Vocational Nursing Handbook

SPRING 2019

Student Handbook

Lori Moseley, MSN, RN Dean of Instruction, Health and Community Service
Janis Grimland, BSN, RN Vocational Nursing Program Director
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Article 1    General College Information

Section 1.01    Philosophy of Hill College/Mission Statement

The Board of Regents, administrators, and faculty at Hill College are committed to the concept that our College be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Hill College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula for university bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.
Section 1.02 Mission Statement

Hill College provides high quality comprehensive educational programs and services. The college enhances the educational, cultural, and economic development of its service area and assists both individuals and the community to prepare for a more productive life.
Section 1.03  Core Values

Integrity
Educational Excellence
Student Success
Respect
Enthusiasm
Collaboration

"Respect" includes respecting differences, caring, and being "grounded in tradition."

"Enthusiasm" includes intellectual spirit.

"Collaboration" includes civic responsibility, communications, responsiveness, and innovation through creativity.
Section 1.04 Services for Students with Disabilities

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 accommodations, which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of 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 http://www.hillcollege.edu/students/Advising/ada.html.
Section 1.05  Nondiscrimination

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of 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 complaint 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. Jamie Jaska, Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731
U.S. Department of Education
Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
Fax: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov
Section 1.06  Disclaimer

This handbook is published for the students of Hill College. Included are policies, procedures and regulations that contribute to the orderly life of the college community. Please refer to the College Catalog for rules relating to such items as admissions, records, graduation, and academic standards. This publication does not constitute a contract between Hill College and the student. The college reserves the right to make changes in this handbook when necessary without notice.
Section 1.07  Hill College Vocational Nursing Organizational Chart
Section 1.08    Hill College Student Handbook

Article 2  Nursing Philosophy

The philosophy of the Nursing Department is consistent with the stated philosophy of Hill College as published in the College Catalog and other institutional documents.

The nursing faculty recognizes that man exhibits a holistic nature composed of biological, psychological, socio-cultural and spiritual domains and that dysfunction’s may arise in any or all of these areas. We further believe that rational persons have an inherent right to share with health care providers the responsibility for health maintenance. It is also our belief that society as a whole benefits when its members take an active role in achieving and maintaining a high degree of wellness.

Nursing has as its goal enabling patients to maximize their potential for living and helping them to obtain the highest quality of life possible.

In achieving this goal, Vocational Nurses have a viable role as members of the health care team, giving patient care appropriate to the scope of their instruction, under the direction and supervision of registered nurses, physicians, and other qualified health professionals.

The nursing faculty accepts and endorses the concept that learning is a process that occurs most readily in a positive and nurturing environment where teachers provide quality instruction following a current and relevant curriculum which proceeds from the simple to the complex. Information and learning experiences should be organized through careful planning and the use of stated goals and objectives as well as structured learning activities, based on the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs. Constant evaluation of students, teachers and the overall program are necessary to maintain a high level of excellence.

Students and instructors share responsibility for developing a commitment of life-long learning and optimal levels of personal development.
The student **MUST** be an active member of the educational process which includes but is not limited to: reading the assigned chapters prior to lecture, asking questions, taking notes, and seeking out learning experiences in the classroom and clinical setting.

The progress from a beginning nursing student to a graduate nursing student is a process of building from one level of knowledge to the next. The student must retain this information from classroom theory and then apply it to clinical application.
Section 2.01 Conceptual Framework

The conceptual framework of Hill College's Vocational Nursing program reflects the philosophy and objectives of the program. Man's human needs in wellness and in illness throughout the life span are integral to the curriculum. Emphasis is placed on utilization of the nursing process in meeting these needs. The Student Vocational Nurse is seen as being competent to function in four roles: Member of the Profession, Provider of Patient-Centered care, Patient Safety Advocate, and Coordinator of Client Care.
NURSING PROCESS: The nursing process is a method of problem solving that is a series of planned steps and actions directed toward maintaining the integrity and fulfillment of human needs to promote homeostasis. If wellness cannot be achieved, the nursing process contributes to the highest possible quality of life for the client. The nursing process has five steps: assessing, nursing diagnosis, planning, intervening, and evaluating.

Assessment: Assessment is the process of gathering, verifying, and communicating data about a client for the purpose of establishing a database.

Nursing Diagnosis: The nursing diagnosis is a statement that describes a health state or an actual or potential alteration in one’s life processes; physiological, psychological, sociocultural, developmental, and spiritual, that nurses are licensed to treat. The nursing diagnosis includes the problem and its etiology to help individualize the plan of care.

Planning: The next step is to determine a plan of action to assist the client toward attaining the highest level of fulfillment of human needs and to resolve the nursing diagnosis. It is appropriate for clients and family members to be involved in this planning process. Planning results in outcome criteria that are behavioral, patient-oriented, measurable, and realistic for the client.

Intervention: Intervention is the initiation and completion of actions necessary to attain the outcome criteria established in the planning phase.

Evaluation: Evaluation is the process of measuring the client's progress in attaining the outcome criteria.
Nursing Process
Section 2.03  Components of Conceptual Framework

The conceptual framework allows for the addition and deletion of relevant nursing content as the needs of society change.

1. Provides the structure around which the curriculum is built.

2. Integrates the philosophy of the nursing program, the instructional content (teaching plan), and related learning experiences within a given time frame.

3. Provides a systematic way to classify knowledge, skills and values in nursing.

4. Provides a comprehensive guide for program development, implementation, and evaluation.

5. Justifies selection or exclusion of certain content or learning experiences from the curriculum.

6. Allows for uniqueness, flexibility, and creativity within the program.

7. The learning process is enhanced by the presentation of content in a logical sequence and in a meaningful and realistic manner, and by utilization of a variety of learning experiences.

8. Throughout the curriculum, the permeating concepts include the utilization of the nursing process and the health-illness continuum. The nursing process is an approach to promote and maintain optimum health.

   This process involves:
   (1) assessing,
   (2) diagnosing,
(3) planning,
(4) intervening,
(5) evaluating.

9. It is applicable from the most fundamental nursing actions to the more complex nursing interventions involving decision making and coordination of care. Decision making is a process which cannot be learned in a single course, but is developed as the student progresses through the three levels of the program.

10. The goal directed approach utilized in the nursing process provides the framework for the program. The nursing process is presented in lecture and further developed by students in actual clinical practice. The student is given the opportunity to utilize critical thinking skills, to assess, determine nursing diagnoses, and provide appropriate patient care within the scope of vocational nursing.

11. The four major roles of the nurse, member of a profession, provider of patient–centered care, patient safety advocate, and member of the healthcare team, provide structure for the development of objectives. These objectives relate to outcomes identified as exit competencies expected of the student moving through each level. The program and level objectives assist the student in becoming proficient in knowledge communication, organization, professional conduct, and technical skills. The learner is responsible for achieving the behavioral objectives of the program of learning. The curriculum is organized in levels so that learning proceeds from simple to complex and from general to specific. By the time of graduation the student will demonstrate mastery of essential competencies as mandated by the Texas Board of Nursing.
Article 3  Admission/Classroom/Clinical Requirements for the Vocational Nursing Program

Section 3.01  Admission Requirements

1. In addition to the general admission requirements to Hill College applicants to the vocational nursing program must meet the following requirements:

   a. The student must be a high school graduate or a High School Equivalency Certificate. This must be verified by an official transcript or High School Equivalency Certificate.
   b. The student must meet all TSI requirements.
   c. The student must achieve an acceptable score on the admissions entrance test.
   d. In accordance with the Rules of Vocational Nursing Education, Licensure and Practice in the State of Texas: “The student must provide a report which indicates the student is in good physical and mental health.” This must be signed by a licensed physician and submitted to the college by the scheduled admission date.
   e. The student must submit three (3) reference forms prior to the deadline date. The reference form should be sent to the Director from teachers, professors, or past employers. References shall not be obtained from friends or relatives and shall not be hand delivered.
   f. The student must demonstrate qualifications and an aptitude that are acceptable.
   g. Pre-requisites with “C” or better.
   h. Student must complete the background check through the approved Hill College associate during the application process.
i. Students must demonstrate English proficiency as an admission requirement. This may either be demonstrated by attending 2 years of high school in one of the 50 United States AND receiving a diploma/GED, or taking the Test of English as a Foreign Language Test (TOEFL) and scoring a minimum Internet score of 80, or a computer-based TOEFL score of 250, or a paper/pencil test score of 600. TOEFL results are only valid up to two years from the testing date. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Nursing program director from the testing center. Information about the TOEFL may be obtained from the web site: http://www.ets.org/toefl/ or write to: Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541.
Section 3.02 Drug Testing

Hill College has a drug policy (refer to the current Hill College Student Handbook). Hill College Vocational Nursing Department will reserve the right to do drug testing if the Program Director or the nursing instructors suspect substance and/or alcohol abuse within the student body of the Hill College nursing program while the students are participating in any Hill College activity on or off campus. Students are not to attend any class or clinical under the influence of drugs or alcohol or the student may be recommended for dismissed from the nursing program.

The student is required to have a pre-enrollment drug screen. If the drug screen does not come back clear, the student must have a second drug test done using the hair follicle method, if available, within a 24-48-hour period. These are to be paid for at students’ expense. The first drug screen must have been done within the three months prior to enrollment.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces, student selection will be based on a point system. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

If a student is randomly tested for drugs and found positive for drugs, he/she will be required to have a second drug test done using the of hair follicle method, if available, within a 24-48-hour period. If the second drug test comes back positive for drugs, the student will be sent to the Director of Student Life for counseling. The student will not be allowed to participate in clinical or classroom settings as long as the drug screen is not clear.
Section 3.03  Program Objectives

1. The curriculum will provide the student with the knowledge and skills is to be safe and competent vocational nurses.

2. The curriculum will provide the student the opportunity to utilize critical thinking skills in identifying nursing / patient care goals based on individual needs and capabilities.

3. The curriculum will emphasize content relevant to health and nursing care of individuals and families. This collaborative process will be part of a larger community system and include other health care professionals.
Section 3.04  Progression

In order to continue in the Vocational Nursing Program, the student must pass all courses each semester with a grade of “C” or better before progressing to the next level.

**NOTE:** If a student fails one (1) nursing course and would like to retake the class the next time it is offered, the student needs to be aware that reentry will only be considered if there is an opening in the class, and the time frame for reentry falls within two (2) years, beginning at the initial date of withdrawal or failure. If the student has/will be out longer than one semester the student may be required to retake the appropriate clinical rotation and/or retake all skills tests (pass each with an 80% one attempt only) and the mathematical skills test (pass with an 90% one attempt only) after the program director has reviewed the students’ clinical performance from previous semester(s) and conferred with the students’ primary clinical instructor(s). The student will only be allowed to transfer twice and then if withdrawing or unsuccessful will need to apply to begin the program again. No limit on reentry when applying for beginning the program. (See also Reinstatement)

**NOTE:** If a student fails a nursing course and would like to retake the class the next time it is offered, the student needs to be aware that reentry will only be considered if there is an opening in the class, and the time frame for reentry falls within a two year period, beginning with the initial date of withdrawal or failure.

**NOTE:** After two years the student must begin at entry level and must follow entrance rules that are in place at the time of attempted reentry.

If a student is randomly tested for drugs and found positive for drugs, he/she will be required to have a second drug test done using the of hair follicle method, if available, within a 24-48 hour period. If the second drug test comes back positive for drugs, the student will be sent to the Director of Student Life for counseling. The student will not be allowed to participate in clinical or classroom settings as long as the drug screen is not clear.
Section 3.05  Duty to Report

Nursing Educational programs have the duty to report:

- Impairment or likely impairment of the students practice by chemical dependency.
- Impairment or likely impairment of the students practice by mental dependency.
- Information related to criminal convictions.

