Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Accessibility Services (SSC125, Phone 371-5436) as soon as possible.
Philosophy & Conceptual Framework
Organizational Chart
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**AMARILLO COLLEGE SCHOOL OF NURSING**  
**STUDENT HANDBOOK**  
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GENERAL INFORMATION

Forward

Welcome to the Division of Nursing at Amarillo College. We hope you enjoy your educational program with us. We have designed this Handbook to serve as a guide to you in your nursing program. Within the Handbook is given the philosophy, purposes, and objectives of the program, as well as the policies and the general practices to be followed in the steps toward your goal of becoming a nurse.

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Reviewing the Handbook is an individual responsibility, and each student will be held accountable for all parts of the Nursing Student Handbook and the Amarillo College Student Catalog. Keep both books available to you at all times.

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Message from the Division of Nursing

This Handbook has been prepared for students by the faculty. The policies as set forth in this Handbook have been developed to provide as much freedom as possible for the individual student, yet ensure sound educational practice for the total group.

In our society, every vocation or profession has certain standards that the members of the group are expected to accept and to fulfill. The profession of nursing requires the highest standards of personal and professional conduct. The faculty has attempted to review what is expected of a nursing student, and then later what is expected of the practitioners.

To graduate from the Nursing Program, there are three major requirements that must be met:

Academic Achievement
The practice of nursing requires practitioners who possess a high level of knowledge and the ability to think critically in solving nursing problems. All the nursing courses are comprehensive in nature and require devotion by the student to master the required work.

Clinical Achievement
The entire nursing curriculum is designed to provide the necessary skills for the student to provide nursing care in a clinical setting utilizing the nursing process. At the completion of the program, the student is capable of functioning as an effective practitioner in the community.

Personal Development
The faculty of the nursing program is interested in the total development of each student. Many other services are available on the Amarillo College campus. There is an ongoing, organized Social Program, Counseling Program, Financial Aid, Student Senate, etc. (see College Student Catalog and Students' Rights and Responsibilities).

Students are encouraged to take an active part in all activities of the College.

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Disabilities Information

Amarillo College: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Accessibility Services (SSC125, Phone 371-5436) as soon as possible.

NCLEX-PN: Accommodations for persons with disabilities are available for NCLEX-PN candidates. Affected students must provide a letter from his physician and state the disability and the accommodations required when submitting their application for testing to NCLEX.
Administrative Information

The President of the College has the overall responsibility for the organization and administration of the College. The President is responsible to the Board of Regents, which is elected by the people. The Vice President/Dean of Instruction is responsible for the academic programs of the College.

The Chair of the Nursing Division is appointed by the Vice-President/Dean of Instruction, with the approval of the President. Final approval is by the elected Board of Regents.

The Chair of the Nursing Division is responsible for all activities and functions of the Nursing Division. The overall responsibility includes:

- Organization of the Associate Degree Nursing and the Vocational Nursing Programs
- Employing of qualified staff
- Developing the philosophy, purposes, objectives, and conceptual framework for the program in cooperation with the faculty members
- Recruiting and counseling of nursing students
- Budgeting and financial accountability
- Developing policies that are specific to the A.D.N. Program/LVN Program
- Promoting involvement of community agencies as partners in the educational enterprise, including the initiation of contractual agreements
- Representing the Nursing Division within the College, the community, the state, and on a national level
- The coordinator of the Vocational Nursing Program works closely with the Chairman of the Division to implement all activities and functions of the Vocational Nursing Department.

In implementing the nursing curriculum, the nursing faculty is organized into teaching teams with a Team Leader designated for each specific course. Each Team Leader:

- Assumes the overall responsibilities for functioning of the team in course, classroom, and clinical teaching
- Delegates specific teaching to individual team members as needed
- Coordinates activities of team members
- Communicates between the teaching team and students
- Communicates information within the team from other team members and from one team to another team
- Communicates information between teams and the Coordinator and information outside the team
- Reports to the Coordinator on teaching activities of the team, both in the classroom and clinical area
- Provides for orientation of new team members to curriculum, teaching responsibilities, community resources, and agencies

The team teaching concept is being used in the Nursing Division. The faculty members on each team plan all of the learning experiences related to their specific course of study. Classroom teaching and clinical practice is the responsibility of the team. Content is taught according to the faculty member’s area of expertise. This teaching arrangement allows the faculty members to utilize, to the fullest potential, their preparation at the Master’s level, BSN, and ADN level in the Vocational Nursing Program.

The faculty members work closely with nursing service personnel of the health agencies to provide the best learning opportunities for the students. The faculty provides a close relationship between education and nursing services.
Purposes
The purposes of the Nursing Division at Amarillo College are:

- To support the mission and goals of Amarillo College.
- To offer a comprehensive basic nursing curriculum which meets the needs of individuals and agencies in our community.
- To cooperate with other educational agencies in the area to provide nursing education opportunities which assure continuity in upward mobility.
- To remain flexible and innovative in facilitating the educational process.
- To prepare graduates who can function as beginning practitioners of nursing.

Objectives
The Nursing Division at Amarillo College prepares a graduate who:

I. IN THE ROLE AS PROVIDER OF CARE:

1. Functions as a beginning practitioner of nursing to assist individuals, families and communities at points along the developmental life continuum.

2. Integrates theoretical concepts and principles from the behavioral, natural, social, and nursing sciences.

3. Utilizes the nursing process and critical thinking in providing holistic centered care.

4. Establishes and maintains effective, caring relationships.

5. Performs safe nursing skills.

II. IN THE ROLE AS MANAGER OF CARE:

1. Collaborates with other disciplines in providing holistic centered care.

2. Coordinates the use of current technology to efficiently manage patient care and resources.

3. Appropriately delegates nursing care to other health care workers within the scope of the vocational nurse license.

4. Communicates appropriately with health care workers to accomplish holistic centered care.

III. AS A MEMBER OF THE DISCIPLINE OF NURSING:

1. Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

2. Describes the role of the licensed practical/vocational nurse in the health care delivery system.

3. Utilizes educational opportunities for continued personal and professional growth.

4. Identifies personal potential and considers career mobility options.

5. Identifies personal strengths and weaknesses for the purpose of improving performance.

6. Adheres to a nursing code of ethics.

7. Functions as an advocate for the health care consumer.

Source: Entry-Level Competencies of Graduates of Educational Programs in
Glossary

Accreditation - Recognition held by this institution after meeting the standard established by the State Board of Vocational Nurse Examines.

Adaptation - Occurs when the individual is able to effect a series of behaviors and mental processes to neutralize the stress experience and reestablish integrity of function.

Basic Human Needs - The essential requirements necessary for an individual to maintain physiological and psychological homeostasis.

Clinical Experience - Faculty planned and guided learning experiences designed to assist students to meet the course objectives and to apply nursing knowledge and skills.

Collaboration - A professional relationship in which individuals (1) share ideas and common goals, (2) stimulate creativity, and (3) display mutual respect in the assessment, planning, implementation, and evaluation of problems of the individual, family, and community.

