation for academic success. In order to achieve this success for our students and the Nursing Program, the Standardized Exam vendor will use forensic data to analyze exams. If an aberrancy is determined, the exam will be invalidated and a retest will be offered.

When taking the NCLEX Exam, candidates are required to not discuss the exam with anyone when they depart the testing site. Therefore, while attending the Nursing Program, students will refrain from discussing exams taken in the program with students who have not taken the exam. **Discussion of the exam will be considered a breach of the Academic Honesty Policy.**

Students share the responsibility for maintaining academic honesty. Students are to refrain from acts of academic dishonesty and notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Any student who is suspected of not following the rules of the Hill College Nursing Program during a testing session could be asked to retake the exam and or receive a zero.

We believe that you, the student, share our aspirations for the academic integrity of the program and for your success as a professional nurse.

A student will comply with the Hill College Nursing Academic Honesty Policy to ensure academic integrity at Hill College.

Employment Policy

The Hill College Nursing Program neither encourages nor discourages student employment, although heavy work schedules are often a factor in students being *unsuccessful* in the nursing program.

All students whether employed or unemployed are expected to:

- Be responsible for maintaining the required grade point average, attending scheduled classes, laboratory sessions, clinical, and meeting all scheduled deadlines.
- Accept responsibility for their own actions within the employing agency and recognize that Hill College assumes no liability responsibility for activities performed on the job.
- Refrain from wearing an insignia, name badge, or any other indicator of a Hill College student while working as an employee of an agency.
- ***Recognize that school deadlines or learning experiences will not be altered to accommodate work schedule.***

Children in Class/Lab/Clinical

Children are not permitted in class/lab/clinical with students. Prior arrangements must be made for childcare.

Academic Advisement

The Nursing Program follows the Hill College academic advisement and registration guidelines as closely as possible. However, due to the fact that the Hill College Nursing Program utilizes multiple clinical agencies for learning experiences, clinical routines must be adjusted to obtain optimum learning experiences related to: rapid patient turnover and fluctuation in patient census. Hence, it is not possible to predict with certainty some clinical rotation sites.

Students are encouraged to visit with the Health Science Academic Counselors regarding questions about degree plans, progression, course transferability, etc.

The Hill College Nursing faculty will assist with academic advising during scheduled registration. The Hill College Nursing faculty are willing to answer specific questions that students may have about the progression of the Nursing Program.

Computer Laboratory

The computer laboratory provides online testing and opportunities to do remedial assignments. The students are encouraged to utilize the lab as an extension of the classroom.

When students are participating in testing, graded computer activities, etc., they are subject to being remotely monitored to assure academic integrity. There is no guaranteed privacy in the computer lab at any time. Anything displayed on the computer screen can be printed as documentation of a breach in academic integrity. This includes private email accounts, Facebook, etc.

Student Professional Code of Dress and Hygiene

Nursing is a profession that requires close contact with those persons in need of nursing care. Moreover, much

of what is done for patients causes the nurse to invade their personal space. In view of the close proximity of nurse to patient, we must be aware of personal hygiene and dress as factors that affect our therapeutic relationship.

A healthy body is well nourished, alternates between rest and activity, and is maintained in a state of cleanliness and correct body posture. The practice of maintaining a clean body is a learned behavior. Daily baths and showers do much to enhance cleanliness as well as the body's sense of well-being. Additional soaps, deodorants, and antiperspirants are used as protection against offensive odors.

In the health care setting, strong fragrances can be offensive to patients—particularly to those who are anorexic, nauseated, or having breathing difficulties. A useful guideline, therefore, is to reserve the use of fragrances for other times than when you are caring for patients. Unscented deodorants are to be used. The odor of smoke must not be on clothes or breath. Visible body piercings, other than pierced ears (1 single hole on each ear lobe), and one nasal stud are not acceptable. To ensure a professional and hygienic environment, visible tattoos should be covered during clinical experiences. Exceptions may be considered for tattoos that impede proper handwashing and infection control procedures.

Appearance in Clinical, Skills Lab, Simulation Lab, and Lecture/Lab:

- Hair length and style should be conservative and appropriate to a professional environment. Long hair must be pulled back and secured in a way that it cannot fall into the patient care area. Hair must be off the shoulders and cannot fall to the front of the uniform (for clinical, simulation lab, and skills lab). Hair must always be neat and well-groomed. Hair color should be conservative, and may not include non-typical colors (i.e. blue, green, purple, etc.). Excessive hair accessories; i.e. large bows, etc. and styles may not be worn at clinical, simulation lab, or while in the skills lab. Sideburns, mustaches, and beards should be neatly trimmed (no more than one inch in length).
- Body hygiene will consist of a daily bath and unscented deodorant. (No perfumes or scented lotions.)
- Fingernails will be clean and neatly trimmed to no longer than fingertips. No nail polish of any kind; including clear polish. **Sculptured fingernails and fake fingernails are not permitted.**
- Make-up must be conservative. **No false eyelashes or eyelash extensions of any kind.** Excessive make-up is not permitted.
- **Tattoos must be covered completely in clinical, classroom & simulation lab unless exempted by faculty/staff due to infection control risk.**
- Appropriate undergarments will be worn.
 - A plain white, short or long sleeve, may be worn under the uniform top.
- Jewelry worn may consist of:
 - Wristwatch with a second hand, no smart watches.
 - Plain rings without raised stones or designs (fancy rings can scratch patients and harbor bacteria).
 - Stud earrings; no loops or dangles are acceptable, and earrings are limited to one pair on the lower ear lobe.
 - No bracelets or necklaces will be permitted.
 - Body piercings (other than conservative ear piercing on the lower ear lobe) Students who have other body piercings must not wear the jewelry item, or it must be completely covered.
 - Included in this category are lips, eyebrows, cheeks, ears (other than lobes), tongue, face, etc.
- No alcohol products may be used in public while wearing any Hill College Nursing Program uniform or name tag.
- No tobacco products may be used while attending Clinical. Most all Clinical facilities are a “non-smoking” entity.
- Mouth care (oral hygiene) is to be a regular part of the student's hygiene. Students should ensure that

their breath is not offensive to their patients. The odor of smoke should not be on clothes or on breath.