(See also Cheating)
(See also Academic Misconduct)
(See also Unsafe Student Rule)
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. If the student does not pass test, he/she will be given an incomplete grade for that class until requirements completed.
   c. Student will be required to compile a study guide of missed questions on the achievement test and provide rationales for correct answers.
   d. Students will that do not score a minimum of proficiency Level 2 will be required to complete remediation as outlined in the matrix.
Practice Assessments are not supervised by course faculty; however, faculty will schedule the practice assessments. Assessment A is given no later than the seventh week of the semester and Assessment B is given no later than the tenth week of the semester. The student is not allowed to take the Content Mastery Exam unless requirements for the Practice Assessments have been met as scheduled by the instructor. The Content Mastery Exam will be given approximately two weeks before the end of the semester. Instructors will provide instructions for Remediation (Active Learning) and use of templates in each course. The student for each course will keep all assessments and remediation in a notebook. Notebooks are to be brought to each examination.

<table>
<thead>
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<th>Practice Assessment</th>
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<tr>
<td><strong>Complete Practice Assessment A</strong></td>
<td><strong>Complete Practice Assessment B</strong></td>
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<tr>
<td>Remediation (Active Learning)</td>
<td>Remediation (Active Learning)</td>
</tr>
<tr>
<td>- One hour minimum focused review</td>
<td>- One hour minimum focused review</td>
</tr>
<tr>
<td>- For each topic missed, complete an active learning template and identify three critical points</td>
<td>- For each topic missed, complete an active learning template and identify three critical points</td>
</tr>
<tr>
<td>Complete templates for Topics to Review. Templates must be handwritten and legible. Templates must be submitted to the instructor by the announced deadline unless prior arrangements have been made.</td>
<td>Complete templates for Topics to Review. Templates must be handwritten and legible. Templates must be submitted to the instructor by the announced deadline unless prior arrangements have been made.</td>
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<thead>
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<th>Content Mastery Exam</th>
<th>Score</th>
<th>Remediation (Active Learning)</th>
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<td><strong>Level 3</strong></td>
<td><strong>Level 2</strong></td>
<td><strong>Level 1</strong></td>
</tr>
<tr>
<td>Score = 4 points</td>
<td>Score = 3 points</td>
<td>Score = 2 points</td>
</tr>
<tr>
<td>Remediation (Active Learning)</td>
<td>Remediation (Active Learning)</td>
<td>Remediation (Active Learning)</td>
</tr>
<tr>
<td>- One hour minimum focused review</td>
<td>- Two-hour minimum focused review</td>
<td>- Three-hour minimum focused review</td>
</tr>
</tbody>
</table>
- For each topic missed, complete an active learning template and identify three critical points.
  Complete templates for Topics to Review. Templates must be **handwritten and legible**. Grade for Content Mastery will not be finalized in the gradebook until templates are complete. Student earns grade of 0 if no templates are submitted by deadline unless prior arrangements have been made.

- For each topic missed, complete an active learning template and identify three critical points.
  Complete templates for Topics to Review. Templates must be **handwritten and legible**. Grade for Content Mastery will not be finalized in the gradebook until templates are complete. Student earns grade of 0 if no templates are submitted by deadline unless prior arrangements have been made.

- For each topic missed, complete an active learning template and identify three critical points.
  Complete templates for Topics to Review. Templates must be **handwritten and legible**. Templates must be submitted to the instructor by the announced deadline unless prior arrangements have been made. Student will earn 0 points for ATI if submitted late without prior arrangements. **Regardless, the Retake exam is required.**

- For each topic missed, complete an active learning template and identify three critical points.
  Complete templates for Topics to Review. Templates must be **handwritten and legible**. Templates must be submitted to the instructor by the announced deadline unless prior arrangements have been made. Student will earn 0 points for ATI if submitted late without prior arrangements. **Regardless, the Retake exam is required.**

<table>
<thead>
<tr>
<th></th>
<th>2 points for remediation</th>
<th>2 points for remediation</th>
<th>2 points for remediation</th>
<th>2 points for remediation</th>
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<tbody>
<tr>
<td>No Retake Required (optional)</td>
<td>No Retake Required (optional)</td>
<td>Retake Required</td>
<td>Retake Required</td>
<td></td>
</tr>
<tr>
<td>Total Points = 10/10</td>
<td>Total Points = 9/10</td>
<td>Total Points = 8/10</td>
<td>Total Points = 7/10</td>
<td></td>
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Section 3.07  PN Predictor

1. Students will be required to pass the Comprehensive PN predictor with a minimum score of 70 or meet the requirements below to complete the class and/or program.

2. The Comprehensive PN Predictor first attempt will count as 10% of the VNSG 1462 course grade.
   If student does not pass the Comprehensive PN Predictor:
   a. Student will be counseled on unacceptable scores and requirements needed to complete the class/program.
   b. Student will be required to do remediation as outlined in the matrix.
   c. Student will then retake the Comprehensive PN Predictor. The cost of the second exam will be the student’s responsibility.
   d. If the student fails the second Comprehensive PN Predictor with a score of less than 70, he/she will be required to complete 2000 NCLEX questions.
   e. The student will be given an incomplete grade until requirements met.
Practice Assessments may be taken on own time without supervision. *The student is not allowed to take the Content Mastery Exam unless requirements for the Practice Assessment has been met as scheduled by the instructor.* The Content Mastery Exam will be given as scheduled on the course calendar. Instructors will provide instructions for Remediation (Active Learning). Studying the ATI book corresponding to the Content Mastery Exam is important for success on the exam. The book is available on the ATI site (your log-in) as well as in hard copy format that will be shipped to the school of nursing and distributed to students when available.

| Complete Practice Assessment A or B as Assigned by Instructor Remediation (Active Learning) |
| Complete templates for Topics to Review. Major Content Areas with an Individual Score below 70% must be reviewed. Templates must be handwritten and legible. |

<table>
<thead>
<tr>
<th>Content Mastery Exam</th>
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<tbody>
<tr>
<td>Level 3</td>
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<tr>
<td>Complete templates for Topics to Review. Major Content Areas with an Individual Score below 70% must be reviewed. Templates must be handwritten and legible.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Content Mastery Retake*</th>
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<tbody>
<tr>
<td>No Retake Required (optional)</td>
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<tr>
<td>Total Points = 5/5</td>
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1. Student must pass each test with a grade of 75 or above and have an average of 75 or above on combined scores.

2. If student does not have a 75 grade and/or a 75 grade average, then he/she will be required to complete the study guide and objectives, depending on the instructor for that class, for the chapters covered by that test and turn them in to instructor prior to the next exam.

3. The student will also be required to complete the study guide and objectives, depending on the instructor for that class, from the chapters currently being lectured on test and turn them in to instructor prior to the next exam.

4. Failure to complete the above requirements will result in the student receiving an incomplete for that class until required assignment turned in to the instructor. The student will not be able to take the next unit test if requirements are not met before the exam is given.

5. The student will make an appointment with the instructor for test counseling with failure of any unit test exam.

6. Test review will be completed on each exam after the exam is completed. The item analysis form will be completed at this time.

7. The student may challenge questions by writing the question out entirely with all answers, page number and rational from the textbook regarding the challenge, utilizing the test challenge form. This form must be completed by all students on each exam before leaving the testing environment.

8. Test review and challenge time will not exceed 30 minutes for the combined process.
Section 3.09  Criminal History

If a student has a criminal history and a facility’s policy prohibits the student from attending clinical, the Hill College Vocational Nursing Program is not obligated to rearrange the clinical schedule to accommodate a single student. The student will receive a Zero (0) for each day missed.

Eligibility Issues Occurring while in Health Science

Any student in a Health Science program who is arrested and charged for criminal conduct other than minor traffic violations, or who is notified of an outstanding warrant for his or her arrest for a non-traffic violation, must report the issue within 72 hours or before next clinical assignment (whichever comes first) to the Program Director and submit paperwork reflecting the arrest and charges.

Any student with pending charges for criminal conduct other than a minor traffic violation will not be allowed to attend any clinical assignment until the student provides proof of charges being cleared or state agency approval (such as a Declaratory Order). Charges are considered “cleared” when documentation is received from a law enforcement agency or court of law indicating dismissal or acquittal of all charges. Any clinical days missed will result in absences and the program’s absence rules will apply. No alternative clinical assignments will be made.

The student may withdraw and reapply for admission after charges are cleared or state agency approval is received. Readmission will be considered on an individual basis. Failure of the student to disclose eligibility issues at any time will result in dismissal from the health science program.
§213.28. Licensure of Persons with Criminal Offenses.

(a) This section sets out the considerations and criteria in determining the effect of criminal offenses on the eligibility of a person to obtain a license and the consequences that criminal offenses may have on a person’s ability to retain or renew a license as a registered nurse or licensed vocational nurse. The Board may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of or received a deferred disposition for a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation.

(b) The practice of nursing involves clients, their families, significant others and the public in diverse settings. The registered and vocational nurse practices in an autonomous role with individuals who are physically, emotionally and financially vulnerable. The nurse has access to personal information about all aspects of a person's life, resources and relationships. Therefore, criminal behavior whether violent or non-violent, directed against persons, property or public order and decency is considered by the Board as highly relevant to an individual's fitness to practice nursing. The Board considers the following categories of criminal conduct to relate to and affect the practice of nursing: Refer to Texas Administrative Code Title 22 Part 11 Chapter 213 Rule 213.28 for further clarification of the individual list of criminal offenses.
Section 3.11  Reinstated/Transfer Students

1. Reinstated/Transfer students will be considered on an individual basis in accordance with standards and school policies.
2. Reinstated/Transfer students must meet the following prior to acceptance:
   a. Negative Drug Test
   b. Health Screening
   c. Satisfy all eligibility issues
   d. All immunizations complete and up to date
   e. Current CPR for health care professionals
3. Final decision on admission rests with the nursing faculty.
4. All curriculum requirements must be met before transfer students will be graduated.

In order to be reinstated, the applicant must:

1. Complete all withdrawal procedures;
2. Make a written request for reinstatement, including an official transcript of course work;
3. Contact the director of the nursing program for the reinstatement process;
4. Demonstrate competency as evidenced by a score of 80 or above on each of the following skills with one attempt only:
   a. Hand washing
   b. Vital signs
   c. Catheterization
   d. Medication administration
5. Demonstrate competency with dosage calculation as evidenced by a score of 90 or above on dosage calculation test.
   This performance score will be accomplished with one attempt only.
NOTE: If the time elapsed between the initial withdrawal and readmission is more than two years, the student will be expected to repeat program requirements. A grade of “C” or better is required in all required courses. A student who has earned a grade of less than “C” in required courses will not be able to progress in the Vocational Nursing Program.

Requests for reinstatement will be considered and the final decision will be made by a committee consisting of the Director of the Nursing Program, Dean of Instruction for Health and Community Services, Vocational Nursing Program Director, and one Vocational Nursing faculty member.

(See also Dismissal)
Section 3.12  Program Completion

1. To successfully complete the program the student must:
   a. Successfully complete the course in vocational nursing education approved by the Texas Board of Nursing;
   b. Hold a high school diploma issued by an accredited secondary school or its equivalent (equivalency as established by the General Education Development equivalency test);
   c. Maintain nursing performance and conduct that were satisfactory to the officials of this institution;
   d. Attain at least a grade of "C" in all curriculum requirements;
   e. Meet TSI requirements;
   f. Be absolved of all financial and library obligations;
   g. The required community service project must be completed by graduation.
   h. The required NCLEX-PN review course to be scheduled in the 3rd semester. If the student does not attend the NCLEX-PN review course he/she will receive an incomplete for Clinical III
   i. Complete Jurisprudence Exam
   j. Complete application process to Texas Board of Nursing for NCLEX-PN and National Council of State Boards of Nursing and provide receipts that process is completed.