Communication - The exchange of information from one individual to another. It is a complex interactive process between individuals and involves the cognitive, spiritual, and emotional connections with others.

Developmental life continuum - Each individual is seen as moving along a life continuum from birth until death. Points on this continuum represent an individual's...
chronological age and the developmental and maturation tasks specific for that age.

Educational Objectives - Statement of expected behavioral outcomes resulting from the educational process.

Program Objectives - Those objectives to be achieved through all aspects of the educational program.

Level Objectives - Objectives that identify the degree of competency that the student demonstrates at specific intervals throughout the program.

Course Objectives - Objectives that serve as guides to identify behaviors the student will be expected to demonstrate upon completion of a given course.

Module/unit Objectives - Objectives for units of study in a course which allows the student to develop information and experience toward meeting the course requirements.

Evaluation - The process of identifying progress toward achievement of established goals, using well-defined outcome criteria, judgment or appraisal.

Health Maintenance - Preservation of an individual’s health status with interventions to prevent threats to optimum health.

Health Promotion - Assists individuals to acknowledge and accept responsibility for achieving the highest level of well-being possible.

Philosophy - The beliefs, concepts, and attitudes of a group that underlie a given
branch of learning and provide the basis for the entire educational process.

**Research** - A systematic process of collecting and logically analyzing information in order to answer questions or solve problems. Nursing research investigates health promotion and restoration as well as issues related to nursing education and administration.

**Resource Management** - Supervision of resources designated for providing care, including facilities, equipment, people (staff), finances (budget), and information.

**Self-directed Learning** - Occurs when an individual assumes the responsibility for his own learning by identifying goals, planning learning experiences, and evaluating his own progress.

**Skill Acquisition** - To become competent in a specific task through sustained effort.

**Curriculum Statement**

The curriculum has been planned in accordance with the philosophy and objectives of the Nursing Department, and is based on the stated conceptual framework which will assist the student in gaining knowledge and developing skills essential for a Licensed Vocational Nurse. The program extends over a period of one calendar year.

The total curriculum includes two semesters of nursing courses in addition to the prerequisites of BIOLOGY 2401 and HECO 1322.

An intermediate clinical consisting of 80 hours will be done each May at the completion of the Spring Semester. Students in both levels must enroll. The hours for

Prerequisites must be completed with a grade of "C" or above before entering the nursing courses. All Amarillo College Placement testing must be completed. If scores are deficient, all remedial work must be completed before entering Level I. Upon entering the nursing courses, students may not enroll in Level II until successfully completing Level I with a grade of "C" or above in each course.

Level I is designed to include five nursing courses. This semester will provide competence in nursing skills, roles and responsibilities of the Vocational Nurse, Pharmacology and beginning Med-Surg Nursing. Students will attend classes as scheduled for the first five weeks from approximately 8:00 a.m. until 5:00 p.m. Beginning the sixth week, the student will be assigned to one of the affiliating hospitals to obtain their clinical experience. They will attend the clinical area three days each week and classroom two days each week for the remainder of the semester.

Level II is designed to include three nursing courses. This semester will provide competence in Medical/Surgical nursing, Family Health Nursing (Obstetrics/Pediatrics). Students will attend classes as scheduled for the first three weeks from approximately 8:00 a.m. until 5:00 p.m. Beginning the fourth week, the student will be assigned to one of the affiliating hospitals to obtain their clinical experience. They will attend the clinical area three days each week and classroom two days each week for the remainder of the semester.

An intermediate clinical consisting of 80 hours will be done each May at the completion of the Spring Semester. Students in both levels must enroll. The hours for clinical experience will be as early as 6:30 a.m. and as late as 11 p.m. depending on hours at affiliating hospitals.
The curriculum is organized so that each course, nursing and general education, draws from and builds on the other in a logical order going from the simple to the complex. The concept of holistic man is evident in every nursing course, and the nursing process is used to organize data in an meaningful manner.

Experience in the clinical area is planned as an integrated part of each course. There is correlation between theory and clinical practice. Student objectives are defined for all clinical assignments. Pre- and post-clinical conferences are held with each clinical assignment, and patient-centered conferences are held as a part of clinical experience.

**Nursing Curriculum Implementation**

The faculty of the Vocational Nursing Program at Amarillo College has, as one of its major responsibilities, the development of the nursing curriculum. Curriculum development is a cooperative process in which the faculty, students, Advisory Council, health agencies, administration, and the public are actively involved. The Vocational Nursing Program identifies its philosophy, purposes, objectives, and conceptual framework, and these are the major focuses in the curriculum development.

The total nursing curriculum can be viewed as a process through which the mastery of competencies in the nursing student can be brought about by student-faculty participation. Nursing students are invited to serve on the Curriculum Committee of the Nursing Faculty organization. The committee is responsible for all aspects of curriculum development. The College carries a blanket malpractice policy on nursing students. The policy covering dates are September of each year until the end of August of the following year. Each student enrolling in a clinical and/or lab course each fall semester is charged $19.50 for the malpractice insurance. Only new students enrolling in a clinical and/or lab nursing course for the spring semester pays the $19.50 coverage in January of each year.

The state and national competencies for Vocational Nursing education are used as one of the major guides for curriculum development.

In the implementation of the nursing curriculum, the faculty has a major responsibility in providing the best learning environment possible for the nursing students. The Nursing Resource Center has been established in the Nursing Division to help meet the learning needs of the nursing students.

The development, implementation, control and evaluation of the curriculum requires commitment and team cooperation by faculty members and nursing students.

**NURSING POLICIES**

**Malpractice Liability Insurance**

All nursing students enrolled in clinical and/or lab nursing areas are required to obtain malpractice liability insurance. With the many changes in society, the nursing student must be protected against malpractice charges that may be brought forth for alleged error, negligence, or omission in the performance of duties as a student.
The Business Office and Chair of Nursing Division assume the responsibility of student coverage. Malpractice insurance is not refundable after first day of clinical and/or lab practice.

Any unusual circumstances involving refund must be approved by the Nursing Division Chair and the Comptroller.

**Policy on Malpractice Insurance Refunds:**

1) Comptroller's Office will refund premiums to any student whose major code was in error or to any student who is not taking any health-related courses which have a clinical session.
2) Comptroller's Office will not refund after the first day of clinical and/or lab experience.
3) Comptroller will check with Division Chair before granting a refund.

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**Policy for Cardiopulmonary Resuscitation Certification (CPR)**

**Purpose:** To certify a person who has demonstrated competence in cardiopulmonary resuscitation.

**Objective:** All students attending Amarillo College Nursing Program will be certified in basic cardiopulmonary resuscitation in accordance with the standards set by the American Heart Association or the American Red Cross prior to clinical experiences. Basic cardiopulmonary resuscitation courses are offered in the community.

Students are expected to show proof of current CPR certification to their instructor(s) prior to participating in the clinical areas.