- Comfortable, clean, non-slip, non-porous, **black** shoes are to be worn.
 - Shoes should be kept clean; along with clean shoelaces.
- Students must have the following items in the clinical, simulation lab, or skills lab area:
 - A simple wristwatch with a second hand.
 - **No ink** can be used on any equipment at any time.
 - A small pocket notepad.
 - Stethoscope.
 - Penlight.
 - Scissors
- Hill College nursing program name tag and Level tag to be worn at all times. (Visible and on the upper front part of your uniform).
- **All of the items listed above must be followed with all uniforms listed below:**

Clinical/Skills/Simulation Uniform:

- The Hill College Nursing Program uniform is white top and navy blue scrub bottoms (**ADN**) or **white top and red scrub bottoms (VN)** with a school of nursing patch on the left shoulder. Patches may be purchased on either campus through the administrative assistance and are \$10 each. Uniforms will be clean and pressed, purchased through Unique Scrubs N More located 115 S Main Historical Wright Plaza Suite 100 Cleburne, TX 76033 Phone number: 817-641-7878. The scrub store provides free sewing services for the patch. The uniform identifies you as a Hill College nursing program student.
- Pant length should be hemmed to appropriate length as to not drag on the ground.
- Tops must be long enough to cover your stomach area.
- A white scrub jacket, nursing patch must be attached on left arm(**no fleece type material, or hoodies, sweatshirts, etc; material type should mimic your scrubs**)
- No other type of jacket may be worn during clinical or simulation lab. Please wash frequently.

Lecture/Lab Uniform:

Your non-clinical/ non-simulation day uniform will be as follows:

ADN royal blue and VN navy blue. You must have the Hill College nursing patch sewn on the left shoulder of your scrub top.

Please remember that as a student representing the Hill College Nursing Program, you should be professionally attired in your uniform while on Hill College campus.

Students are encouraged to place an identifier on the inside of their clinical jacket and/or scrub jacket.

Non-compliance with the Professional Code of Dress and Hygiene Policy listed above can result in the student being sent home, counted absent for the day.

Hill College Nursing Faculty and Staff have the right to approve and correct students' uniform attire.

Grading Policy

- The calculations of percentages will carry through the hundredths place for adding.
- **In order to pass a course, students must have an exam average of 75% or greater, before any other grades will be considered for final grading.**
- **Students must have a 75% or better on all exams to sit for the final exam in each course, the final exam must also be a 75% or better to pass the course.**
 - Any fraction of a grade/score below 75% is considered failing.
 - Standardized tests are not included in the determination of the course test average.
- The grading scale utilized in the Nursing Program will be:

A	90 - 100
B	80 - 89.99
C	75 - 79.99
D	70 - 74.99
F	Below 70 .0

- Nursing Students must successfully pass both theory and concurrent attached clinical courses and achieve a grade of “75” or better to pass each course. An unsatisfactory grade in either theory or the attached clinical practice will result in failure of the course, and both theory and clinical courses must be repeated.
- A student must pass all nursing courses with a grade of “75” or better to progress.
 - Note: In order to pass, students must have an overall course average of 75.0. Any fraction of a grade/score below 75.0 is considered failing.

Disclaimer: *The instructor reserves the right to make modifications to content and schedules as necessary to promote the best education possible within prevailing conditions affecting the course. The instructor also reserves the right to utilize resources that provide the student with the most up-to-date information pertinent to the course.*

Exams

Classroom exams

The testing and grading for each course will be listed in each course syllabus. Each Instructor/syllabus will provide a calendar of events, examination dates, and criteria for grading.

Exam outlines will NOT be provided prior to any examination. Students may receive a percentage of concepts/topics provided at the discretion of the instructor.

Students are expected to be on time. Students arriving after the start of the exam will receive a zero for the exam. NO make-up exam will be offered.

Exams will terminate at the end of the designated time regardless of whether the students have completed the exam.

Students who need accommodations shall adhere to the Special Accommodations policy per the Hill College Student Handbook.

Test Item Time Allotments

- Students can anticipate receiving 1 minute per question for standardized exams.
- Students can anticipate receiving 2 minutes per question for any question on unit and final exams.
- The instructor may opt to change the allotted time.
- If the student needs to leave the room and approval is granted, the student should pause their exam if such a feature is available. Any time loss cannot be added.