2. PN Exit Achievement Test

3. Students will be required to pass the Comprehensive PN predictor with a minimum score of 70 or meet the requirements below to complete the class and/or program.

4. The Comprehensive PN Predictor first attempt will count as 10% of the VNSG 1462 course grade.
   If student does not pass the Comprehensive PN Predictor:
   f. Student will be counseled on unacceptable scores and requirements needed to complete the class/program.
g. Student will be required to do remediation as outlined in the matrix.

h. Student will then retake the Comprehensive PN Predictor. The cost of the second exam will be the student’s responsibility.

i. If the student fails the second Comprehensive PN Predictor with a score of less than 70, he/she will be required to complete 2000 NCLEX questions.

j. The student will be given an incomplete grade until requirements met.

**Note:** The above criteria must be met before Director Affidavits will be submitted to the Texas Board of Nursing.
Section 3.13  Late Registration

Texas Board of Nursing rules preclude registration after the third (3rd) class day. No student will be registered in the Vocational Nursing Program after this time. (See below)

TEXAS BOARD OF NURSING
RULES AND REGULATIONS
relating to
NURSE EDUCATION,
LICENSURE AND PRACTICE
Published: October 2012
333 Guadalupe, Suite 3-460, Austin, Texas 78701-3942
§214.8. Students.

(a) The number of students admitted to the program shall be determined by the number of qualified faculty, adequate educational facilities and resources, and the availability of appropriate clinical learning experiences for students. Programs shall not accept admissions after the third day of class. TAC Title 22 Part 11 Chapter 214 Rule 214.8  TexReg 8294
Section 3.14  Eligibility to Register for Vocational Nursing

Only students accepted into the vocational nursing program may register for vocational nursing courses.

All vocational nursing students must be concurrently enrolled in didactic and clinical courses required.
Section 3.15 Classroom Attendance

1. Regular and punctual attendance is expected and required.

2. When a student nears maximum allowable absence the student will be referred to the Absence Review Committee. (See Counseling Forms for allowable absences.)

3. If a student misses more than 15% of class meetings the student will be referred to the Absence Review Committee with recommendation for dismissal from the program.

4. If a student misses any major exam(s), he/she may take a makeup exam(s) on the scheduled day the student must contact the instructor and reschedule the for the makeup exam within one week. The exam(s) will be an alternative exam covering the content missed. The maximum grade the student may obtain on a makeup exam is a grade of “80”.

5. Absences always result in work being missed and that, in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer. Some work missed in online or hybrid courses will result in absence.

6. If a student is more than 10 minutes late after the test is administered the student will not be allowed to take the test at that time, but the student will be allowed to take a makeup exam within one week that must be scheduled with the instructor.

7. A student who is absent from classes for the observance of a religious holy day will be allowed to make up all work provided that proper advance notification is given to the instructor.
8. A student who is called to active military service will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

9. Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student’s physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

10. Persons not enrolled in the nursing program are not allowed in the classroom, clinical labs, or clinical sites. No outside visitors allowed.
CLASSROOM ATTENDANCE COUNSELING FORM

I counseled ______________________ concerning his/her _______hour(s) _______minute(s) classroom absence on _________________. The student understands that he/she has missed _____ hour(s) ______ minute(s) total for the semester in the class checked below and can only miss 15% of class meetings, and should he/she miss more than 15% of the class meetings, the student will be referred to the Absence Review Committee with recommendation for dismissal from the program. (SEE BELOW FOR SPECIFIC NUMBER OF HOURS).

- [ ] VNSG 1500 Nursing in Health and Illness I 19.2 hours
- [ ] VNSG 1509 Nursing in Health and Illness II 12 hours
- [ ] VNSG 1510 Nursing in Health and Illness III 12 hours
- [ ] VNSG 1330 Maternal Neonatal Nursing 7.2 hours
- [ ] VNSG 1331 Pharmacology 7.2 hours
- [ ] VNSG 1334 Pediatrics 7.2 hours
- [ ] VNSG 1216 Nutrition 4.8 hours

________________________   __________ verbalize understanding of this counseling.

________________________________________  ____________________________
Student Signature                           Date

________________________________________  ____________________________
Instructor Signature                         Date

________________________________________  ____________________________
Site Coordinator Signature                   Date
Section 3.16  Clinical Absence

1. The student is allowed to miss up to 2 clinical days with 5 points off for each 8 hours missed in Semester I and up to 2 clinical days with 5 points off for each 12 hours missed in Semesters II and III. If the student misses more than 16 hours in Semester I or 24 hours in Semester II and III the student will need to go before an absence review committee (which will be made up of 1 faculty member from each VN program, EMS director, 1 academic faculty member, the VN Program Director, ADN coordinator, Criminal Justice Coordinator, Fire Science Coordinator, Echocardiology Coordinator, and the Director of Nursing). If the review committee excuses the absence, the student will be allowed to makeup the time. If the committee does not excuse the absence, the absence will result in another 10 points off of the clinical grade for each absence over the initial 16 hours in Semester I and 24 hours in Semesters II and III and could result in a failure in clinical. No student will be allowed to miss more than 32 hours in clinical for Semester I and 36 hours for Semesters II and III for any reason. If the student exceeds the allowable absence they will be referred to the absence review committee with recommendation of dismissal.

2. Clinical tardies: three (3) clinical tardies will constitute one absence. If the student is 5 minutes tardy to clinical, this will constitute one tardy. Correct time is based on the instructor’s watch.

3. If the student is greater than thirty minutes late for clinical, he/she will be given a “0” on all clinical objectives for that day (refer to the clinical objectives that corresponds to the clinical level you are currently attending) and will receive a “0” on all documentation for that day. Activity/assignment for the day will be at the instructor’s discretion.
4. If required clinical paperwork is not prepared and turned in to the instructor at pre-conference, the student will receive a grade of “0” for the day’s documentation and receive not meets in the corresponding clinical objectives for that day.

Definitions:
- Late – 1 to 4 minutes later than assigned time of arrival.
- Tardy – 5 to 30 minutes
- Absence – any time greater than 30 minutes past assigned time of arrival.
Section 3.17 Absence Call-In

Students who are going to be absent on clinical days *must* notify Mrs. Grimland and Julie Britton before the beginning of the assigned shift.

A minimum of three clinical evaluations will be completed by the Nursing Faculty
A minimum of three self-evaluations will be completed by the student.

The student must receive at least an average of 75% or higher for EACH objective to attain a passing clinical grade. The following criteria will be used to determine the course grade. This criterion is based on Differentiated Essential Competencies and clinical performance required for meeting clinical objectives.

Each of the clinical criteria will be evaluated utilizing percentage. Data provided by the student and observations of the instructor are used as a basis of assigning each rating. Each of the clinical criteria will be averaged at the end of the clinical rotation. These averages will be totaled and divided by the number of criteria to obtain a percent grade for each objective.

The average of the clinical objective grade will constitute 75% of the final course grade for VNSG 1360 and VNSG 1461 and 70% for VNSG 1462. Required written work will constitute the remaining 25% of the final course grade for VNSG 1360 and VNSG 1461 and 20% for VNSG 1462.

The Comprehensive PN Predictor first attempt will count as 10% of the final course grade for VNSG 1462.

Each clinical day of absence will result in a deduction from (refer to clinical attendance rule) 5% from the final course grade.

Grade Summary: 90-100% - superior completion of clinical objectives
80-89% - above average completion of clinical objectives
75-79% - average completion of clinical objectives
<75% - failure to meet minimal clinical requirements
Section 3.18  NCLEX Review Course

The student is required to attend the NCLEX-PN review course to be scheduled in the 3rd semester. If the student does not attend the scheduled NCLEX-PN review course he/she will receive an incomplete in VNSG 1462 Clinical III Practical Nurse.
Section 3.19  Unsafe Student/Students with Unethical Issues

Maintaining client safety is the overriding principle in clinical practice. Nursing faculty has the responsibility to ensure that students are providing safe care. Nursing students must function at the expected clinical level as stated in the course objectives and clinical evaluation forms. Unsafe behavior is the failure to perform in the manner that any prudent student nurse, at the same level of preparation, would perform in a particular clinical situation. Nursing faculty have the responsibility to identify student conduct and performance in the academic and/or clinical area that are unsafe, unethical, and/or unprofessional, take immediate corrective action, and provide remediation contracts, and remove from clinical setting if appropriate. Any faculty that perceives a student is unsafe will take immediate corrective action, document the incident fully, and refer the student to the program director and the Incident Review Committee (which will consist of: 1 faculty member from each VN program, EMS director, 1 academic faculty, the VN Program Director, ADN Coordinator, Criminal Justice Coordinator, Fire Science Coordinator, Echocardiology Coordinator, and the Director of Nursing) for evaluation. The committee will then review all documentation, including student’s comments, to make a determination on possible remediation contract or recommended for dismissal from the nursing program.

- Unsafe behavior includes, but is not limited to:
  - Being under the influence of drugs or alcohol.
  - Failure to use Standard precautions at all times.
  - Failure to apply basic safety rules, such as leaving side rails down on beds and cribs.
  - Failing to report an abnormal finding.
  - Being unable to make sound judgments due to adversely affected thought processes and decision-making.
  - Attending clinical with a possibly communicable infectious process.
  - Failure to follow the five rights while administering medications.
  - And any other action or failure to act that would jeopardize client safety.
(See also Duty to Report)
Section 3.20 Classroom Grading

The following equivalencies between numerical averages and letter grades are used in the Nursing Program:

- 90 – 100    A
- 80 – 89     B
- 75 – 79     C
- Below 75    F
Section 3.21 Notification of Test Failure

1. Student must pass each test with a grade of 75 or above and have an average of 75 or above on combined scores.

2. If student does not have a 75 grade and/or a 75-grade average, then he/she will be required to complete the study guide and objectives, depending on the instructor for that class, from the chapters covered by that test and turn them in to instructor prior to the next exam.

3. The student will also be required to complete the study guide and objectives, depending on the instructor for that class, from the chapters currently being lectured on and turn them in to instructor prior to the next exam.

4. Failure to complete the above requirements will result in the student receiving an incomplete for that class until required assignment turned in to the instructor.

5. Student must score a 75% or greater on the final exam to pass all Vocational Nursing courses.
Section 3.22 Clinical Grading

The nursing student must meet all required competencies for each semester to receive a passing grade before progressing to the next level. Failure to make a passing grade in clinical will result in inability to progress in the Vocational Nursing Program.
**Section 3.23  Scholastic Dishonesty**

Scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, having access to testing materials and collusion. Students found to have participated in scholastic dishonesty are subject to disciplinary action according to the Hill College Student Handbook. If a student is found to have cheated on any course assignment or exam, he/she will receive a failing grade for the work and may receive a failing grade for the course. Refer to academic misconduct. This includes possession of any part of an exam or possession any part of a test bank(s).

(See also [Academic Misconduct](#))

(See also [Unsafe Student](#))

(See also [Duty to Report](#))
### Academic Integrity
In order to preserve the honor and integrity of the academic community, Hill College expects its students to maintain high standards of scholarly conduct.

### Academic Honesty
All faculties shall have the right to examine materials in the student's possession during any academic exercise. In instances of academic misconduct, the faculty may immediately suspend the student from further work on the academic exercise.