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**Student Records**

Students are obligated to function at all times within the framework of the Code of Nurses. Nursing students are expected to maintain an environment of academic integrity. Actions involving scholastic dishonesty violate the professional code of ethics and are disruptive to the academic environment. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the School.
Both professional misconduct and scholastic dishonesty are governed by the guidelines contained in the Amarillo College Student's Rights and Responsibilities, Official Bulletin of Amarillo College. Any nursing student who fails to demonstrate to faculty the intellectual, ethical, or behavioral attributes necessary for a member of the nursing profession is subject to dismissal.

**Attendance Policy**

Amarillo College Attendance Policy: Regular attendance is necessary for satisfactory achievement and is the responsibility of the student. Students must attend 90% of the content of classroom teaching. Less than 90% attendance of class will result in failure for the course. Class roll will be taken for each class. Absences will be noted. Individuals not present for roll call will be recorded as absent. Any anticipated class/lab absence must be reported to the instructor.

Clinical experience is an essential component of the program. Absenteeism jeopardizes the opportunity for successful completion of the course. A student is expected to be present at EACH clinical day in order to meet the learning objectives and BVNE guidelines. Every semester a student is allowed to have two (2) days of clinical absence. DO NOT CONSIDER THE 2-DAY ALLOWANCE AS A FREE DAYS. USE THEM FOR EMERGENCY ONLY. Other policies include:

1. The student is to notify the assigned unit and the instructor at least 30 minutes prior to assigned time of clinical absence.
2. Failure to notify of clinical absence will result in a clinical warning and possible clinical failure.
3. Students who arrive 15 minutes late of the scheduled time for clinical will be counted as tardy and receive one-half day absence.
4. Students who report to the clinical area beyond 15 minutes late will not be allowed to remain and will be marked as clinical absence.
5. Students leaving before the end of clinical day will receive a one-half day absence.
6. All clinical absences will be made up in the semester they occurred.
7. After an illness, a physician statement may be required.
8. Clinical absences procedure:
   - 1st absence - verbal contract with student
   - 2nd absence - probation and student sign documentation
   - 3rd absence - required to drop course

**Procedure for Communicating and Resolving Student Concerns**

Student Grievances (General): Students have the right to be heard in matters where they have general grievances and for which there is no other approved grievance or review process. All student grievances whether general or academic will be considered in keeping with the policies stated below without discrimination on the basis of race, color, national origin, sex, age, religion or disability.

The college is committed to providing quality service and to giving a fair hearing to student complaints through the provisions of the General and the Academic Grievance Policy.

The aggrieved student must first discuss the grievance with the immediate supervisor of the area in which the alleged wrong occurred, with the objective of arriving at a satisfactory resolution of the complaint. If a satisfactory resolution is not reached, the student may appeal within five days to the supervisor of the person with whom the student has a grievance. The supervisor then has 10 days to render a written decision.

will be available to counsel students who have questions concerning the General or Academic Grievance Procedures. Source: Amarillo College Student Rights and Responsibilities, Official Bulletin of Amarillo College

**Patient Safety**
The nature of clinical nursing courses is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients are also of paramount concern. Nursing clinical courses are structured so that as students progress through the program, they are expected to demonstrate increasing independence of competence in providing nursing care.

Students are expected to demonstrate achievement of clinical objectives by the end of a clinical course, and, in usual circumstances, are allowed to continue in a clinical course until the end of that course. In the unusual circumstances that, in the instructor's professional judgement, a student is unable to provide safe nursing care to patients and, if this deficit is such that it cannot be remedied in the given clinical time within the limits of available faculty supervision, the student will be removed from the clinical setting and will receive a grade of F in the course.

Students are required to sign forms for acknowledgment of requirements and for awareness of Section 10 from the Texas Statues regulating practice of professional nursing. (See Appendix D: Acknowledgment of Requirements and Board of Nursing Disciplinary Proceedings.)

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Reporting for Duty: It is your responsibility to report to your assigned clinical area on time.

Report for work in complete uniform, which includes personal cleanliness, uniform clean and neatly pressed, stockings with no runs, shoes neatly polished, and name tag in place.

**CLINICAL POLICIES**

*Clinical Policies*

**General Information:** Prior to clinical experiences, provide the following required documentation: CPR certification, TB skin test, hepatitis immunization, tetanus booster and measles immunization (if born after 1956).

During your clinical experience, you will spend time in the clinical setting participating in learning experiences related to direct patient care.

This is an adult program, and there is much you can do to enhance your learning experiences on an individual basis. Some suggestions are:

- Establish good interpersonal relationships with clinical personnel.

- Take advantage of the information found in the orientation manuals, Standards Procedures and Practice Manuals, Diet Manuals, Teaching Standards and other references in the clinical library.

- Watch the monthly in-service schedule and ask to attend those meetings concerned with patient care.

**Personal Possessions:** Books are labeled and kept in conference room.

Please bring only absolute necessities to unit. Do not leave money or valuables laying around.

**Hours of Duty:** Hours and days vary with individual clinical assignments.

- Lab coat with name tag may be worn over your street clothes while obtaining your assignments.

- Nursing Care Plan should be ready prior to clinical experience.

- Review Dress Code Policy. This includes OB.
Coffee Breaks: You will be given a fifteen (15) minute coffee break in the morning or afternoon.

Organize your work to allow for this break. **DO NOT** interrupt the continuity of patient care (e.g., **DO NOT** leave a patient during his bath.)

Report to your assigned nurse before leaving the assigned clinical area.

Smoking, eating or drinking beverages in the clinical area **IS NOT** permitted.

Mealtime: One-half (2) hour is allotted for mealtime. Check with your assigned nurse for your scheduled mealtime.

If you are unable to leave the Unit at your designated time (e.g., feeding a patient), check with your assigned nurse to allow for other arrangements to be made.

Leaving the Unit: Students leaving the area for ANY reason must report to the ASSIGNED NURSE. Be sure your assigned nurse or instructor knows where you are at all times.

Students **ARE NOT** permitted to visit other clinical areas while on duty.

Telephone on the Unit: You **ARE NOT** permitted to use the telephone in the clinical area for personal calls (incoming or outgoing.) All outside calls will be channeled through your instructor.

If you are alone in the Nurses’ Station and the phone rings, it is your responsibility to answer immediately. Be courteous at all times when answering the phone. When you pick up the receiver, use the standard procedure: "4B, Miss Jones, Nursing Student." If you are unable to answer the request, refer the matter to a nurse.

Nursing students **MAY NOT** receive phone or verbal orders from physicians, residents, interns, or medical students.

Nursing students **MAY NOT** take lab reports or orders for preoperative medications over the phone.

Attendance: Absence - If you are to be absent from duty for illness or any other reason, call your instructor and the hospital prior to clinical:

Call your instructor at least thirty (30) minutes prior to report.

Call your assigned unit at least (30) minutes prior to report.

Be sure to state your name clearly and obtain the name of the person to whom you are speaking.

If a student fails to notify the instructor of a clinical absence, he/she will receive a failure for the clinical component.