Day of Exam/Testing Room

- No student may enter the testing room until 10 min. before the exam is about to start.
- There is to be **NO TALKING** amongst the students once they enter the lab.
- Students **are not** to enter the testing site with ANY personal belongings: phone, papers, smartwatch, etc.
- Each student will be provided scratch paper/whiteboard by the proctor.
- Each student will turn in their scratch paper/whiteboard to the proctor at the completion of their exam; not the trash.
- Each proctor is to round prior to the exam to ensure there is no risk of cheating, verify the scratch paper/whiteboard are blank.
- Students **are not** permitted to wear jackets, hats, and or hoodies during the exam.
- ALL Proctors are expected to round during the exam. No use of cellphone for faculty during an exam.

Exam Remediation & Exam Review

- Students who receive a grade of **less than 75%** on **any** exam may review exam content but not the test questions and complete remediation with an instructor from their current level.
 - The student is **responsible** to make arrangements with instructor Courtney Peets, cpeets@hillcollege.edu for ADN program to conduct the exam remediation.
 - Arrangements **must be made** within one week of the exam's completion.
 - Students who **fail to make arrangements** with instructor Courtney Peets, cpeets@hillcollege.edu within one week of the exam's completion will not be allowed to review their exam.
 - All remediation sessions **must be** completed prior to the next scheduled exam for that course if they are not the student will lose 10 points on the next exam.
 - Students are allowed the opportunity to clarify questions with the instructor.
 - Exam review sessions can be conducted following instructor-made exams only.

Students in the VN program who receive a grade of less than 75% on any exam may review exam content (but not the test questions) and complete remediation with their instructor or the assigned remediation instructor.

- The student is responsible for making arrangements with the appropriate VN instructor to conduct exam remediation.
- Arrangements must be made **within one week** of the exam's completion.
- Students who fail to make arrangements within that timeframe will **not be allowed to review their exam**.
- **All remediation sessions must be completed prior to the next scheduled exam** for that course. Failure to do so will result in a **10-point deduction** on the next exam.
- Students are allowed the opportunity to clarify questions with the instructor during the remediation session.
- **Exam review sessions are only applicable for instructor-made exams.**

Student Reentry after Failure

A final grade of **less than 75%** in any course is considered a failure. If a student is unsuccessful in **one course** during a semester (earning below 75%), they will receive a **letter grade of D** in that course **and in all corequisite courses**.

Students are eligible for reentry into the program only if they have been unsuccessful in no more than **one course per semester**. A student may be granted **one opportunity to reenter the program** after a course failure.

To be eligible for reentry into the program after a course failure, the student must meet the following requirements:

1. **Math Competency Exam:** The student must take and pass a math exam with a minimum score of **90%**.
2. **Skills Check-Off:** The student must successfully complete a **skills competency check-off** to demonstrate readiness for reentry.

3. **Advance Notice:** The student is responsible for contacting the **Program Director at least two months prior** to the desired reentry date to begin the reentry process.

Reentry is not guaranteed and is subject to meeting these criteria, program space availability, and approval by the program faculty or director.

Transfers are not accepted at this time.

Testing and Telephones

- Students must turn their phones off and place them in the designated area per the instructor. No phone is permitted in the testing room.
- If the phone is out and not turned off and rings/vibrates, the first offense will be a verbal warning.

Absence for a Major Exam

All students are required to take exams as scheduled. In case of illness, students must notify their instructor **PRIOR** to the start of the exam. Missing an exam without a valid excuse will result in the Admissions & Progression Committee reviewing the student's case. The committee will determine whether the student is eligible to make up the exam, potentially with a maximum score of 75. If the committee deems the student ineligible to make up the exam, the student will receive a zero. The Admissions & Progression Committee is composed of the ADN Director, VN Director, and 1 faculty member from each program.

Students are expected to come to exams fully prepared. This includes having:

1. Computer login information
2. ATI password

Any student who arrives at the exam without any of these essential items, will be dismissed from the testing room and will not be allowed to retake the exam.

Quizzes

Quizzes are to be used as learning tools, and may be used to evaluate student's readiness or comprehension of class/lecture. Reading assignments are expected prior to start of each class/lecture. Students are expected to be prepared for learning when entering the classroom.

Class time is not the time to review the content for the first time; there is not enough time for the instructor to cover all the information.

Students must come to class prepared to ask questions and discuss assigned readings, case studies, etc....

If a student should miss a quiz due to illness the student should contact the instructor to schedule a make-up time according to the individual course syllabus. If a student misses an exam for any unexcused reason (late, no call/no show, etc....) the student will receive a zero for the quiz grade.

Standardized Testing

Section 3.06 Content Mastery Achievement Test 1. Achievement tests will be given at end of each class each semester. 2. The achievement test will count as 10% of the course grade. a. Student must pass with a minimum score of proficiency Level 2 or meet the requirements below to complete the course. b. Student will be required to compile a study guide of missed questions on the achievement test and provide rationales for correct answers due on assigned date. c. Students that do not score a minimum of proficiency Level 2 will be required to complete remediation as outlined in the matrix

Each student is expected to complete ATI Content Mastery practice and proctored exams each semester. In addition, students are required to complete all assigned Focused Review template remediation. Remediation must be fully completed and submitted in order to be successful in the course. A student cannot continue in the program or progress to the next course without first completing all required remediation.

- Grading- ATI
 - For ATI Proctored Assessments, students will receive percentage points based on the score of the proctored exam.
 - Auto-generated remediation is available after each ATI assessment and completion is required.
 - Each student will complete all practice & proctored exams for ATI at the end of each level.
- Remediation
 - Remediation is provided to students following the practice ATI assessments
- ATI Nurse's Touch Proctored Assessments provide an Adjusted Individual Score, an ATI Proficiency Level, and a National Percentile Rank.