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#### ACADEMIC MISCONDUCT

<table>
<thead>
<tr>
<th>Academic misconduct includes but is not limited to the following acts:</th>
<th>1. Collaborating with or seeking aid from another student during a test without permission from the test administrator.</th>
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<tbody>
<tr>
<td></td>
<td>2. Using test materials not authorized by the person administering the test.</td>
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<td>3. Manipulating a test, assignment or final course grade.</td>
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<td>4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment.</td>
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<td>5. Forgery.</td>
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<td>6. Plagiarism: defined as appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.</td>
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<td>7. Collusion: defined as the unauthorized collaboration with another person in preparing written (&amp; electronic) work for fulfillment of course requirements.</td>
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<td>8. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.</td>
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<td>9. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.</td>
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<td>10. Bribing another person to obtain an unadministered test or information about an unadministered test.</td>
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<td>11. Unauthorized use of any HC computer program.</td>
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<td>12. Fabrication of information for use in any academic exercise.</td>
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<td>13. The resubmission of previously graded course work by the student to meet a course requirement.</td>
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<td></td>
<td>14. Suspected substance abuse and/or mental incapacity</td>
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Section 3.25  Sanctions

The following actions may be imposed on a student who has committed an act of academic misconduct:

I. Possible actions by the faculty member
   A. Notify the Program Director in writing that an incident has occurred and has been dealt with.
   B. Grant no credit for the work (exam or assignment) in question.
   C. Assign a grade of "F" or zero for the work in question.
   D. Recommend the student to be referred to the Incident Review Committee.
   E. If the alleged incident occurs during a final examination, a grade of "I" (incomplete) shall be given the student until a decision by the faculty is determined.

II. Possible actions by the Program Director
   A. The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and documents the results of the investigation.
   B. Based on the results of the investigation, the Program Director shall refer the student through academic administration channels. The Program Director shall recommend to academic administration that one or more of the following specific actions be considered:
      1. Issue a warning and place a written report of the incident in the student's permanent record maintained in the Program Director's Office.
      2. Place the student on probation at the College for a specified period of time.
      3. Recommend the student be referred to the Incident Review Committee.
Section 3.26 Withdrawal

Students withdrawing from the Vocational Nursing Program must complete all withdrawal procedures as outlined in the current Hill College Catalog and Student Handbook.
Section 3.27  Reinstatement

In order to be reinstated, the applicant must:

1. Complete all withdrawal procedures;

2. Make a written request for reinstatement, including an official transcript of course work;

3. Contact the director of the nursing program for the reinstatement process;

4. Demonstrate competency as evidenced by a score of 80 or above on each of the following skills with one attempt only:
   a. Hand washing
   b. Vital signs
   c. Assessment
   d. Catheterization
   e. Medication administration

5. Demonstrate competency with dosage calculation as evidenced by a score of 90 or above on dosage calculation test.
   This performance score will be accomplished with one attempt only.

**Skills Practice and Testing will not be scheduled the last two weeks of any semester.**

NOTE: If the time elapsed between the initial withdrawal and readmission is more than two years, the student will be expected to repeat program requirements. A grade of “C” or better is required in all required courses. A student who has earned a grade of less than “C” in required courses will not be able to progress in the Vocational Nursing Program.
Requests for reinstatement will be considered and the final decision will be made by a committee consisting of the Director of the Program, Dean of Instruction for Health and Community Services, Vocational Nursing Director, one Vocational Nursing faculty member.

(See also Dismissal)
Section 3.28 Disciplinary Probation

Disciplinary action will be enforced according to the guidelines in the Hill College Student Handbook.

Vocational Nursing Students are involved in instruction which involves the comfort, health and well-being of others. It is essential that all clinical care carried out in accordance with accepted nursing standards. When in the opinion of the Nursing Faculty, a student is not functioning in accordance with accepted nursing standards:

1. The student will be warned verbally of the deficiency.
2. The student will receive written notification of the cause and terms of the probation.
3. The student will be counseled by the instructor in an attempt to improve performance to an acceptable level.
4. The probation period will be for a specified period of time.
5. At the end of the probation period the student will be re-evaluated. If the deficiency has been corrected, the student will be allowed to finish the program. If the student feels that the probationary placement is unwarranted the student may follow the grievance procedure as outlined in the “Hill College Student Handbook”.
6. If the student does not correct the deficiency the student will be referred to the Incident Review Committee.
Section 3.29 Dismissal

1. Vocational Nursing Students may be recommended for dismissal from the program for the following reasons:

   a. Failure to maintain academic standards.

   b. Demonstration of unprofessional behavior

   c. Continued deficiency in meeting clinical competencies following clinical probation.

   d. Over four clinical days missed during any one semester.

   e. Failure to abide by the Student Conduct as set forth in the Student Handbook

   f. Failure to abide by the rules set forth in the Vocational Nursing Handbook.

   g. Failure to abide by the rules set forth in the Vocational Nursing Clinical Handbook.

   h. Demonstrate competency with dosage calculation as evidenced by a score of 90 or above on dosage calculation test within 3 attempts.

   i. Failure to complete all required skills check-offs with a 75% or above or within the designated time frame within three attempts.

   j. If a student misses more than 15% of class meetings.

   k. If a student does not pass the final exam of required nursing courses with a 75%.
Section 3.30  Clinical Accident and/or Incident Report

1. An institutional incident report should be made out when the student is injured while in the clinical area.

2. In the event of unusual occurrences involving a student, and/or patient, the following procedure should be followed:
   a. Notify the clinical instructor and the nurse in charge of the clinical area where the incident occurred.
   b. Complete incident report form with the assistance of the instructor.

3. An unusual occurrence may include such things as a medication error, patient injury witnessed by a student, and/or student injury.

(See form Potential or Actual Incident Report)
Section 3.31 Insurance

1. All students are required to carry professional liability insurance. The insurance is provided by the college and the cost is included in fees assessed at registration.

2. All students need to be aware that many facilities now require the student to carry major medical health insurance. The student will be required to cover the cost incurred for carrying major medical health insurance not Hill College.

3. All students need to be aware that facilities may require a drug screening and/or criminal background check and the student will be required to cover the cost of all tests if the facility requests the above.

4. If the student does not have required major medical health insurance they will not be allowed to attend clinical.
Section 3.32  Health Services

1. Hill College provides no on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise which requires immediate medical attention, the local hospital provides emergency room service.

2. The student is encouraged to have a private physician or other qualified health care provider and to make arrangements for health care insurance. Students residing in the campus dormitories are required to carry health insurance.

3. If non-emergency questions arise regarding the student's personal health, they should be discussed with a physician after class or clinical hours.

4. If a student is injured or becomes ill during school hours, the instructor should be notified.

5. In the event of a serious illness or injury that hinders a student's ability to perform in the clinical setting, the student is required to have written documentation from a physician authorizing that the student can safely continue to give patient care to designated competency levels in the clinical situation.

6. The student is responsible for all medical costs arising from illness or injury during his/her instruction. It is particularly important that students understand that they are NOT employees of either Hill College or the clinical facility and are NOT covered under Workman's Compensation Insurance.
Section 3.33  Community Service Project

The student is required to participate in a community project in which he/she has chosen.

Participation in the project must be approved by the Vocational Nursing Program Director before participating in the project.

The student must wear appropriate attire, which is suited for the project (Usually what the other nurses are wearing).

Only two students may participate in the same project.

This project must be completed by the graduation date. If the project is not completed by the graduation date, the student may fail the last clinical course or receive an “I” for a specific amount of time. After this specific amount of time, the student will then fail the last clinical course.

The student will be assigned a clinical day to use to complete the community project.

Examples of projects may include:

1. Various screening programs (blood pressure, blood sugar, etc.)
2. Walk-a-thons (example: American Heart Association)
3. (Note: Student must assist in the planning and organization of projects such as these, not just merely walk.)
4. School district projects.
5. “Shots for Tots” (student may not administer meds).
6. Projects designed for Senior citizens

Keep an eye on your local newspaper for any activities or projects that may be scheduled.

(See form Community Service)
(See form Community Service Verification)
Article 4  Personal Appearance and Performance Requirements

Hill College Health Science
Standards for Personal Appearance
Your Clinical Working Day

Our patients expect the best. Students have a responsibility to all of the patients to provide the best in health care services. To do this, here are some of your responsibilities during working day:

THE AVERAGE DAY PERSONAL APPEARANCE
Dress, grooming, and personal cleanliness standards contribute to the morale of all students and affect the professional image we present to patients, visitors, and the community. All female students are normally expected to wear hose. All students are expected to have their hair properly groomed. Male students should be clean-shaven, or should keep their beards neatly trimmed. Clean hands and fingernails are a must. Students who work with patients should not use perfume. All students shall wear shoes with quiet heels and soles at all times. Students are not to wear pins, patches, or other items unless authorized to do so under Hill College Nursing departmental rules and procedures. **Students who appear for clinical inappropriately dressed, or without a name badge, will be sent home and receive an absence.** In the event the student continues to report to clinical inappropriately dressed, the student will be subject to further corrective action, probation and/or could include dismissal from the program if the practice continues.

Consult your clinical instructor if you have questions as to what constitutes appropriate attire.

ATTENDANCE AND PUNCTUALITY
To maintain a productive clinical experience the Nursing Department expects students to be reliable and to be punctual in reporting for scheduled clinical assignment. Absenteeism and tardiness place a burden on everyone.

**ALL NURSING STUDENTS ARE EXPECTED TO COMPLY WITH THE FOLLOWING STANDARDS FOR PROFESSIONAL APPEARANCE THIS INCLUDES CLASSROOM, CLINICAL LAB, AND THE CLINICAL SETTINGS.**

Please note the following information for purposes of this dress code.

**All clinical students are UNIFORMED.**

Departmental, unit, or clinic guidelines may have additional requirements, but may not waive any of the following guidelines set forth in these rules. The only appropriate approved jacket is a white lab coat. (No jackets, hoodies, or coats are to be worn during classroom, clinical lab or in the clinical setting.)
REQUIREMENTS FOR ALL NURSING STUDENTS

AFTERSHAVE/PERFUME:
Aftershave, cologne, perfume or scented lotion should not be worn in patient care areas. They may be worn in non-patient care areas provided the scent is light and used in moderation. Heavy scents are prohibited.

BUTTON/PINS:
Wear only insignias that have been approved by the Nursing Department.

CLOTHING:
Clothing worn by nursing students should be neat, clean and in good repair.

DEODORANT:
Due to close contact with others, all students must wear deodorants or an antiperspirant.

GROOMING/HYGIENE:
Daily bathing is required by all students, and hair must be shampooed regularly to promote a neat and clean appearance. Daily oral hygiene is required.

GUM:
Chewing gum is not permitted. Breath mints or breath sprays are allowed.

NAME BADGES:
All students must wear an identification badge worn in the shoulder area in an upright, readable position with photo visible at all times this includes class or clinical lab.

BADGES MUST BE REMOVED WHEN AWAY FROM CLINICAL SITE.

SUNGLASSES:
Students do not wear sunglasses indoors.

TATTOOS:
Conspicuous tattoos are not considered to be in the best interest of the Nursing Department and are unacceptable. A tattoo can be considered conspicuous when it is visible. Methods to conceal tattoo, such as, but not limited to, makeup or bandages, are not acceptable. THE ONLY ACCEPTABLE COVERING IS CLOTHING UNLESS APPROVED BY THE PROGRAM DIRECTOR.

(See form Appearance Rules Acknowledgment)

(See form Uniform Rules Violations – Written Warning)
Section 4.01  The Nursing Department Look For Women

CLOTHING

Student wears the uniform prescribed by the department.

UNDERGARMENTS

Students are required to wear appropriate undergarments, such as underwear, slip, and a bra at all times.

It is unacceptable for the student to wear undergarments that are visible, or visible through the outer garments.

SHOES

Shoes are polished and kept in good repair. Shoelaces are of the same color as the shoes and are tied for safety.

ALL WHITE (excluding logo) leather, or simulated leather, athletic-type or nursing shoes must be worn, unless other specific footwear is required due to the nature of the job.

HOSIERY/SOCKS

Hosiery of white color is worn to coordinate with clothing. Tops of the hosiery should not be NON-UNIFORMED visible and should be midcalf. White socks are permissible with uniforms. Hosiery or socks are required to be worn at all times.