Clinical absences will be made up in the clinical area.

See Attendance Policy.

Parking Facilities: Students should park in those areas designated by the clinical agency.

Students should take all precautions to maintain personal safety.

any injury to the student. You are encouraged to carry your own hospitalization insurance. See Waiver of Liability.

Illness on Duty: Students who become ill while on duty are to notify the instructor.

If illness is acute, the instructor will help make arrangements for the student to go home or see
his/her physician.

Students ARE NOT to contact a doctor for personal reasons in the clinical agency.

Fire/Disaster Procedures: Make it your responsibility to know the location of fire extinguisher in the clinical area and to understand how they operate.

Refer to Fire Procedure and Disaster Manuals located in each clinical area.

These policies are required reading for each student.

Evaluations: In order to pass the clinical portion of the course, the student must receive a "P" or must pass each competency prior to final evaluation.

A clinical warning will be issued to a student who demonstrates a weakness or deficiency. Three (3) clinical warnings constitutes a clinical failure. Appendix C

At least two (2) instructors will evaluate each student during the course.

CONFERENCES

Pre Conference:
Students are responsible for giving oral reports to the instructor.

Students who are unprepared will not be allowed to participate in patient care and will be dismissed from the clinical area. This will constitute a clinical absence.

Routine Orders: Nursing students MAY NOT use routine orders until the nurse transfers them to the chart and signs them.

Permits: Nursing students MAY NOT witness the signing of permits.

Medications: Students will give medications in NV 3029 after satisfactory performance of all medication skills.

Post Conference:
Students are to be on time for post-conferences. Students are responsible for notifying the instructor thirty (30) minutes before post-conference if assistance is needed to complete clinical assignment.

Students are to be prepared for scheduled demonstrations.

Assignments: Students should meet patient prior to clinical experience unless otherwise designated.

Nursing Care Plans:
A written plan of care for ALL patients prior to nursing intervention is required, unless otherwise designated.

If care plan does not reflect safe patient care, the student may be sent off the unit and referred to the nursing lab. This will constitute a clinical absence.

Unsatisfactory Care Plans:
Originals should be corrected and resubmitted to the instructor within one (1) week of date returned as designated.

Late nursing care plans will not be accepted and, therefore, the clinical objectives will not be met.

Going off Duty: Report to your assigned nurse before going off duty.

DO NOT ask to leave the clinical area without permission from your instructor.

All medications must be written in the nursing care plan under the appropriate nursing diagnosis using the correct medication format.

Students must be knowledgeable about all medications prior to administration.

Nursing students must be supervised in preparation and administration by the instructor or licensed nursing personnel.
Chemotherapy/Cytotoxic/Experimental: These medications MAY NOT be administered by nursing students.

ADMINISTRATION OF MEDICATION:

All drugs must be checked by instructor or assigned nurse before administering.

Students may not give I.V. medication.

STUDENT RESPONSIBILITY FOR INTRAVENOUS THERAPY:

- May not discontinue I.V. fluids (except under direct supervision).
- May not change I.V. bags.
- May not stop or adjust rate of flow of I.V. solution but must notify assigned nurse of any change of flow.
- Must observe I.V. injection site for infiltration or signs of reaction and report to assigned nurse.
- Notify assigned nurse when fluid level is running low.
- May not read CVP (except under direct supervision.
- Must know type of I.V. solution ordered.
- Must know rate of I.V. solution and number of drops per minutes.
- May not administer blood.

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Nursing Student's Care of Inmates from Texas Department of Corrections

Purpose: To assist the nursing student in the care and management of inmates transferred to Hospitals from the Texas Department of Corrections.

General Information:

a) Incarceration status of inmates is known by officers in attendance and not to hospital staff. This will assist in maintaining confidentiality and enhance the quality of care delivered by the nursing staff.

b) All inmates are individuals with dignity and self worth who have the right to receive care that is delivered with compassion.

c) "DNP" - In the preservation of safety and confidentiality to the inmate and hospital, each inmate admitted to the hospital will be a "DNP" (Do Not Publish)

d) SAFETY - To monitor and ensure the inmate's and hospital's safety

1) An officer is placed in the room with the inmate.
2) At least one officer is placed outside the room to enhance optimal safety.

e) RESTRAINTS - All inmates will be restrained with handcuffs and leg irons.

1) One restraint may be removed by the officers in attendance when absolutely necessary to render nursing care while other restraints remain securely in place.
2) Restraints may be removed in the fully anesthetized inmate.

f) TELEPHONE CALLS - Inmates may not make or receive telephone calls. When the inmate's condition is terminal or critical, then special approval by the Warden is necessary to authorize permission for making and receiving phone calls.

g) VISITORS - Generally, each inmate will not be allowed visitors.

1) When the inmate's condition is terminal or critical and authorization has been granted by the Warden then the inmate may receive visitors.

2) When visitors have been allowed, the officers in attendance will ask that visitors leave items outside of the room. The officers will generally limit the visitation to fifteen (15) minutes.

3) When the condition warrants, hostile visitors will be directed from the room by the attending officers.

h) ISOLATION - When an inmate is placed into isolation, nursing will notify the attending officers of this procedure.
1) When the inmate is placed into strict isolation, an officer will not be placed in constant attendance in the room, but will be located outside of the room visually monitoring the inmate.

2) The officer will enter the room when hospital personnel must render care or perform procedures.

I) FOOD SERVICE - Serve all meals on plastic trays with plastic forks, knives and spoons.

j) SHARPS/INSTRUMENTS - To assist in the prevention of harm to personnel and to the inmate:
   1) Prior to the inmate’s arrival nursing will notify Environmental Services to remove sharp containers from the room.
   2) Instrument trays are to be left outside the inmate’s room. Bring in only those items needed to perform the procedure.
   3) When you must bring the instrument trays to the inmate’s room, place these trays away from the inmate’s reach.
   4) All sharp objects (needles, scissors and pens) entering the room must be brought out of the room once care has been rendered.

k) DRESS CODE - To assist in maintaining safety and security of the employee:
   1) Stethoscopes, jackets and dangling jewelry will be removed prior to entering the inmate’s room.
   2) All student nurses will remove scrub satisfactorily complete a written math examination prior to participating in the administration of medications clinical.

Successfully complete the competencies identified on the skills checklist for administration of medications for each level’s lab practicum prior to administering medications to patients.

LEVEL I:

jacket and wear appropriate name tag when entering room.

l) APPROACH TO PATIENT CARE OF THE INMATE:
   1) Do not discuss anything of a personal nature with the inmate.
   2) Do not ask the individual or the guards what he did to be in prison. The less you know the better.
   3) Do not share any personal knowledge of yourself or your family with the inmate.
   4) Do not tell anything about the layout of the hospital.
   5) Avoid all close personal touching inasmuch as possible.
   6) Be professional in all aspects of care toward the inmate.
   7) Remember your personal safety is important. Take the necessary precautions to insure it.