ATI Proctored Assessments Percentage Point Calculation		Achievement Guidelines
ATI Proficiency Level	Percentage Point Conversion	
Level 3	4 percentage points	Tests: a. Achievement will be given at of each class
Level 2	3 percentage points	
Level 1	1 percentage point	
Below Level 1	0 percentage points Remediation for the proctored exam = 2 points	

ATI Content Mastery Test and Remediation

1. Achievement

tests
the end
every semester.

- b. The achievement test will count as **10% of the course grade**.
 - i. Students who do not score a minimum of **proficiency Level 2** will be required to complete remediation as outlined in the matrix.
- c. Remediation must be fully completed and submitted in order to be successful in the course. A student cannot continue in the program or progress to the next course without completing all required remediation.
 - i. The student will be required to complete all remediation templates. These remediation templates must be reviewed by the instructor by the due date in order to complete the course.

2. Grading - ATI Proctored Assessments:

- a. For **ATI Proctored Assessments**, students will receive percentage points based on their score in the proctored exam.
- b. Auto-generated remediation is available after each ATI assessment, and completion of this remediation is **required**.
- c. Each student will complete all **practice** and **proctored exams** for ATI at the end of each level.

ATI Proctored Assessments Percentage Point Calculation	
ATI Proficiency Level	Percentage Point Conversion

Level 3	4 percentage points
Level 2	3 percentage points
Level 1	1 percentage point
Below Level 1	0 percentage points Remediation for the proctored exam = 2 points

Math Calculation Competency Policy

The safe administration of medications is one of the primary roles of any professional nurse. Accurate mathematical computation and pharmacological knowledge are essential elements of safe medication administration. Therefore, accuracy of mathematical computations/pharmacology will be assessed before each clinical course with the mastery (competency) level increasing from simple to complex during your course of study.

- All students have three attempts to achieve a passing score, as determined by the student's level.
 - Passing scores for each Level of the ADN Program are as follows:
 - Level I and II: 90%
 - Level III and IV: 90%
 - Passing scores for each Level of the VN Program are as follows:
 - Level I: 90%
- If the student does not pass the math calculation competency with a passing score on the third attempt, this will count as a course failure.
- The student will be required to withdraw “failing” from the associated theory course and all clinical courses.
- The student may be asked to complete a Medication Calculation and Dosage course to be eligible for readmission to the nursing program.
 - The student may then reapply to the nursing program; acceptance is dependent on space availability. (See Re-Admission Policy in this Handbook)

Clinical

Skill Competency/Skill Checkoffs.

Skill Demonstration Policy:

Students must achieve a score of 75% or higher to be considered successful on skill demonstrations. If a student is unsuccessful on both Demo 1, the highest possible score they can earn on Demo 2 or 3 is a 75%, regardless of performance. This policy ensures consistency and fairness in the evaluation of clinical competency.

If a student is unsuccessful on Skill Demonstration 3, they will not meet the required competencies for progression and must withdraw from all Professional Nursing or Vocational Nursing courses. Failure to successfully complete Skill Demonstration 3 results in dismissal from the program, and the student will not be eligible to continue in the current nursing cohort.

Student Clinical Responsibilities

- Students are expected to report on-time for clinical.
 - Students who arrive one minute late will be marked tardy for the clinical day.
 - Two tardies from clinical will count as a clinical absence.
 - Student who arrives late to clinical, fifteen minutes or more, will be sent home and counted as absent for that days' clinical hours. Students will not be permitted to make up these missed hours. Alternate assignment will be provided to make up the clinical time.
 - See Clinical Grading Policy within this handbook for specific details on how hours missed affect overall grade.
- **Students unable to attend clinical must contact the clinical instructor at least two hours before the time they are expected to arrive at the clinical facility.**
- To provide an optimal clinical learning experience, students are expected to adhere to their assigned clinical shift schedules. Students are required to arrive on time and attend the entire shift. Leaving the clinical facility during a shift is not permitted unless it is an emergency or has been pre-approved by the clinical instructor. If a student must leave the clinical facility for any reason before the end of their shift, they must notify their clinical instructor immediately. The clinical instructor will assess the situation and provide guidance on the appropriate steps to take. Failure to comply with this policy will result in disciplinary action, which may include (but not limited to) additional clinical assignments or hours. Students should follow guidelines set forth by their clinical instructor for appropriate communication methods, i.e. Remind or email.
- Reporting on/off – All students will report to their instructor and staff nurse assigned to patient when arriving and leaving the patient area for any reason. (Notify the Instructor and staff nurse for all breaks and meals).
 - This report should include what was done for the patient(s), the patient's reactions, other observations about the patient, any ordered procedures not done and the reason why not done, all medications given, any ordered medications not given, and the reason for not giving the medication.
 - This report is essential to ensure adequate care for the patient after the student has left the unit. Report will be given in an SBAR format.
 - All documentation of medications, assessment, intake and output, and any vital signs must be up to date before leaving the unit. This includes at breaks and meals.
 - Patient Care – The student is expected to seek help from their instructor and/or assigned staff nurse to safely perform procedures that he/she has been taught and or checked off in the nursing program.
- Supplements to the clinical learning experiences such as reading journal articles, watching videos and/or films or working in the computer lab, and or case studies, will be assigned based at the discretion of each nursing instructor.