RINGS:  Wear small ring or wedding band on any finger limited to one ring.

WATCHES:  Wear only one (1) plain watch with second hand. No smartwatches (i.e. Apple Watch). No digital watches.

JEWELRY

Bracelets:  No bracelets may be worn in clinical areas.

Necklaces:  A single chain not exceeding 20 inches, including a small pendant not to exceed the size of a quarter, of gold or silver may be worn inside the neckline of the uniform.

Earrings:  Select matched pair(s) of small stud in lower lobe only. Only one set may be worn.
Earrings, nose rings and other body piercing jewelry are not acceptable - this includes tongue, eyebrow.

HAIR

A neat, natural hairstyle is an essential part of a well-groomed appearance. Students must select styles that will not fall forward over the face while performing job duties. Teasing for body or shape is kept to a minimum. Hair must be up off the shoulders (this means pulled up). No rabbit ears or braids that come forward. Hair must be worn where it falls down the back in a pony tail or up in a bun. Hair must be pulled up in a bun in the clinical lab or in the clinical setting. Microorganisms are on hair. Hair must not fall forward in any way that hair could fall on the patient or patient’s linen.

Facial hair must be neat and trimmed. The beard must be close cropped and trimmed and cannot extend below the chin.

NOT ACCEPTABLE

Extreme fashion statements such as shaving the head, radical haircuts or tinting hair in unnatural colors - blue, green, pink etc. Hair must be uniform natural colors. Not acceptable example: blonde with black underneath.

ALL STUDENTS

HAIR ACCESSORIES

Hair accessories may be worn for the purpose of preventing hair from falling forward on the face. Appropriate hair confinement is worn in areas required by law.

Barrettes, combs and hair bands may be gold, silver or any color that coordinates with hair coloring.

MAKEUP

Foundation: If foundation bases are worn, students should select shades complementary to natural coloring. Application is light and well blended in order to avoid stains on clothing.

Blushers: Blushers may be used to enhance appearance, natural tones.

Eye Makeup: Eye makeup and mascara may be used to highlight the eyes in complimentary shades. No artificial or weaved eyelashes are allowed. Only natural length and color.
Lipstick: Lipstick may be applied in colors to enhance appearance, neutral tones.

FINGERNAILS

Fingernails are kept clean and well groomed and do not exceed one-eighth of an inch beyond the fingertip (this means when looking at the palm no fingernails should extend over the end of the finger). No fingernail polish of any color may be worn.

NOT ACCEPTABLE - Acrylic or Artificial nails may not be worn.

Section 4.02 The Nursing Department Look For Men

CLOTHING

Student wears the uniform prescribed by the department.

UNDERGARMENTS

Students are required to wear appropriate undergarments at all times. It is unacceptable for the student to wear undergarments that are visible, or visible through the outer garments.

SHOES

Shoes are polished and kept in good repair. Shoelaces are of the same color as the shoes and are tied for safety. Must be clean and neat!

ALL WHITE (excluding logo) leather, or simulated leather, athletic-type or nursing shoes must be worn, unless other specific footwear is required due to the nature of the job.

HOSIERY/SOCKS

Socks must be worn at all times and must coordinate with clothing. Tops of the socks should not be visible and should be midcalf. White athletic socks are permissible with uniforms.

RINGS

Wear a small ring or wedding band on any limited to one ring.
WATCHES

Wear only one (1) plain watch with second hand. No smartwatches (i.e. Apple Watch). No digital watches.

JEWELRY

Bracelets: No bracelets may be worn in clinical areas.

Necklaces: A single chain not exceeding 20 inches, including a small pendant not to exceed the size of a quarter, of gold or silver may be worn inside the neckline of the uniform.

Earrings: Earrings, nose rings and other body piercing jewelry are not acceptable this includes tongue, eyebrow.

HAIR

A neat, natural hairstyle is an essential part of a well-groomed appearance. Students must select styles that will not fall forward over the face while performing job duties. Appropriate hair confinement is worn in areas required by law. Hair must be up off the shoulders (this means pulled up). No rabbit ears or braids that come forward. Hair must be worn where it falls down the back in a pony tail or up in a bun. Hair must be pulled up in a bun in the clinical lab or in the clinical setting. Microorganisms are on hair. Hair must not fall forward in any way that hair could fall on the patient or patient’s linen.

Facial hair must be neat and trimmed. The beard must be close cropped and trimmed and cannot extend below the chin.

NOT ACCEPTABLE

Extreme fashion statements such as shaving the head, radical haircuts or tinting hair in unnatural colors - blue, green, pink etc. Hair must be uniform natural colors. Not acceptable example: blonde with black underneath.

FINGERNAILS

Fingernails are kept clean and well groomed and do not exceed one-eighth of an inch beyond the fingertip.
SMOKING

The use and sale of all tobacco and/or e-cigarette products is prohibited inside all College District facilities. Students who are found with residue from, or items such as, but not limited to, cigarette butts, spittoons, tobacco juice, and tobacco waste in Hill College facilities are subject to disciplinary action. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. Prior to clinical, during clinical time and while in uniform – this includes use of any tobacco products or E-cigarettes.

SMOKING IS NOT PERMITTED!
Section 4.03  Essential Performance Requirements for Nursing Students

Students are expected to demonstrate the ability to perform similar functions as would be expected in a nursing employment situation. All students must be able to tolerate physically taxing activities and perform during stressful situations in order to meet the demands of the profession.

Students must assess their own capabilities prior to entering the nursing program. The following list, although not comprehensive, identifies some of the more basic, minimum of essential skills necessary in the nursing program, as well as in the career.

Hours:

- Perform nursing student functions in a variety of health-care settings, up to 12 hours per shift (day or night), up to two shifts per week
- Attend nursing and other college classes an additional 1-5 days per week, as scheduled in the course catalog

Work Environment & Safety Issues:

- Be aware of potential bio-hazardous risks in health care settings which require wearing safety equipment such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings and gowns
- Be able to meet clinical agency, College and Department of Nursing performance standards
- Be able to arrange travel to and from academic and clinical sites
- Be aware that exposure to allergens (latex, chemicals, etc.) or other hazardous agents exists
- Follow all state, federal, College, Department of Nursing, clinical agency and HIPAA policies regarding confidentiality of patients’ personal, family and health-related information
- Provide for patient safety in various situations and settings which may be physically demanding
- Perform multiple assignments/tasks concurrently
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads, fatigue
- Recognize that any patient could potentially cause you harm
- Administer cardiopulmonary resuscitation. (CPR)
- Must be able to possess the ability to maneuver/move a minimum of 30 lbs, weekly and sometimes daily.
Interpersonal Skills:

- Establish professional relationships
- Establish rapport with individuals, families and groups
- Respect cultural differences
- Negotiate interpersonal conflicts effectively

Communication Skills:

- Teach others appropriately and effectively
- Speak and write English clearly
- Listen/comprehend both spoken and written English
- Work quickly and accurately from both written and verbal orders
- Collaborate with others
- Manage information from multiple sources
- Communicate in English directly, and by electronic methods, including using the telephone
- Clearly and safely delegate to others and follow-up as needed
- Document accurately, clearly and effectively patient condition and response to treatment
- Know how and when to use the chain of command to resolve problems

Cognitive Abilities:

- Correctly perform mathematical calculations
- Analyze information from many sources and determine appropriate nursing interventions
- Understand principles/rationale behind nursing interventions
- Follow physicians’ orders
- Successfully pass exams and course work
- Perform basic computer functions, including word processing, e-mail and web access
- Continually increase and update knowledge base

Emotional Stability:

- Provide client with emotional support
- Build positive relationships with patients, families, peers, and other healthcare providers Manage frustration/anger from unsatisfied patients, families or other healthcare providers Focus attention on appropriate tasks
- Successfully cope with personal emotions
- Cope with strong emotions in others
- Continuously be in a functional state of mental health
- Function safely under stressful conditions with the ability to adapt to ever-changing or life-threatening environments
- Acknowledge inability to answer all questions without causing fear, embarrassment, or loss of self-worth
• Acknowledge if you are unable to cope with specific situations and seek assistance
• Have the ability to emotionally detach from situations enough to function effectively, objectively, and professionally
• Recognize one’s personal symptoms of stress, fatigue, and burnout
• Manage self: fears, time, commitment, health, stress
• Ask for assistance/training when given responsibilities for unknown tasks

Critical/Analytical Thinking:

• Transfer knowledge appropriately from one situation to another
• Process and interpret information from multiple sources
• Analyze and interpret abstract and concrete data
• Determine and evaluate progression toward outcomes goals
• Problem solve effectively
• Prioritize and organize tasks according to patient needs and available resources
• Perform only those tasks/assignments for which you have been appropriately trained and given permission
• Use good judgment when making decisions
• Differentiate normal from abnormal patient situations and responses, and make decisions based on findings
• Recognize, correct (if possible) and report errors as soon as they are discovered
• Access resources as necessary for quality patient care
• Develop appropriate nursing plan of care for individual patients
• Coordinate patient care among health care providers

To verify a student’s ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner on the form proved by the Department of Nursing.

All prospective students must be in stable emotional or mental health. This must be documented on the student’s physical examination form and signed by a license physician or nurse practitioner.
Article 5  Miscellaneous Rules

Section 5.01  Employment

1. The Vocational Nursing Program has no rule prohibiting outside employment while enrolled as a student in the program.

2. Identification with Hill College, including the school name, badge or school patch, cannot be worn while performing in such capacity.

3. Outside employment shall not conflict with theory or clinical hours.
Section 5.02  Telephone / Cell Phone

All incoming calls involving students will come through the nursing faculty and will be handled by them. Only emergency calls will be accepted.

The following are not allowed within any clinical facility:

1. Cell phones
2. Beepers
3. Incoming or outgoing personal phone calls unless emergency
4. Use of patients’ telephone for personal use

The following are not allowed in the nursing classroom:

1. Cell phones
2. Beepers
Section 5.03  Witnessing Documents

Students may not witness any permits or other legal medical documents.
Section 5.04  Achievement Tests

The student is required to take the achievement tests. The student is responsible for the fee involved, and payable to Hill College in the Business Office at the Hill County or Johnson County Campus.
3. Achievement tests will be given at end of each class each semester.

4. 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. If the student does not pass test, he/she will be given an incomplete grade for that class until requirements completed.
   c. Student will be required to compile a study guide of missed questions on the achievement test and provide rationales for correct answers.
   d. Students will that do not score a minimum of proficiency Level 2 will be required to complete remediation as outlined in the matrix.
Section 5.04.02  PN Exit Achievement Test

5. Students will be required to pass the Comprehensive PN predictor with a minimum score of 70 or meet the requirements below to complete the class and/or program.

6. The Comprehensive PN Predictor first attempt will count as 10% of the VNSG 1462 course grade.

If student does not pass the Comprehensive PN Predictor:

a. Student will be counseled on unacceptable scores and requirements needed to complete the class/program.

b. Student will be required to do remediation as outlined in the matrix.

c. Student will then retake the Comprehensive PN Predictor. The cost of the second exam will be the student’s responsibility.

d. If the student fails the second Comprehensive PN Predictor with a score of less than 70, he/she will be required to complete 2000 NCLEX questions.

e. The student will be given an incomplete grade until requirements met.
Section 5.05 Smoking

The use and sale of all tobacco and/or e-cigarette products is prohibited inside all College District facilities. Students who are found with residue from, or items such as, but not limited to, cigarette butts, spittoons, tobacco juice, and tobacco waste in Hill College facilities are subject to disciplinary action. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. Because many clinical facilities do not allow their employees to smoke on their campus the Hill College students will not be allowed to smoke on any clinical facility campus, regardless of the smoking policy of the facility.