********

Administration of Medications
Student Policy

Purpose: The purpose of this policy is to identify the requirements necessary for the student to progress through each level of nursing at Amarillo College in regard to the administration of medications.

Objectives: Students will be able to:

Dosage Test: All students must achieve 80% on the written practicum for the medication administration lab (Dosage Test) prior to returning demonstration of skills for medication administration. Students may only retake the dosage test one time. Failure to pass the dosage test will result in the student failing to meet the clinical objectives. Students will retake the Dosage Test at the end of Level I and must make 90% at that time.
LEVEL II
Administration of Medication: A dosage calculation test will be given prior to the beginning of clinical experience. A grade of 90% is required in order to administer medications in the clinical setting. The test may be taken twice. Four (4) hours of laboratory work in math tutoring is required for all students not scoring 90% on the first dosage calculation test. Failure on the dosage calculation test prohibits advancement and failure of NV 3149, Medical/Surgical Nursing II, and NV 3155, Family Health Nursing.

* * * * * *

Student Dress Code Policy for Clinical

1) When in the role of a student in any clinical setting the student is to be professional in appearance. An VN student is to wear a navy blue scrub jacket with an Amarillo College patch and name tag over street clothes to obtain patient assignment prior to clinical. "Street clothes" is defined in (7) below.
2) A student is to wear a white standard nursing uniform that fits properly in that it is not tight nor is it baggy. The uniform is to be clean and pressed.
3) A student must wear the appropriate student scrub jacket that can be purchased through local uniform shops. VN students are to wear a navy blue scrub jacket. Examples of the exact color are in local uniform shops.
4) White undergarments are to be worn, yet not be visible through the uniform material.
5) White opaque hose are to be worn when a student wears a uniform dress. Socks (totally white) may only be worn with slacks (not dresses).
6) Shoes are to be solid white nursing shoes or solid white leather athletic shoes. High top tennis shoes are not to be worn to clinical areas.
7) The Amarillo College School of Nursing patch is to be visible at all times on a student's clothing. The patch is to be firmly attached to the uniform on the upper left sleeve, and to the scrub jacket on the upper left chest, 4 inches from the shoulder seam. Patches may be purchased at the Amarillo College bookstore. A name tag is to be worn and visible at all times.
8) Hair is to be groomed and neatly controlled in a fashion that will prevent hair from falling into the face. If hair is worn in a "ponytail", the ponytail needs to be secured. Hair clips may be worn, but need to match the hair as closely as possible. A hair bow is not to be worn.
9) Jewelry is not allowed in certain areas. A student may wear wedding rings, watches and one pair of small stud earrings.
10) No visible piercing or facial jewelry will be allowed in the clinical setting, except for one small pair of stud earrings.
11) Make-up and fragrance are to be used conservatively. Fingernails need to be clean and not extend over 1/4-inch past the tips of the fingers. The student is to be clean, well-groomed and free of mal-odor.
12) A male student is to wear a standard uniform or white knit polo-type shirt with white uniform pants. A knit shirt without a collar is not to be worn. A tie is not required.

* * * * * *

STUDENT SUPPORT SERVICES IN THE NURSING DIVISION

Nursing Resources Center

If a student is asked to leave the clinical unit due to failure to follow the dress code, the student will be required to make up any missed time in the clinical setting.
Student Orientation

Welcome to the Nursing Resources Center (NRC) in the Nursing Division of Amarillo College. We invite you to utilize the services we have to offer, and want to assist you in having an optimal learning experience while in the nursing program.

Environmental Resources for Student Use:

1) Rooms 208 and 210 are available for viewing videos and interactive videos; textbook checkout; computer use (two are available); copying services; and personal research and study.

2) Room 208 is available for nursing skills practice including:
   a) vital sign monitoring
   b) bathing
   c) enema administration
   d) urethral catheter insertion
   e) nasogastric tube insertion, gavage, and lavage
   f) medication administration
   g) wound care and sterile dressing change
   h) use of assistive devices such as walkers and crutches
   i) ace bandage and anti-embolic hose application
   j) physical assessment
   k) oxygen administration
   l) intravenous catheter insertion
   m) gowning and gloving
   n) isolation techniques
   o) tracheostomy care suctioning

9) Students must "log-on" when entering the NRC.

10) No children are allowed in the NRC.

11) Students are expected to demonstrate courtesy while in the NRC and Computer Testing Center.

* * * * *

Student Responsibilities in Successfully Completing Return Demonstrations of Nursing Skills Guidelines

- p) Swan-Ganz catheter set-up
- q) Nursing process

Hospital beds, medication carts, medical supplies, IVAC infusion pumps, oxygen administration, assessment equipment, and teaching manikins are available for student use. Additionally, video cameras are available for videotaping skills which will be required in some nursing courses.

Instructional Resources for Students:

1) A textbook library is available in Room 210. Checkout is available for two (2) weeks. Fines will be assessed at 20 cents per day per book. Final grades may be withheld if students have outstanding books and/or fines.

2) A video library is available in Room 210. Videos are available for in-lab use only.

3) Faculty produced videos demonstrating nursing skills are available in Room 208.

4) Recent issues of selected nursing periodicals are available for in-lab reading.

5) Four (4) computers for interactive video viewing and two (2) computers for computer program instruction are available to students.

6) Additional computers are available in the Computer Testing Center. The Testing Center is frequently utilized by faculty when testing students. (See instructions on Computer Testing Center).

7) Three (3) Registered Nurses with varying educational and clinical backgrounds are available for tutoring in the areas of dosage and solution calculation, nursing skills, and researching and writing nursing care plans.

8) Two (2) student assistants are available to help students while in the NRC.

Purpose: To assist the student in the step-by-step process of successfully completing a performance checklist for any return demonstration of skill.

Student Responsibility:

1) Prior to his/her return demonstration, the student is expected to:
   a) Read textbook assignments related to the skill being performed.
   b) Review lecture content related to the skill being performed.
   c) View any videos/interactive videos related to the skill being performed.
d) Complete any computer programs related to the skill being performed.
e) PRACTICE the skill in the Nursing Resources Center independently or with peers (NRC staff are available to answer questions the student may have concerning the performance of that skill).

2) The student should report to the site scheduled for the return demonstration, which usually is the NRC, at least fifteen (15) minutes prior to his/her prescheduled appointment time. Quite frequently, the students will complete their demonstrations ahead of schedule. Time is wasted if anyone is late as everyone is then behind schedule. The faculty asks that students be understanding when the schedule is running behind. The faculty will cooperate jointly with the students to facilitate timely completion of each return demonstration.

3) The student should clarify any questions about the skill with the faculty prior to beginning the return demonstration of a skill.

4) The student may not use books, notes or ask assistance from faculty during the return demonstration of a skill.

5) The student must verbalize or demonstrate each step of the skill checklist. Each step is important, and deletion of any one of the steps may result in an unsatisfactory grade. Deletion or unsatisfactory performance of a critical behavior (noted by an asterisk*) constitutes a non-passing grade.