Know the guidelines for the Hazardous Substance Control:

- Know where the Personal Protection Equipment (PPE) is located on each unit.
 - Know what hazardous substances that you work around:
 - Chemicals
 - Gases
 - Medications

- Chemotherapy
- Radiation
- Know where to find the Material Safety Data Sheets (MSDS)
- Understand Warning Labels

Clinical Grading Policy

- Completion of a clinical course is a cumulative process that results in a summative grade.
- Performance throughout the course is considered when grades are awarded.
 - The instructor and student will complete the Clinical Evaluation Tool weekly and at the end of the course, at which time the instructor will confer with the student regarding clinical performance.
 - Final clinical grades for the semester are assigned as a letter grade based on the student's clinical performance, as outlined in each course syllabus. To successfully pass clinical, the student must meet all clinical objectives by earning a minimum of 75% on each objective and maintaining an overall average of 75% or higher.
 - An interim evaluation may be completed at the request of the instructor or student.

Unsafe Clinical Practice

Any act of omission or commission, which may result in harm or potential harm to a patient, is considered unsafe clinical practice. Students must be aware that certain nursing behaviors place the patient at risk. It is the student's responsibility to practice safe patient care. During any clinical experience, unsafe clinical practice is defined as any one of the following:

- Inability to practice safely as defined by Texas Board of Nursing, Rule 217.11
- Unprofessional conduct, as defined by Texas Board of Nursing, Rule 217.12.
- Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient. This includes, but is not limited to:
 - Leaving patients with limited sensorium, strength, or coordination unattended in an unsafe situation.
 - Failure to report errors or that an ordered/required patient procedure was not carried out.
 - Failure to recognize and report a serious change in a patient's condition, or a serious hazard in the patient's immediate environment.
 - Failure to use therapeutic communication.
 - Arrives at a clinical setting unprepared to provide safe patient care.
 - Arrives at clinical setting late to provide safe care.
- Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical function. This includes, but is not limited to:
 - Proper Identification of Patient, 2 patient identifiers
 - Medication administration
 - Vital signs
 - Therapeutic communication
 - Invasive/non-invasive procedures
- Assumes inappropriate independence in action or decisions. This includes, but is not limited to:
 - Medication administration
 - Nursing interventions/procedures/skills
 - Misuse of equipment
 - Fails to recognize own limitations, incompetence and/or legal responsibilities.
- Does not adhere to current CDC Guidelines for Infection Control.
- Violates professional integrity as expressed in the ANA Code for Nurses. This includes, but is not limited to:
 - Willful dishonesty regarding information given to faculty, students, hospital staff, or patients.
 - Willful dishonesty regarding patient documentation.
 - Stealing medication, equipment, books, etc.
 - Failure to keep patient information confidential. (i.e. copying patient records, taking pictures by cell phone, etc.)
 - Destruction of a patient's confidence in other health care team members
 - Fails to accept moral and legal responsibility for his/her own actions.

- Demonstration of actual or potential inability to practice with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any mood-altering substance or as a result of any mental or physical condition.

Unsafe clinical practices will be documented by the clinical instructor and immediately reported to the Program Director.

Any student who has committed unsafe clinical practice shall be sent as soon as possible for a random drug screen at the student's expense. The student will be placed on clinical suspension until the investigation of the event has been completed.

An act of omission or commission which, in the judgment of the clinical instructor, constitutes an unsafe clinical practice may be considered on one of the following levels:

- **1st Degree:** Consists of lack of preparation, tardiness, turning in paperwork late, inappropriate charting, etc. Such an infraction could result in a verbal coaching, written reprimand. Repeated infractions could result in failure of the course.
- **2nd Degree:** Consists of poor clinical performances in previously mastered skills or theory application, such as, but not limited to: failure to provide report to facility nurse/nursing instructor, breaks in sterile technique, lack of medication knowledge, omission of medication administration, omission of care, etc. Such an infraction could result in a written reprimand. Repeated infractions could result in failure of the course.
- **3rd Degree:** Consists of any single action or omission that places a patient's life in immediate jeopardy. Incidents of alcohol or drug use, manifestations of mental illness, omission of documentation, omission of standards of nursing practice, or any incidents of unprofessional conduct will be considered a 3rd degree offense. Such an infraction will result in immediate suspension from the clinical practicum, until an investigation is completed by the instructor and Program Director. The plan of action may result in failure of the course, or termination from the Hill College A.D.N program, and/or reported to the TBON for Unprofessional Conduct, Rule 217.12.

The student will be notified of any infraction. The Director of the Nursing Program will be notified as soon as possible of an infraction. The Director and the Dean will be notified immediately of a **3rd Degree** infraction.

While there is no absolute rule to determine what response, if any, may be necessary to address an unsafe clinical practice, the appropriate response in each individual case for a **1st or 2nd Degree** infraction is left to the informed discretion of the Program Director. The appropriate response in a **3rd Degree** infraction will be determined by the Program Director after consultation with the Dean who is guided by a combination of different types of experiences in leadership, education, and in training.

Students who have been failed from a course for Unsafe Clinical Practice may not return to the Hill College Nursing program.

Students who have been failed from a course for Unsafe Clinical Practice may return to the program if approved by the Admission/Readmission/Progression Committee. The student would return under strict requirements if allowed to be re-instated in the program.