Students may not smoke while in uniform on class or clinical days.

Prior to classroom/clinical, during classroom/clinical time and while in uniform – this includes use of any tobacco products or E-cigarettes.
Section 5.06   Drugs and Alcohol

Hill College has a drug policy (refer to the current Hill College Student Handbook). Hill College Vocational Nursing Department will reserve the right to do drug testing if the Program Director or the nursing instructors suspect substance and/or alcohol abuse within the student body of the Hill College nursing program while the students are participating in any Hill College activity on or off campus. Students are not to attend any class or clinical under the influence of drugs or alcohol or the student may be recommended for dismissal from the nursing program.
Section 5.07 Grade Information Rules

In compliance with the Family Educational Rights and Privacy Act 1974 (FERPA), as Amended, information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the Hill College Student Information Services is notified in writing by the student before the census date in the term. Hill College will not be responsible for the release of Directory Information prior to receiving the Request to Withhold/Release Disclosure of Directory Information Form in Student Information Services. A hold will remain on the student record until the student cancels the request to withhold directory information in writing.

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) or to access the Request to Withhold/Release Disclosure of Directory Information Form, please see the website at http://www.hillcollege.edu/Admissions_and_Aid/FERPA.html. In accordance with FERPA, the following rules will be implemented by all Health Occupations faculty.

1. No grades will be posted.

2. No grade will be given over the telephone to a student or any other person under any circumstances.

3. No identification of grade status such as Pass-Fail will be given over the telephone to a student or any other person under any circumstances.
Section 5.08  Professionalism

Students are expected to conduct themselves in a professional manner while in the VN Program. This includes appropriate uniform, personal conduct, appropriate conflict resolution, and following rules, policies, and procedures outlined by Hill College, the VN Nursing Program, and any host facility. Compliance with rules and regulations of the Texas Board of Nursing and Standards of Nursing and the ANA Standards are also expected. Any inappropriate professional conduct will be grounds for discipline, and may include suspension or may be recommended for dismissal from the nursing program.

Students are expected to maintain confidentiality at all times. Information regarding any student or client shall be repeated only in the classroom or a controlled clinical setting. Refer to the clients by initials rather than by names.

Due to the potential to discuss confidential care provided to clients, or sharing of personal student information, tape recording of any type is prohibited. Posting to any public media of any information obtained during any type Hill College activity is considered a breach of confidentiality and is strictly prohibited.

While all information contained in the above listed documents is important, the student must understand the following excerpts of the information can have an immediate impact the student’s ability to progress through the program:

1. All written work must be submitted by college email using 12 font & New Times Roman or Arial type. Correct format includes APA format and doc, docx, or pdf forms as provided.

2. All work must be submitted on time, with proper grammar, spelling and in properly typed format.
3. No Late work accepted.

4. Any breach of the Federal HIPAA Regulations will result in a grade of zero “0” for all work involved.

5. Any violation of HIPAA or confidentiality may be grounds for discipline, possible referral to the Incident Review Committee, and recommended for possible suspension or termination from the course. The student may be removed from the clinical setting.

6. Due to the potential to discuss care provided clients, or sharing of personal student information, tape recording of any type is prohibited. This includes no phones in clinical settings or functioning phones during lecture/lab.

Posting to any public media of any information obtained during any type of Hill College activity is considered a breach of confidentiality and is strictly prohibited.
Section 5.09 Social Media

Hill College Vocational Nursing has a zero tolerance for social media violations. Any student found to have violated the social media rules by the incident review committee will receive a failing grade in VNSG 1360, VNSG 1461, or VNSG 1462 and will not be allowed to progress in the program.

Use the following link:

15.29 Use of Social Media by Nurses
Introduction
The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media. This document is intended to provide guidance to nurses using electronic media in a manner that maintains patient privacy and confidentiality.

Social media can benefit healthcare in a variety of ways, including fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers and healthcare professionals.

Nurses are increasingly using blogs, forums and social networking sites to share workplace experiences particularly events that have been challenging or emotionally charged. These outlets provide a venue for the nurse to express his or her feelings, and reflect or seek support from friends, colleagues, peers or virtually anyone on the Internet. Journaling and reflective practice have been identified as effective tools in nursing practice. The Internet provides an alternative media for nurses to engage in these helpful activities. Without a sense of caution, however, these understandable needs and potential benefits may result in the nurse disclosing too much information and violating patient privacy and confidentiality.

Healthcare organizations that utilize electronic and social media typically have policies governing employee use of such media in the workplace. Components of such policies often address personal use of employer computers and equipment, and personal computing during work hours. The policies may address types of websites that may or may not be accessed from employer computers. Health care organizations also maintain careful control of websites maintained by or associated with the organization, limiting what may be posted to the site and by whom.

The employer’s policies, however, typically do not address the nurse’s use of social media outside of the workplace. It is in this context that the nurse may face potentially serious consequences for inappropriate use of social media.

Confidentiality and Privacy
To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the healthcare context. Confidentiality and privacy are related, but distinct concepts. Any patient information learned by the nurse during the course of treatment must be safeguarded by that nurse. Such information may only be disclosed to other members of the health care team for health care purposes. Confidential information should be shared only with the patient’s informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions the nurse’s obligation to safeguard such confidential information is universal.

Privacy relates to the patient’s expectation and right to be treated with dignity and respect. Effective nurse-patient relationships are built on trust. The patient needs to be confident that their most personal information and their basic dignity will be protected by the nurse. Patents will be hesitant to disclose personal information if they fear it will be disseminated beyond those who have a legitimate “need to know.” Any breach of this trust, even inadvertent, damages the particular nurse-patient relationship and the general trustworthiness of the profession of nursing.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual.

Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Nurses may breach confidentiality or privacy with information he or she posts via social media. Examples may include comments on social
Article 6  Rules and Regulations Acknowledgement

Hill College
Vocational Nursing Department

RULES AND REGULATION AGREEMENT

I hereby certify that I have read the rules and regulations for the Vocational Nursing Program at Hill College. In addition, I certify that the said rules and regulations have been verbally explained to me.

I certify that I fully understand the rules and regulations and that I will abide by said rules and regulations.

I understand that completion of the Hill College Vocational Nursing Program will not assure my passing any state board examination for licensure.

(See printable form Rules and Regulations Agreement)
Article 7  Infectious/Communicable Disease Exposure Rule

Hill College
Vocational Nursing Department

INFECTIONIOUS / COMMUNICABLE DISEASE EXPOSURE RULE

I understand that in my role as a student vocational nurse I may be exposed to infectious / communicable diseases. I understand I will be taught Standard Precautions (formerly known as Universal Precautions or Body Substance Isolation) as recommended by Centers of Communicable Diseases (CDC) and OSHA. Knowledge regarding Standard Precautions procedures will be implemented when caring for all patients regardless of their infectious status. Applying the knowledge of Standard Precautions and Transmission – Based Precautions reduce the potential for transmitting blood – borne pathogens and those from moist body substances and fluid.

The Standard Precautions are followed whenever there is potential for contact with:

- Blood
- All body fluids, secretions, and excretions regardless of whether they contain visible blood
- Non intact skin
- Mucous membranes

(See printable form Infectious Communicable Disease Exposure Rule Acknowledgement)
The following Texas Administrative Code rules are included in this section:

Rule: §213.27 Good Professional Character
      §213.28 Licensure of Persons with Criminal Convictions
      §213.29 Criteria and Procedure Regarding Intemperate Use and Lack
            of Fitness in Eligibility and Disciplinary Matters
      §213.30 Declaratory Order of Eligibility for Licensure
      §214.8 Students
      §217.11 Standards of Nursing Practice
      §217.12 Unprofessional Conduct

(See printable form TAC Acknowledgment Form)
Article 9  Texas Occupations Code and Rules Regulating the Practice of Nursing

The following Texas Occupation Code rules are included in this section:

Rule: §301.252  License Application
Rule: §301.257  Declaratory Order of License Eligibility
Rule: §301.452  Grounds for Disciplinary Action
Rule: §301.4521  Physical and Psychological Evaluation
Rule: §301.453  Disciplinary Authority of Board; Methods of Discipline
Rule: §301.4535  Required Suspension, Revocation, or Refusal of License for Certain Offenses
Rule: §301.454  Notice and Hearing
Rule: §301.455  Temporary License Suspension or Restriction
Rule: §301.4551  Temporary License Suspension for Drug or Alcohol Use
Rule: §301.456  Evidence
Rule: §301.457  Complaint and Investigation
Rule: §301.458  Initiation of Formal Charges; Discovery
Rule: §301.459  Formal Hearing
Rule: §301.460  Access of Information
Rule: §301.461  Assessment of Costs
Rule: §301.462  Voluntary Surrender of License
Rule: §301.463  Agreed Disposition
Rule: §301.464  Informal Proceedings
Rule: §301.465  Subpoenas; Request for Information
Rule: §301.466  Confidentiality
Rule: §301.467  Reinstatement
Rule: §301.468  Probation
Rule: §301.469  Notice of Final Action

(See printable form TOC Acknowledgement Form)
**Article 10  Hill College Vocational Nursing Book List**

*These books and codes must be purchased by the 1st day of class*

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>ISBN</th>
<th>Publisher</th>
<th>Publication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Guide for Fundamental Concepts and Skills for Nursing</td>
<td>Susan C. deWit; Patricia A. O'Neill</td>
<td>978-0-323-48326-1</td>
<td>Elsevier - Health Sciences Division</td>
<td>March 7, 2017</td>
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<tr>
<td>Elsevier Adaptive Quizzing for the NCLEX-PN Exam 2nd edition</td>
<td></td>
<td>9780323637435</td>
<td>Elsevier - Health Sciences Division</td>
<td>2018</td>
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<tr>
<td>SimChart 1 year access</td>
<td></td>
<td>978-1-4557-1086-7</td>
<td>Elsevier – Health Sciences Division</td>
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<tr>
<td>Simulation Learning System for RN 2.0</td>
<td>Elsevier</td>
<td>978-0-323-35619-0</td>
<td>Elsevier - Health Sciences Division</td>
<td>2015</td>
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<tr>
<td>Shadow Health Digital Clinical Experience (Undergraduate)</td>
<td>Shadow Health, Inc.</td>
<td>978-0-9897-8881-6</td>
<td>Shadow Health Inc.</td>
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<tr>
<td>Pocket Companion for Physical Examination &amp; Health Assess. 7th Edition</td>
<td>Carolyn Jarvis</td>
<td>978-0-3232-6537-9</td>
<td>Elsevier - Health Sciences Division</td>
<td>February 6, 2015</td>
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<tr>
<td>Saunders Complete Review for NCLEX PN 7th Edition</td>
<td>Silvestri</td>
<td>9780323484886</td>
<td>Saunders</td>
<td>2019</td>
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<tr>
<td>Laboratory and Diagnostic Tests with Nursing Implications</td>
<td>Anne M. Van Leeuwen; Mickey L. Bladh</td>
<td>978-0-8036-4443-4</td>
<td>F. A. Davis Company</td>
<td>2017</td>
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<tr>
<td>Taber's Cyclopedic Medical Dictionary (Thumb-Indexed Version)</td>
<td>Donald Venes; Clarence Wilbur Taber</td>
<td>978-0-8036-5904-9</td>
<td>F. A. Davis Company</td>
<td>January 31, 2017</td>
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**These books and codes must be purchased by the 1st day of class for the Spring Semester.**

**Package for Medical Surgical Nursing VNSG1509 & VNSG2510**

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<tbody>
<tr>
<td>Medical-Surgical Nursing 3rd Edition</td>
<td>Susan C. deWit; Holly Stromberg; Carol Dallred</td>
<td>978-0-323-24378-0</td>
<td>Elsevier - Health Sciences Division</td>
<td>February 5, 2016</td>
</tr>
<tr>
<td>Study Guide for Medical-Surgical Nursing</td>
<td>Susan C. deWit; Holly Stromberg; Carol Dallred</td>
<td>978-0-323-24383-4</td>
<td>Elsevier - Health Sciences Division</td>
<td>December 21, 2015</td>
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**Package for Maternity and Pediatric Nursing VNSG1330 & VNSG1334**

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<tbody>
<tr>
<td>Introduction to Maternity and Pediatric Nursing 8th Edition</td>
<td>Gloria Leifer</td>
<td>978-0323483971</td>
<td>Elsevier - Health Sciences Division</td>
<td>2019 Not available until October</td>
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<tr>
<td>Study Guide for Introduction to Maternity and Pediatric Nursing</td>
<td>Gloria Leifer</td>
<td>9780323567541</td>
<td>Elsevier - Health Sciences Division</td>
<td>2019</td>
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<tr>
<td>Virtual Clinical Excursions 4. 0 for Introduction to Maternity and Pediatric Nursing</td>
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The Items in the next section are purchased separately.