6) The student is responsible for rescheduling an appointment to repeat the return demonstration if he/she is not successful on the first attempt. The student is given only one more attempt and this must be completed within one week of the first attempt.

7) When the student is not successful in the demonstration of a skill the faculty member observing the return demonstration will complete a "Skill Lab Deficiency" form. NOTE: The most frequently cited factor when students do not pass a skill is that the student is not properly prepared to perform the return demonstration.

Procedural Steps:
1) Arrival fifteen (15) minutes ahead of your appointment and wait in the hallway outside of the Nursing Resource Center (NRC) until your name is called.

2) A faculty member will direct you to the station or bed at which you will begin your return demonstration.

3) Introduce yourself. The faculty member may not know you from class. It would be nice for you to wear your name tag.

4) Hand your "critical behaviors" list and "skills checklist" card or list (if applicable) to the faculty member.

5) Ask any questions you may have about the return demonstration before you begin.

6) Begin your demonstration of the skill which usually begins with: "Introduce yourself to the patient," "Verify the physician's order," or "wash your hands," whichever is most appropriate for that skill.

7) Proceed through each step in order as the correct sequence may be critical. Most steps you will actually demonstrate, while others you will only verbalize. You may clarify this with each instructor.

8) When you have completed the skill, the instructor may give you a chance to clarify any steps you may have forgotten unless that step was a critical behavior or important in a sequence.

9) When you pass your return demonstration, you will be given your checklist with the faculty member's signature. If you do not pass, you will be given a deficiency slip. A different faculty member will grade your second attempt to provide you with objectivity. Each attempt, whether pass or non-pass, will be recorded with the team leader of each class level.

* * * * * *

General Procedures for Videotaping

Skills Guidelines for Students

Title: Procedure for students videotaping skills.

Purpose: To outline procedural steps for students
who are videotaping nursing skills in the Nursing Resources Center (NRC).

**Student Responsibilities:**

Students are expected to reserve their time to videotape skills through the NRC. When a student is unable to maintain this reservation, it is the student's responsibility to notify the staff in the NRC of cancellation of videotaping space.

Students are expected to demonstrate courtesy towards each other when videotaping is in progress. This includes maintaining a quiet environment when actual taping is taking place.

Students are expected to utilize all equipment in a professional manner. This includes (a) gentle handling of equipment, and (b) putting equipment back where it belongs in the NRC.

When a student is required by the instructor to revise a videotape, it is the student's responsibility to reserve additional time to videotape through the NRC staff.

Videos should be submitted to faculty only after the student has carefully previewed their skills demonstration on the video. A videotape should only be submitted to faculty when they have been labeled with the student's name and have been edited for mistakes. This means that if it takes four attempts to achieve a successful skills demonstration, the fourth attempt should be the only version on the video. The student should rewind the video prior to submitting it to the faculty. Videos that do not demonstrate proper technique should not be submitted. Remember that the skill being demonstrated on the video by the student must be clearly observable on the tape in order for faculty to determine whether the demonstration was properly performed.

No children are allowed in the NRC.

Any equipment or supplies that students use should be cleaned up after use.

**Equipment: Video Camcorder**

The student is responsible for gathering the necessary supplies for skills demonstration. The NRC staff is available to assist students.

**General Consideration for Videotaping:**

- Schedule with the NRC a time to make your video.
- Use only one cassette per student.
- Be sure to stay in camera range at all times. "OUT OF CAMERA RANGE" = NON-PASS
- Practice the skill thoroughly prior to videotaping.
- Interact with the manikin as if it is a real patient.
- When demonstrating medication administration, use the colored solutions which are available in the lab. Be sure that you hold the syringe close to the camera so that the instructor is clearly able to check the dosage.

- Speak slowly, distinctly, and at an adequate volume.
- While taping, follow the skills checklist exactly, but do not read the checklist. (See guidelines for completing skills checklist). Practice with other students prior to your videotaping. Repeated practice sessions either by yourself or with other students prior to the actual videotaping will assist you to have a successful skills performance on the videotape that you will submit to the faculty.
- Rewind the tape to the beginning of demonstration. Faculty will not search through the tape. A tape that has not been rewound will not be accepted by the faculty.
- Turn in your skills checklist with your labeled videotape.
- Place your completed videotape with skills checklist in the appropriate box in the NRC.
- Another helpful hint prior to videotaping is to make sure you have had nourishment and rest prior to your skills demonstration.

**Procedure for Using the Camcorder:**

- Find the "on" and "off" power switch at the top of the camera next to the eyepiece. This is a gray button. A red light will come on indicating that power is on.
- Insert the tape into the camcorder using the "stop-eject" button. This is a blue button. Place the tape into the camcorder with the "hole-side" facing in towards the camera. Close the door to the camcorder when ready to record, make sure that the rotary switch below the row of buttons is set to "normal." Recording is accomplished by pressing the "red" trigger button on the front of the camera. The red indicator light will flash rapidly when the camera is recording.

- The controls for zooming in and out lie on either side of the red trigger button. Please do not excessively "zoom in and out" as this makes it difficult for faculty to accurately view the skills demonstration.

- Press the red trigger button again to stop recording.

- To review your video, turn the rotary button to "VCR/RECORD." The buttons at the top of the camera may be utilized to view the videotape. For example, press "play" when wanting to review your skills demonstration.

- Turn the camcorder off by pressing the power button.

**Advising and Counseling and Peer Tutoring**

Advising and counseling services are available at West Campus in Lecture Hall, adjacent to the Business Office. The phone number is 354-6007. Office hours are in effect, unless other hours in the evening are requested.

Student services currently in place include:
1) academic counseling
2) career counseling
3) personal counseling
4) placement testing
5) assistance with financial aid forms/referrals
6) liaison with peer tutoring
7) liaison with ACCESS
8) representation on advisory boards

Please contact the Counseling Services anytime you need assistance. If phone line is busy, please leave a message on Phone Mail.

Additional contacts include:
Director of Counseling, 371-5446
Testing Services, 371-5456
Adult Students & Women's Services, 371-5451
Peer Tutoring, 371-5432

Peer Tutoring enhances student success in course work and facilitates the acquisition of effective independent learning skills. Tutoring services are free.

Procedure for a student to acquire a tutor:
1) Request a tutor by calling 371-5432 or going by the Peer Tutoring office on the third floor of the library.

2) Most developed in personal and professional status

**SCHOLARSHIPS/HONORS**

**Criteria for Nursing Student Awards**

**CHARLENE ANGLIN AWARD** - This award is presented at the VN Pinning Ceremony. Selection is made by the Nursing Faculty.
1) Most improved

8:00 a.m. to 5:00 p.m. office hours are in effect, unless other hours in the evening are requested.