Facility/Clinical Agency Agreement

Hill College has an agreement with various health care agencies to provide learning opportunities for the student nurse. In order for the College to use the clinical facilities, agreements have been made by Hill College that both students and faculty will abide by the policies and procedures of the clinical agency. Although the agreement may vary slightly with the agency, in general, they include the following:

- The college is responsible for teaching and supervising the clinical experience and will provide direction to qualified Facility personnel who might be assisting with the teaching and/or supervision of students.
- Faculty and students of the College will abide by the policies and procedures of the Facility while using its facilities.
- The Facility may refuse permission to any student the Facility so chooses to practice in the Facility.
- The Facility will provide equipment and supplies needed for patient care at the Facility.
- If a student is dismissed from a clinical affiliate for actions unbecoming of a Hill College Nursing student, the student in question may be dismissed from the Hill College Nursing Program.

In Summary

Hill College employees and students represent the Hill College Nursing Program. We are guests of the Clinical Agency. Our behavior and actions should be geared so that we will be welcomed by the staff and the patients.

Accident, Injury, or Illness Policy

If a student is injured while in the clinical setting, the instructor must be notified immediately. The instructor will notify the Hill College Nursing Program Director. Written documentation of the incident should be completed as soon as possible.

In the event of an illness or injury that hinders a student's ability to perform in the clinical setting, the Hill College Nursing Program reserves the right to require a provider's statement authorizing that the student can safely continue to give patient care at the appropriate level of competency. Specific release guidelines may be required in the provider's statement for situations involving, but not limited to, back injury, surgery, pregnancy, communicable diseases, etc. Each case will be considered on an individual basis by the Admission, Progression, and Readmission Committee, as well as the Hill College Nursing Program Director.

Liability Insurance

All students in Health Occupation Programs are required to participate in a group liability insurance policy annually. Liability Insurance is charged to each student in annual premium payments in their 1st and 4th semesters. Copies of these policies are kept in the office of the Hill College Business Manager.

Liability: Coverage is provided by the insurance company for claims arising out of real and alleged medical incidents when the injury being claimed is the result of an act or omission. Payment of all court costs is provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost.

Coverage is provided for students who are functioning in the student role related to their normal curriculum in any clinical facility/agency.

Notifying your instructor is mandatory for any unusual, unsafe, or unintended accident/occurrence.

Skills/Simulation Laboratory

There are skills and simulation laboratories throughout the Hill College Nursing program. The purpose of the

nursing skills/simulation laboratories is to provide a safe learning environment in which students will be introduced to basic skills, have an opportunity to learn basic to advanced nursing skills, and a place for skills to be practiced and evaluated by their instructors.

Conferences

The faculty encourages and supports communication between students and Instructors. Instructors have office hours for conferences posted on their course syllabi. Students are encouraged to schedule conferences with the instructor. Conferences may be initiated by the student or faculty person at any time to discuss problems involving clinical experience, classroom work, and procedures. Clarifying objectives and developing healthy working relationships is critical to the success of each student. Student-faculty conferences evaluate clinical performance and scholastic standing to be held according to each course syllabus.

Withdrawal Policy

- If a student chooses to withdraw from a course for personal reasons or due to failing a course, or failure of the math calculation competency, the student must send the instructor of record an email requesting to withdraw. If a student withdraws from a lecture course, the corresponding clinical course, (labs, etc.) must also be withdrawn from at the same time.
- Students who must withdrawal **AND** are not currently passing the course at the time of withdrawal, will be considered a “course failure” in accordance to the Hill College Nursing program policy.
 - Students who have 2 course failures, will be not be eligible to continue in the program.

Appendices

Appendix A – American Nurses Association Standards of Practice

AMERICAN NURSES ASSOCIATION STANDARDS OF PRACTICE

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment

The registered nurse collects comprehensive data pertinent to the healthcare consumer's health or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3. Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 5A: Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B: Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe environment.

Standard 5C: Prescriptive Authority and Treatment

The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

Standard 6. Evaluation

The registered nurse evaluates progress towards attainment of outcomes.

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Education

The registered nurse attains knowledge and competency that reflects current nursing practice.

Standard 9. Evidence-Based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 10. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 11. Communication

The registered nurse communicates effectively in all areas of practice.

Standard 12. Leadership

The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 13. Collaboration

The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

Standard 14. Professional Practice and Evaluation

The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 15. Resource Utilization

The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

Standard 16. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

Source: American Nurses Association (2010). Nursing: Scope and Standards of Practice, 2nd Edition. Silver Spring, MD: Nursesbooks.org (pgs. 8-9)

American Nurses Association Code of Ethics for Nurses

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association. (2015). *Code of ethics with interpretative statements*. Silver Spring, MD: Author. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Texas Administrative Code

**TITLE 22 EXAMINING BOARDS
PART 11 TEXAS BOARD OF NURSING
CHAPTER 217 LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.11 Standards of Nursing Practice**

The Texas Board of Nursing is responsible for regulating the practice of nursing within the State of Texas for Vocational Nurses, Registered Nurses, and Registered Nurses with advanced practice authorization. The standards of practice establish a minimum acceptable level of nursing practice in any setting for each level of nursing licensure or advanced practice authorization. Failure to meet these standards may result in action against the nurse's license even if no actual patient injury resulted.