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<tr>
<td>Calculating Dosages Safely (Required)</td>
<td>Tracy Horntvedt</td>
<td>978-0-8036-4459-5</td>
<td>F. A. Davis Company</td>
<td>September 22, 2014</td>
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<td><em>This book is required by the 1st day of class.</em></td>
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</tr>
<tr>
<td>The Lippincott Manual of Nursing Practice 11th Edition</td>
<td>Nettina</td>
<td>9781496379948</td>
<td>Lippincott Williams&amp;Wilkins</td>
<td>2019 Available after September 28, 2018</td>
</tr>
<tr>
<td><em>If you have taken Medical Terminology you will not need this book.</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition for Healthy Living Fifth Edition</td>
<td>Wendy Schiff</td>
<td>9781259709975</td>
<td>McGraw-Hill Higher Education</td>
<td>2018</td>
</tr>
<tr>
<td><em>If you have taken nutrition you will not need this textbook.</em></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The items in this section are only recommended and can be purchased separately (the student is not required to purchase these books):

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>ISBN</th>
<th>Publisher</th>
<th>Publication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook of Nursing Diagnosis 15th Edition (recommended only)</td>
<td>Lynda Juall Carpenito</td>
<td>978-1-4963-3839-6</td>
<td>Lippincott Williams &amp; Wilkins</td>
<td>July 26, 2016</td>
</tr>
<tr>
<td>Saunders Guide to Success in Nursing School, 2018-2019, 14th Edition (recommended only)</td>
<td>Holly Stromberg</td>
<td>978-0323497497</td>
<td>Elsevier - Health Sciences Division</td>
<td></td>
</tr>
<tr>
<td>Publication Date</td>
<td>2018</td>
<td></td>
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<tr>
<td>Title</td>
<td>Diseases and Disorders, A Nursing Therapeutics Manual 5th (recommended only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>Sommers, M &amp; Johnson, S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0-8036-3855-6</td>
<td></td>
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<tr>
<td>Publisher</td>
<td>F. A. Davis Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication Date</td>
<td>October 24, 2014</td>
<td></td>
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</table>

| Title            | Roach’s Introductory Clinical Pharmacology |
| Author           | Susan M. Ford; Sally S. Roach |
| ISBN             | 9781496343567 |
| Publisher        | Lippincott Williams & Wilkins |
| Publication Date | 2017 |

*If you have taken Pharmacology you will not need this book.*

| Title            | Roach’s Introductory Clinical Pharmacology |
| Author           | Susan M. Ford; Sally S. Roach |
| ISBN             | 8781496344403 |
| Publisher        | Lippincott Williams & Wilkins |
| Publication Date | 2017 |

*If you have taken Pharmacology you will not need this book.*

| Title            | Mosby’s Pharmacology Memory Note Cards 4th edition |
| Author           | JoAnn Zerwekh; Jo Carol Claborn; |
| ISBN             | 9780323544516 |
| Publisher        | Elsevier - Health Sciences Division |
| Publication Date | 2017 |
Article 11  Differentiated Essential Competencies of Graduates of Texas Nursing Program

Section 11.01  Competency Statements for Vocational Nurse Graduates

TEXAS BOARD OF NURSING
VOCATIONAL NURSING EDUCATION

The curriculum for vocational nursing (VN) education is delivered in a clinically intensive certificate program of approximately one year in length. The Texas Board of Nursing (BON or Board) education rules for VN programs require a minimum of 558 theory and 840 clinical hours, although most programs include more than the total 1,398 hours. VN education is provided in community colleges, hospital settings, career schools, and the military.

The BON approved curriculum includes requirements for instruction in the five basic areas of nursing care: (1) adults; (2) mothers and newborns; (3) children; (4) elderly; and (5) individuals with mental health problems. The initial clinical instruction takes place in the skills and simulation laboratories, progressing to faculty supervised, hands-on clinical experiences in health care agencies. Clinical experience in a unit or facility specifically designed for psychiatric care is optional.

Required support courses should provide instruction in biological, physical, social, behavioral, and nursing sciences, including body structure and function, microbiology, pharmacology, nutrition, signs of emotional health, human growth and development; vocational adjustments; and nursing skills. Content may be integrated within the core nursing curriculum or may be taken as stand-alone courses. With advances in education and practice, programs may include content in the use of technology and informatics through learning experiences in the clinical practice arena, simulated practice, and skills laboratories.
All levels of prelicensure nursing education prepare graduates to demonstrate the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs)*. The competencies for each educational level are based upon the preparation in the program of study. Licensure to practice is issued by the BON to individuals who pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN7). Qualified graduates of VN programs, who have completed all aspects of the application for examination, typically receive a temporary permit to practice under direct supervision for a 75-day period while awaiting testing and licensure.

The entry level graduate of a VN program provides nursing care within a directed scope of practice under appropriate supervision. The vocational nurse uses a systematic problem-solving process in the care of multiple patients with predictable health care needs to provide individualized, goal directed nursing care. The vocational nurse contributes to the plan of care by collaborating with interdisciplinary team members and with the patient’s family. The new graduate can readily integrate technical skills and use of computers and equipment into practice.

Educational opportunities exist for Licensed Vocational Nurses (LVNs) to articulate into professional nursing programs. Vocational nursing represents the beginning level of the nursing practice continuum in the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The entry level competencies of the VN graduate are listed on the following pages:
Article 12  Exit Competencies

ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS VOCATIONAL NURSING EDUCATIONAL PROGRAMS SEMESTER I

I. Member of the Profession:
   A. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
   B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
   C. Contribute to activities that promote the development and practice of vocational nursing.
   D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:
   A. Use clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.
   B. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
   C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
   D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.

F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.

G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.

III. Patient Safety Advocate:

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

B. Implement measures to promote quality and a safe environment for patients, self, and others.

C. Assist in the formulation of goals and outcomes to reduce patient risks.

D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

IV. Member of the Health Care Team:

A. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.

B. Participate as an advocate in activities that focus on improving the health care of patients and their families.

C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
E. Communicate patient data using technology to support decision making to improve patient care.
F. Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.
G. Supervise nursing care provided by others for whom the nurse is responsible.

SEMESTER II

I. Member of the Profession:
   A. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
   B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
   C. Contribute to activities that promote the development and practice of vocational nursing.
   D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:
   A. Use clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.
   B. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
   C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
G. Assist in the coordination of human, information and material resources in providing care for assigned patients and their families.
H. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.

III. Patient Safety Advocate:
A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
B. Implement measures to promote quality and a safe environment for patients, self, and others.
C. Assist in the formulation of goals and outcomes to reduce patient risks.
D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

IV. Member of the Health Care Team:
A. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

E. Communicate patient data using technology to support decision making to improve patient care.

SEMESTER III

I. Member of the Profession:

A. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

C. Contribute to activities that promote the development and practice of vocational nursing.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:

A. Use clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.

B. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.

C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
G. Assist in the coordination of human, information and material resources in providing care for assigned patients and their families.
H. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.

III. Patient Safety Advocate:
A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
B. Implement measures to promote quality and a safe environment for patients, self, and others.
C. Assist in the formulation of goals and outcomes to reduce patient risks.
D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:
A. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
B. Participate as an advocate in activities that focus on improving the health care of patients and their families.

C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

E. Communicate patient data using technology to support decision making to improve patient care.

F. Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.

G. Supervise nursing care provided by others for whom the nurse is responsible.
## Article 13  Secretary Commission on Achieving Necessary Skills (SCANS)

<table>
<thead>
<tr>
<th><strong>FOUNDATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Skills:</strong> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.</td>
</tr>
<tr>
<td><strong>F1 Reading</strong></td>
</tr>
<tr>
<td><strong>F2 Writing</strong></td>
</tr>
<tr>
<td><strong>F3 Arithmetic</strong></td>
</tr>
<tr>
<td><strong>F4 Mathematics</strong></td>
</tr>
<tr>
<td><strong>F5 Listening</strong></td>
</tr>
<tr>
<td><strong>F6 Speaking</strong></td>
</tr>
<tr>
<td><strong>Thinking Skills:</strong> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.</td>
</tr>
<tr>
<td><strong>F7 Creative Thinking</strong></td>
</tr>
<tr>
<td><strong>F8 Decision Making</strong></td>
</tr>
<tr>
<td><strong>F9 Problem Solving</strong></td>
</tr>
<tr>
<td><strong>F10 Seeing Things in the Mind’s Eye</strong></td>
</tr>
<tr>
<td><strong>F11 Knowing How to Learn</strong></td>
</tr>
<tr>
<td><strong>F12 Reasoning</strong></td>
</tr>
<tr>
<td><strong>Personal Qualities:</strong> Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty</td>
</tr>
<tr>
<td><strong>F13 Responsibility</strong></td>
</tr>
<tr>
<td><strong>F14 Self-Esteem</strong></td>
</tr>
<tr>
<td><strong>F15 Sociability</strong></td>
</tr>
<tr>
<td><strong>F16 Self-Management</strong></td>
</tr>
<tr>
<td><strong>F17 Integrity/Honesty</strong></td>
</tr>
</tbody>
</table>
## COMPETENCY

**Resources:** Identifies, organizes, plans, and allocates resources.

<table>
<thead>
<tr>
<th>C1</th>
<th>Time</th>
<th>Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2</td>
<td>Money</td>
<td>Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.</td>
</tr>
<tr>
<td>C3</td>
<td>Materials and Facilities</td>
<td>Acquires, stores, allocates, and uses materials or space efficiently.</td>
</tr>
<tr>
<td>C4</td>
<td>Human Resources</td>
<td>Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.</td>
</tr>
</tbody>
</table>

**Information:** Acquires and uses information.

| C5  | Acquires and evaluates information. |
| C6  | Organizes and maintains information. |
| C7  | Interprets and communicates information. |
| C8  | Uses computers to process information. |

**Interpersonal:** Works with others.

| C9  | Participates as a member of a team | Contributes to group effort. |
| C10 |                            | Teaches others new skills. |
| C11 | Serves Clients/Customers          | Works to satisfy customer’s expectations. |
| C12 | Exercises Leadership              | Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies. |
| C13 | Negotiates                       | Works toward agreements involving exchange of resources; resolves divergent interests. |
| C14 | Works with Diversity             | Works well with men and women from diverse backgrounds. |

**Systems:** Understands complex interrelationships.

| C15 | Understands Systems | Knows how social, organizational, and technological systems work and operates effectively with them. |
| C16 | Monitors and Corrects Performance | Distinguishes trends, predicts impacts on system operations, diagnoses system’s performance, and corrects malfunctions. |
| C17 | Improves or Design Systems | Suggests modifications to existing systems and develops new or alternative systems to improve performance. |

**Technology:** Works with a variety of technologies

| C18 | Selects Technology | Chooses procedures, tools or equipment, including computers and related technologies. |
| C19 | Applies Technology to Task | Understands overall intent and proper procedures for setup and operation of equipment. |
| C20 | Maintains and Troubleshoots Equipment | Prevents, identifies, or solves problems with equipment, including computers and other technologies. |
Article 14  Forms

The forms on the following pages need to be printed out, signed, and turned in on the 1st class day.