**CLINICAL** - This award is presented at the VN Pinning Ceremony by the Faculty. Nominations are presented by the Faculty. Selection is made by the Faculty.
1) Clinical competencies
2) Professional activities
3) Relationship with faculty and peer group
4) Relationship with hospital personnel
5) Professional growth
6) Potential for contribution to nursing

**HONOR** - This award is presented at the VN Pinning Ceremony by the Nursing Faculty to the
Scholarships

Scholarship applications may be obtained from the Nursing Division office in October and April of each year for the proceeding semester.

** ** **

ORGANIZATIONS

Nursing Student Organizations

Nursing Student Club:
This organization is composed of students who are presently enrolled in a nursing course. The purpose of the organization is to promote VN education, discuss issues and trends, and to provide social interaction with other Amarillo College nursing students.

** ** **

EVALUATION AND GRADING

Grading System

Students' semester grades in all courses are filed in the Office of the Registrar, and these are the official records of the college. A final grade will be reported at the close of each semester. Grade reports are mailed to the student at the close of each semester. A grade once earned and recorded cannot be removed. If a student repeats a course, however, the last grade earned is the one counted toward the fulfillment of the degree requirements.

A = Excellent 4 grade points
B = Good 3 grade points
C = Average 2 grade points
D = Poor 1 grade point
F = Failure 0 grade points
I = Incomplete Not computed
W = Student initiated drop or withdrawal during the first nine weeks or a corresponding period.
N = Non-Credit (audit) = Not computed

Each nursing course has a theory component and a clinical component; the components are integrated and inseparable; thus a student must pass both components in the same semester in order to be eligible to enroll in the next level.

Removal of a Grade of "I": The student and instructor must complete a Contract for Incomplete Grade form prior to the granting of a grade of "I". The instructor may allow up to a maximum of six months for a student to complete the course. If it is not completed within this time, the "I" will be changed to an "F". The student is entirely responsible for completing the work that will remove the "I".

** ** **

Policy on Incident Reports

Definition: An incident is any action which occurs in the hospital or agency which may result in injury. Injuries may be physical, emotional, or economical.

Faculty Philosophy: Incident reports are not designed as a form of punishment, but as a form of self-awareness.

Purpose of Policy:
Provides a legal record of all incidents.
Provides a record of student performances.
Provides a record for further research to prevent reoccurrence of any incident.

Procedure: Student must notify the instructor as soon as possible following occurrence of an incident.

Incident report forms will be completed according to the affiliating agency policy and signed by the student and instructor.

The patient's hospital identification number will be obtained by the Instructor for the counseling record.

The incident may require the issuance of a clinical warning.
Action: Action on all incident reports will be on an individual basis.

Incident reports are not separated by clinical rotations, but are inclusive of the student's total program.

Criteria for Admission

Criteria for Admission

(Addendum to the Amarillo College General Admission Policy)
(See Amarillo College General Catalog)

In addition to the regular admission requirements of Amarillo College, the applicant must:
1) Make written application into the Vocational Nursing Program.
2) Complete college placement tests.
3) Read and sign Student Disclosure Statement.
4) A physical examination of applicant completed by a physician will be required.
5) Present documentation of the following upon the enrollment of a nursing course: TB Skin Test or Chest X-Ray, Hepatitis B series, measles (for students born after 1956 and tetanus, diphtheria.
6) Student must furnish a Xerox copy of either GED test scores or high school transcript, and college transcript(s) other than AC to the Vocational Nursing Office as well as Registrar.
7) Student must present a current certification in CPR Basic Life Support prior to beginning each course which requires a clinical experience.
8) Display physical and emotional ability to meet all clinical objectives.
9) Student must pass the VN basic math exam.

Criteria for Progression

Criteria for Progression

General Conduct Requirements:
A) The student must at all times comply with all college and Nursing Division policies.
B) The student shall be present and on time for class and clinical experience.
C) The student shall wear the student uniform during clinical practices and must meet the minimum dress code standards of the health agency.
D) The student must at all times be in good mental and physical health and may be required to obtain a medical doctor's statement attesting to his/her mental and physical health in order to remain in the program.
E) Students shall not use or possess alcoholic beverages during nursing assignments. Students shall not use alcoholic beverages while not involved in nursing assignments to the extent that their physical and mental faculties are impaired during nursing assignments.

Requirements:
A) Meet all general academic requirements of Amarillo College. (See Amarillo College General Catalog.)
B) Meet the following special academic requirements of the VN program (repeated from the Amarillo College General Catalog.)
1) Have a grade of "C" in each nursing course, in BIOL 2401, and HECO 1322 in order to progress to the next level of the program.
2) Most nursing courses have a theory component and a clinical component; the components are integrated and inseparable; thus a student must pass both components in the same semester in
order to be eligible to enroll in the next level.

3) The student must have a "C" in all nursing and non-nursing courses in the Vocational Nursing curriculum in order to progress to the next level of the program. (Requirement of Board of Vocational Nursing Examiners)

4) To continue in the program, a student may repeat any nursing course one time. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.

5) The Intermediate Clinical will be offered at the end of the Spring Semester. All students currently enrolled in the Vocational Nursing curriculum are required to participate in this clinical. All participants must have passed with a letter grade of "C" or higher in order to progress to the next level.

* * * * * *

Student Notification
Any student found in noncompliance with these requirements and criteria may, after due notice and hearing by the Admission/Progression Committee, be suspended from the program or declared ineligible for continuation in the program. Any student who is found to be ineligible for continued enrollment will be so notified by the Director.

* * * * * *

STUDENT TEST ADMINISTRATION POLICY

1. Test questions are the property of Amarillo College and any duplication is considered a violation of the Copyright Act.

2. Instructors or lab personnel are required to report to the Division of Nursing Chair any incident where there is a suspicion or evidence of cheating or infraction of this policy.

3. Any infraction of this testing policy could result in:
   a) The invalidation of test scores for the class or for the individual
   b) A loss of grade for the individual
   c) Dismissal from the program

4. Students must arrive 10 minutes early for examinations. Students who arrive late for a scheduled exam will not be allowed to take the exam at that time. Students are to reschedule with their instructor.

5. Students will bring a sharpened #2 pencil(s) and scantron test sheet(s) for written exams.

6. No personal belongings (i.e. books, papers, reading materials, calculators, or scratch paper)
will be allowed in the classroom or Computer Testing Center.

7. All personal belongings, such as purses and textbooks are the responsibility of the student and are to be left in locked cars, etc.

8. No test materials, documents, or memoranda of any sort may be taken from the room while taking or reviewing the exam.

9. During the examination, students will not give help or receive help from other students.

10. There is to be no talking during an exam. Students are to raise their hands if there is a question and an instructor or lab personnel will come to the student.

11. Computer Testing Center:
   a) The Computer Testing Center hours will be posted.
   b) No exams will be started during the last hour of operation.
   c) Student identification will be required prior to examination.
   d) No food or drinks are allowed in the Computer Testing Center.

12. Security measures will be taken during classroom reviews.

13. Individual conferences for exam review/clarification will be made by appointment with the respective instructor **within a week of receiving grade.**
   c. On the following Monday at 8:00am, the week of the exam, the sign-up sheets will be removed from the bulletin board and students who need to change to another time, forgot to sign up or missed their scheduled exam time for any reason will need to see their instructor.