(1) Standards Applicable to All Nurses. All vocational nurses, registered nurses and registered nurses with advanced practice authorization shall:

(A) Know and conform to the Texas Nursing Practice Act and the board's rules and regulations as well as all federal, state, or local laws, rules or regulations affecting the nurse's current area of nursing practice;

(B) Implement measures to promote a safe environment for clients and others;

(C) Know the rationale for and the effects of medications and treatments and shall correctly administer the same;

(D) Accurately and completely report and document:

(i) the client's status including signs and symptoms;

(ii) nursing care rendered;

(iii) physician, dentist or podiatrist orders;

(iv) administration of medications and treatments;

(v) client response(s); and

(vi) contacts with other health care team members concerning significant events regarding client's status;

(E) Respect the client's right to privacy by protecting confidential information unless required or allowed by law to disclose the information;

(F) Promote and participate in education and counseling to a client(s) and, where applicable, the family/significant other(s) based on health needs;

(G) Obtain instruction and supervision as necessary when implementing nursing procedures or practices;

(H) Make a reasonable effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations;

(I) Notify the appropriate supervisor when leaving a nursing assignment;

- (J) Know, recognize, and maintain professional boundaries of the nurse-client relationship;
- (K) Comply with mandatory reporting requirements of Texas Occupations Code Chapter 301 (Nursing Practice Act), Subchapter I, which include reporting a nurse:
- (i) who violates the Nursing Practice Act or a board rule and contributed to the death or serious injury of a patient;
 - (ii) whose conduct causes a person to suspect that the nurse's practice is impaired by chemical dependency or drug or alcohol abuse;
 - (iii) whose actions constitute abuse, exploitation, fraud, or a violation of professional boundaries; or
 - (iv) whose actions indicate that the nurse lacks knowledge, skill, judgment, or conscientiousness to such an extent that the nurse's continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.
 - (v) except for minor incidents (Texas Occupations Code §§301.401(2), 301.419, 22 TAC §217.16), peer review (Texas Occupations Code §§301.403, 303.007, 22 TAC §217.19), or peer assistance if no practice violation (Texas Occupations Code §301.410) as stated in the Nursing Practice Act and Board rules (22 TAC Chapter 217).
- (L) Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served;
- (M) Institute appropriate nursing interventions that might be required to stabilize a client's condition and/or prevent complications;
- (N) Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the nurse makes the decision not to administer the medication or treatment;
- (O) Implement measures to prevent exposure to infectious pathogens and communicable conditions;
- (P) Collaborate with the client, members of the health care team and, when appropriate, the client's significant other(s) in the interest of the client's health care;
- (Q) Consult with, utilize, and make referrals to appropriate community agencies and health care resources to provide continuity of care;
- (R) Be responsible for one's own continuing competence in nursing practice and individual professional growth;
- (S) Make assignments to others that take into consideration client safety and that are commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made;
- (T) Accept only those nursing assignments that take into consideration client safety and that are commensurate with the nurse's educational preparation, experience, knowledge, and physical and emotional ability;

(U) Supervise nursing care provided by others for whom the nurse is professionally responsible; and

(V) Ensure the verification of current Texas licensure or other Compact State licensure privilege and credentials of personnel for whom the nurse is administratively responsible, when acting in the role of nurse administrator.

(2) Standards Specific to Vocational Nurses. The licensed vocational nurse practice is a directed scope of nursing practice under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Supervision is the process of directing, guiding, and influencing the outcome of an individual's performance of an activity. The licensed vocational nurse shall assist in the determination of predictable healthcare needs of clients within healthcare settings and:

(A) Shall utilize a systematic approach to provide individualized, goal-directed nursing care by:

(i) collecting data and performing focused nursing assessments;

(ii) participating in the planning of nursing care needs for clients;

(iii) participating in the development and modification of the comprehensive nursing care plan for assigned clients;

(iv) implementing appropriate aspects of care within the LVN's scope of practice; and

(v) assisting in the evaluation of the client's responses to nursing interventions and the identification of client needs;

(B) Shall assign specific tasks, activities and functions to unlicensed personnel commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made and shall maintain appropriate supervision of unlicensed personnel.

(C) May perform other acts that require education and training as prescribed by board rules and policies, commensurate with the licensed vocational nurse's experience, continuing education, and demonstrated licensed vocational nurse competencies.

(3) Standards Specific to Registered Nurses. The registered nurse shall assist in the determination of healthcare needs of clients and shall:

(A) Utilize a systematic approach to provide individualized, goal-directed, nursing care by:

(i) performing comprehensive nursing assessments regarding the health status of the client;

(ii) making nursing diagnoses that serve as the basis for the strategy of care;

(iii) developing a plan of care based on the assessment and nursing diagnosis;

(iv) implementing nursing care; and

(v) evaluating the client's responses to nursing interventions;

(B) Delegate tasks to unlicensed personnel in compliance with Chapter 224 of this title, relating to clients with acute conditions or in acute care environments, and Chapter 225 of this title, relating to independent living environments for clients with stable and predictable conditions.

(4) Standards Specific to Registered Nurses with Advanced Practice Authorization. Standards for a specific role and specialty of advanced practice nurse supersede standards for registered nurses where conflict between the standards, if any, exist. In addition to paragraphs (1) and (3) of this subsection, a registered nurse who holds authorization to practice as an advanced practice nurse (APN) shall:

(A) Practice in an advanced nursing practice role and specialty in accordance with authorization granted under Board Rule Chapter 221 of this title (relating to practicing in an APN role; 22 TAC Chapter 221) and standards set out in that chapter.