Community Service form and Verification are for use when completing your community service.
Appearance Rule Acknowledgment

The following statement must be signed, dated and returned.

By my signature below, I acknowledge that I have received, read and understand the requirements set forth by the Appearance Rules. I also confirm by my signature that I agree to comply with the Hill College Standards for Personal Appearance.

Potential Student Signature

Printed Name

Date
Essential Performance Requirements for Nursing Students Acknowledgment

Students are expected to demonstrate the ability to perform similar functions as would be expected in a nursing employment situation. All students must be able to tolerate physically taxing activities and perform during stressful situations in order to meet the demands of the profession.

Students must assess their own capabilities prior to entering the nursing program. The following list, although not comprehensive, identifies some of the more basic, minimum of essential skills necessary in the nursing program, as well as in the career.

Hours:

- Perform nursing student functions in a variety of health-care settings, up to 12 hours per shift (day or night), up to two shifts per week
- Attend nursing and other college classes an additional 1-5 days per week, as scheduled in the course catalog

Work Environment & Safety Issues:

- Be aware of potential bio-hazardous risks in health care settings which require wearing safety equipment such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings and gowns
- Be able to meet clinical agency, College and Department of Nursing performance standards
- Be able to arrange travel to and from academic and clinical sites
- Be aware that exposure to allergens (latex, chemicals, etc.) or other hazardous agents exists
- Follow all state, federal, College, Department of Nursing, clinical agency and HIPAA policies regarding confidentiality of patients’ personal, family and health-related information
- Provide for patient safety in various situations and settings which may be physically demanding
- Perform multiple assignments/tasks concurrently
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads, fatigue
- Recognize that any patient could potentially cause you harm
- Administer cardiopulmonary resuscitation. (CPR)
- Must be able to possess the ability to maneuver/move a minimum of 30 lbs, weekly and sometimes daily.

Interpersonal Skills:

- Establish professional relationships
- Establish rapport with individuals, families and groups
- Respect cultural differences
- Negotiate interpersonal conflicts effectively

Communication Skills:

- Teach others appropriately and effectively
- Speak and write English clearly
• Listen/comprehend both spoken and written English
• Work quickly and accurately from both written and verbal orders
• Collaborate with others
• Manage information from multiple sources
• Communicate in English directly, and by electronic methods, including using the telephone
• Clearly and safely delegate to others and follow-up as needed
• Document accurately, clearly and effectively patient condition and response to treatment
• Know how and when to use the chain of command to resolve problems

Cognitive Abilities:

• Correctly perform mathematical calculations
• Analyze information from many sources and determine appropriate nursing interventions
• Understand principles/rationale behind nursing interventions
• Follow physicians’ orders
• Successfully pass exams and course work
• Perform basic computer functions, including word processing, e-mail and web access
• Continually increase and update knowledge base

Emotional Stability:

• Provide client with emotional support
• Build positive relationships with patients, families, peers, and other healthcare providers Manage frustration/anger from unsatisfied patients, families or other healthcare providers Focus attention on appropriate tasks
• Successfully cope with personal emotions
• Cope with strong emotions in others
• Continuously be in a functional state of mental health
• Function safely under stressful conditions with the ability to adapt to ever-changing or life-threatening environments
• Acknowledge inability to answer all questions without causing fear, embarrassment, or loss of self-worth
• Acknowledge if you are unable to cope with specific situations and seek assistance
• Have the ability to emotionally detach from situations enough to function effectively, objectively, and professionally
• Recognize one’s personal symptoms of stress, fatigue and burnout
• Manage self: fears, time, commitment, health, stress
• Ask for assistance/training when given responsibilities for unknown tasks

Critical/Analytical Thinking:

• Transfer knowledge appropriately from one situation to another
• Process and interpret information from multiple sources
• Analyze and interpret abstract and concrete data
• Determine and evaluate progression toward outcomes goals
• Problem solve effectively
• Prioritize and organize tasks according to patient needs and available resources
• Perform only those tasks/assignments for which you have been appropriately trained and given permission
• Use good judgment when making decisions
• Differentiate normal from abnormal patient situations and responses, and make decisions based on findings
• Recognize, correct (if possible) and report errors as soon as they are discovered
• Access resources as necessary for quality patient care
• Develop appropriate nursing plan of care for individual patients
• Coordinate patient care among health care providers

To verify a student’s ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner on the form proved by the Department of Nursing.

All prospective students must be in stable emotional or mental health. This must be documented on the student’s physical examination form and signed by a license physician or nurse practitioner.

Name (Print)_________________________________________ Student ID ______________________________

Signature _________________________________________ Date ________________________________
Uniform Rule Violations – Written Warning

Student Name (printed) __________________________________________________

You are hereby given a written warning for uniform rule violations for the following reason(s). Another violation of the uniform rule will result in probation.

Circle the number of all that apply:

1. Hair down in face or inappropriate colors
2. Excessive makeup
3. Tattoos exposed
4. Excessive/inappropriate jewelry
5. Pant length (touching floor)
6. Inappropriate/visible or no undergarments
7. Uniforms dirty/wrinkled
8. Inappropriate/dirty shoes
9. School patch loosely secured or no patch.
10. Inappropriate or missing watch
11. Missing ID badge
12. Excessive scents (perfume, lotions, colognes, body odors)
13. Sagging pants
14. Uniform too small
15. Inappropriate or no socks
16. Dangling Earrings/tongue rings/or other visible piercings
17. Acrylic nails or nail polish

Student comments: _______________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Instructor Comments: _____________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

_______________________________________________________________________

Students Signature ___________________________ Date _______________________

Instructor Signature ___________________________ Date _______________________
Rules and Regulation Agreement

The College student is considered a responsible adult. The conduct of students on the premises of Hill College must not interfere with the orderly processes and governance of the College. The student’s enrollment in the College District indicates acceptance of those standards of conduct. I have read the Hill College Vocational Nursing Program Student Handbook and I understand that it is my responsibility to be knowledgeable of and to comply with the contents and provisions of Hill College Policy, rules and regulations stated within. In addition, I certify that the said rules and regulations have been verbally explained to me.

I am aware that it is my responsibility to read the Hill College Catalog and the Hill College Student Handbook and to abide by all policies, procedures, rules and regulations set forth in those documents.

I understand that completion of the Hill College Vocational Nursing Program will not assure my passing any state board examination for licensure.

_____________________________________________
Signature of Student

_____________________________________________
Date
Infectious / Communicable Disease Exposure Rule

I understand that in my role as a student vocational nurse I may be exposed to infectious / communicable diseases. I understand I will be taught Standard Precautions (formerly known as Universal Precautions or Body Substance Isolation) as recommended by Centers of Communicable Diseases (CDC) and OSHA. Knowledge regarding Standard Precautions procedures will be implemented when caring for all patients regardless of their infectious status. Applying the knowledge of Standard Precautions and Transmission – Based Precautions reduce the potential for transmitting blood – borne pathogens and those from moist body substances and fluid.

The Standard Precautions are followed whenever there is potential for contact with:

- Blood
- All body fluids, secretions, and excretions regardless of whether they contain visible blood
- Non intact skin
- Mucous membranes

________________________________________
Signature of Student

________________________________________
Date
The following Texas Administrative Code rules are included in this section:

Rule:  §213.27  Good Professional Character  
§213.28  Licensure of Persons with Criminal Convictions  
§213.29  Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters  
§213.30  Declaratory Order of Eligibility for Licensure  
§214.8  Students  
§217.11  Standards of Nursing Practice  
§217.12  Unprofessional Conduct

I, ____________________________________________________________, acknowledge that I have received a copy of the Texas Administrative Code that pertains to the Hill College Vocational Nursing Program. I acknowledge that the above rules have been explained to me. I understand it is my responsibility to seek further clarification regarding the contents of the above rules if needed and can be found on the following website: http://www.bon.texas.gov/nursinglaw/pdfs/bon-rr.pdf

________________________________________  _____________________  
Signature  Date
Hill College Vocational Nursing

Texas Board of Nursing
Texas Occupation Code (TOC) Acknowledgement
Vocational Nursing

The following Texas Occupation Code rules are included in this section:

| Rule: §301.252 | License Application |
| Rule: §301.257 | Declaratory Order of License Eligibility |
| Rule: §301.452 | Grounds for Disciplinary Action |
| Rule: §301.4521 | Physical and Psychological Evaluation |
| Rule: §301.453 | Disciplinary Authority of Board; Methods of Discipline |
| Rule: §301.4535 | Required Suspension, Revocation, or Refusal of License for Certain Offenses |
| Rule: §301.454 | Notice and Hearing |
| Rule: §301.455 | Temporary License Suspension or Restriction |
| Rule: §301.4551 | Temporary License Suspension for Drug or Alcohol Use |
| Rule: §301.456 | Evidence |
| Rule: §301.457 | Complaint and Investigation |
| Rule: §301.458 | Initiation of Formal Charges; Discovery |
| Rule: §301.459 | Formal Hearing |
| Rule: §301.460 | Access of Information |
| Rule: §301.461 | Assessment of Costs |
| Rule: §301.462 | Voluntary Surrender of License |
| Rule: §301.463 | Agreed Disposition |
| Rule: §301.464 | Informal Proceedings |
| Rule: §301.465 | Subpoenas; Request for Information |
| Rule: §301.466 | Confidentiality |
| Rule: §301.467 | Reinstatement |
| Rule: §301.468 | Probation |
| Rule: §301.469 | Notice of Final Action |

I, ____________________________, acknowledge that I have received a copy of the Texas Administrative Code that pertains to the Hill College Vocational Nursing Program. I acknowledge that the above rules have been explained to me. I understand it is my responsibility to seek further clarification regarding the contents of the above rules if needed and can be found on the following website: [http://www.bon.texas.gov/nursinglaw/pdfs/npa2011.pdf](http://www.bon.texas.gov/nursinglaw/pdfs/npa2011.pdf)

________________________________________________________________________
Signature

________________________________________________________________________
Date
Potential or Actual Incident Report

To be filled out by instructor:

Date: ____________________  Clinical area______________________________________

Student’s name: ______________________________________________________________

Nature of error: _______________________________________________________________

Description of Incident: (To be filled out by the Student)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

How can I prevent a recurrence?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Student Signature ___________________________  Date ____________________________

Instructor Signature _________________________  Date ____________________________
Community Service

Students Name: ________________________________________________

Date of Project: ________________________________________________

Sponsor of Project: ________________________________________________

Location and Time of Project:
______________________________________________________________
______________________________________________________________

Purpose of Project:
______________________________________________________________
______________________________________________________________
______________________________________________________________

Activities the student participated in:
______________________________________________________________
______________________________________________________________
______________________________________________________________

Student Evaluation of Project:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

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Dear Community Project Sponsor:

The Hill College vocational nursing students are required to participate in a community project of their choice, after approval by the Vocational Nursing Program Director. This may be a project in the student’s local community or elsewhere. Please sign below verifying that the student did participate in the project.

Thank you,

Hill College
Vocational Nursing
Janis Grimland BSN, RN, Vocational Nursing Program Director

Community Sponsor Signature: ______________________________________________

Date of Project: ______________________________

Exact time in which student participates: ________________________________________
(Example: 5:00 p.m. – 9:00 pm) (Minimum of 4 hours)

Student signature: __________________________________________
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.