(B) Prescribe medications in accordance with prescriptive authority granted under Board Rule Chapter 222 of this title (relating to APNs prescribing; 22 TAC Chapter 222) and standards set out in that chapter and in compliance with state and federal laws and regulations relating to prescription of dangerous drugs and controlled substances.

Source Note: The provisions of this §217.11 adopted to be effective September 28, 2004, 29 TexReg 9192; amended to be effective November 15, 2007, 32 TexReg 8165

Texas Administrative Code

**TITLE 22 EXAMINING BOARDS
PART 11 TEXAS BOARD OF NURSING
CHAPTER 217 LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.12 Unprofessional Conduct**

The following unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify behaviors in the practice of nursing that are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established. These behaviors include but are not limited to:

(1) Unsafe Practice--actions or conduct including, but not limited to:

(A) Carelessly failing, repeatedly failing, or exhibiting an inability to perform vocational, registered, or advanced practice nursing in conformity with the standards of minimum acceptable level of nursing practice set out in §217.11 of this chapter;

(B) Failing to conform to generally accepted nursing standards in applicable practice settings;

(C) Improper management of client records;

(D) Delegating or assigning nursing functions or a prescribed health function when the delegation or assignment could reasonably be expected to result in unsafe or ineffective client care;

(E) Accepting the assignment of nursing functions or a prescribed health function when the acceptance of the assignment could be reasonably expected to result in unsafe or ineffective client care;

(F) Failing to supervise the performance of tasks by any individual working pursuant to the nurse's delegation or assignment; or

(G) Failure of a clinical nursing instructor to adequately supervise or to assure adequate supervision of student experiences.

(2) Failure of a chief administrative nurse to follow standards and guidelines required by federal or state law or regulation or by facility policy in providing oversight of the nursing organization and nursing services for which the nurse is administratively responsible.

(3) Failure to practice within a modified scope of practice or with the required accommodations, as specified by the Board in granting an encumbered license or any stipulated agreement with the Board.

(4) Conduct that may endanger a client's life, health, or safety.

(5) Inability to Practice Safely--demonstration of actual or potential inability to practice nursing with reasonable skill and safety to clients by reason of illness, use of alcohol, drugs, chemicals, or any other mood-altering substances, or as a result of any mental or physical condition.

(6) Misconduct--actions or conduct that include, but are not limited to:

(A) Falsifying reports, client documentation, agency records or other documents;

- (B) Failing to cooperate with a lawful investigation conducted by the Board;
 - (C) Causing or permitting physical, emotional or verbal abuse or injury or neglect to the client or the public, or failing to report same to the employer, appropriate legal authority and/or licensing board;
 - (D) Violating professional boundaries of the nurse/client relationship including but not limited to physical, sexual, emotional or financial exploitation of the client or the client's significant other(s);
 - (E) Engaging in sexual conduct with a client, touching a client in a sexual manner, requesting or offering sexual favors, or language or behavior suggestive of the same;
 - (F) Threatening or violent behavior in the workplace;
 - (G) Misappropriating, in connection with the practice of nursing, anything of value or benefit, including but not limited to, any property, real or personal of the client, employer, or any other person or entity, or failing to take precautions to prevent such misappropriation;
 - (H) Providing information which was false, deceptive, or misleading in connection with the practice of nursing;
 - (I) Failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that could reasonably affect the decision to license, employ, certify or otherwise utilize a nurse; or
 - (J) Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional services.
- (7) Failure to pay child support payments as required by the Texas Family Code §232.001, et seq.
- (8) Drug Diversion--diversion or attempts to divert drugs or controlled substances.
- (9) Dismissal from a board-approved peer assistance program for noncompliance and referral by that program to the Board.
- (10) Other Drug Related--actions or conduct that include, but are not limited to:
- (A) Use of any controlled substance or any drug, prescribed or unprescribed, or device or alcoholic beverages while on duty or on call and to the extent that such use may impair the nurse's ability to safely conduct to the public the practice authorized by the nurse's license;
 - (B) Falsification of or making incorrect, inconsistent, or unintelligible entries in any agency, client, or other record pertaining to drugs or controlled substances;
 - (C) Failing to follow the policy and procedure in place for the wastage of medications at the facility where the nurse was employed or working at the time of the incident(s);
 - (D) A positive drug screen for which there is no lawful prescription; or
 - (E) Obtaining or attempting to obtain or deliver medication(s) through means of misrepresentation, fraud, forgery, deception and/or subterfuge.
- (11) Unlawful Practice--actions or conduct that include, but are not limited to:

(A) Knowingly aiding, assisting, advising, or allowing an unlicensed person to engage in the unlawful practice of vocational, registered or advanced practice nursing;

(B) Violating an order of the Board, or carelessly or repetitively violating a state or federal law relating to the practice of vocational, registered or advanced practice nursing, or violating a state or federal narcotics or controlled substance law;

(C) Aiding, assisting, advising, or allowing a nurse under Board Order to violate the conditions set forth in the Order; or

(D) Failing to report violations of the Nursing Practice Act and/or the Board's rules and regulations.

(12) Leaving a nursing assignment, including a supervisory assignment, without notifying the appropriate personnel.

Source Note: The provisions of this §217.12 adopted to be effective September 28, 2004, 29 TexReg 9192; amended to be effective February 25, 2018, 43 TexReg 1098; amended to be effective October 17, 2019, 44 TexReg 5914

https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/April%202022%20Rules%20and%20Regulations.pdf