14. Students will not be allowed to retake exams.

15. If a regularly scheduled exam is missed, a make-up exam should be taken prior to the next scheduled class or at the discretion of the instructor. Students are responsible for contacting the instructor to make arrangements to take a make-up exam.

16. Make-up exams may be comprised of multiple choice, short answer, and/or essay type questions.

17. Students with an A average may exempt the final examination grade.

18. Self-scheduled exams:
   a. Students are responsible for signing up the week prior to taking the exam. Exam dates and times are posted on the bulletin board at the south entrance to the CAI Lab in Building D (College Union West).
   b. The sign-up sheets are posted on Monday morning, the week prior to the exam, and are left up through Saturday. Students cannot sign up to take an exam during class, lab or clinical time. Students cannot sign up for their peers. Students may change their sign-up time to another time without having to get permission anytime during the week prior to the exam.

A pinning ceremony will be held at the completion of the program. Students who have passed all subjects and clinical evaluations will be eligible to receive a school pin (to be purchased by the student at the West Campus bookstore). This will be an open ceremony for invited guests.

**GRADUATION EXERCISES**

Commencement will be held in May of each year. Vocational Nurses may participate in the commencement exercises. All students are invited to attend and wear a cap and gown. A Certificate of Completion will be issued by
Amarillo College.
ACKNOWLEDGMENT OF REQUIREMENTS

I, the undersigned, have read the Amarillo College Nursing Handbook, Amarillo College Catalog, and the Amarillo College Student Rights and Responsibilities and am aware of the college policies and procedures as presented in these three documents.

I have read the Vocational Nursing Department Handbook concerning progression requirements, student expectations, classroom and clinical policies, and department procedures.

I have an understanding of the curriculum requirements of the nursing program, and I am aware of the graduation requirements of the Vocational Nursing Department.

___________________________________  Date       Signature

STANDARD FOR QUALIFYING FOR LEVEL I CLINICAL

The student must have a grade of 70 in each course, VNSG 1323, 1236, 1304, 1400 and RNSG 1301 in order to proceed to the clinical area. If these grades are not accomplished, it is understood that he/she has failed the course. He/she may, however, be allowed to continue attending the lecture portion of the course, but will be ineligible to take any further tests.

I have read the above policy and do understand its contents and implications.

___________________________________          

Before going to clinical, all students must obtain a grade of 80 on the dosage calculation test. You will be allowed to retake the test one time within one week. The instructors will post when the test will be repeated.

If you know that your Amarillo College Placement testing showed you to be below the average in Math, you will need to begin to renew your knowledge in math now. Contact ACcess at 354-5420 or the Nursing Resource Center for help. **THIS IS YOUR RESPONSIBILITY.**

I have read the above policy and do understand its contents and implications.

___________________________________          

Date     Signature
AMARILLO COLLEGE
VOCATIONAL NURSING PROGRAM

I, THE UNDERSIGNED, AM AWARE OF THE FOLLOWING RULES AND REGULATIONS OF THE BOARD OF VOCATIONAL NURSE EXAMINERS, INCLUDING:

A. Qualifications for licensure by examination--the vocational/practical nurse shall:
   1. Have successfully completed an approved program for educating vocational/practical nursing, and
   2. Hold a high school diploma or GED credentials.

B. Applicants who do not apply to take the examination within one year of eligibility will not be eligible.

C. A permit will be issued for the first scheduled examination only. The permit will expire in the applicant’s receipt of a license or on receipt of notification of examination failure.

D. A disabled candidate for the examination for licensure shall have the opportunity to take the licensing exam. A written request must be submitted for appropriate accommodations must be submitted to the Board prior to exam date.

E. A person convicted of a felony that relates to the duties and responsibilities of a Licensed Vocational Nurse may be disqualified from obtaining licensure as a Licensed Vocational Nurse. The Board of Vocational Nurse Examiners (Board) may not license such a person and may upon conviction of a felony, suspend or revoke the license of a person previously licensed.

Students with felony convictions who apply to take the NCLEX-PN will be initially denied. The graduate will have the option to appeal the decision. The decision will be based upon a variety of factors, to include: age at the time of offense; seriousness of the offense; length of time since the offense; and demonstrated rehabilitation. The process is very long. You may still be denied. You will not have a temporary permit during the appeal. If you are approved to take the exam, a temporary permit will be issued at that time.

The following questions appear on the State Board application, to be completed by the student upon graduation:

1. _____Have you been convicted of a felony?
2. _____Have you ever been convicted of a misdemeanor other than a minor traffic violation?
3. _____Have you been hospitalized with a psychiatric occurrence within the past three (3) years?
4. _____Have you engaged in the intemperate use of drugs within the past three (3) years?
5. _____Have you engaged in the intemperate use of alcohol within the past three (3) years?

If you have any questions concerning these statements/questions, please make an appointment to see the Coordinator of the Vocational Nursing Program.

____________________________________
Signature                                        Date
AMARILLO COLLEGE
DIVISION OF NURSING
VOCATIONAL NURSING

PROFESSIONAL CONTRACT

Amarillo College Vocational Nursing Department has a vital interest in maintaining the classroom and clinical environment which is conducive for learning, which is safe, and which is productive for each student. Therefore, the following policies are in effect for all Vocational Nursing students.

CLASSROOM:
- A grade of 70 is passing - 69.4 is a failing grade.
- Class will start on time-students must be present. Any unexcused absence may result in failure of the course.
- Visiting or disruptive behavior will not be tolerated; students will be asked to leave the classroom or clinical area.
- Assignments must be handed in on time or the student must communicate with an instructor. The student must make prior arrangements before the due date.
- Students are active learners and each must be responsible for keeping up to date with classroom work and clinical experience.
- Any family emergency must be reported to the instructor for special consideration.

CLINICAL
- Students must be appropriately dressed for clinical experience.
- Students must report to the clinical instructor before leaving the clinical area.
- Students involved in unsafe nursing practice or unethical behavior will be counseled by the instructor and documented. Documented unsafe practice or unethical behavior reports during any course in the program may be reason for immediate dismissal. A clinical warning will be issued to a student who demonstrates a weakness or deficiency. Three clinical warnings constitute a clinical failure.

- All clinical absences must be made up. If the student fails to do a make-up during the semester, he/she will receive an AD.

All students who receive an AD must be responsible for their make-up time at the end of the semester. If a student fails to notify the instructor of a clinical absence, he/she will receive a failure for the clinical component.

GENERAL:
- Students having special needs should see the Coordinator of the Vocational Nursing Program/
- Students must follow the correct grievances procedure for any consideration of an individual problem (see "Student Grievances" in Amarillo College Student Rights and Responsibilities publication).
- Students may be subject to random drug testing at any time.
- The faculty will not accept gifts from students.

These policies are standard for all nursing courses and will be enforced by every instructor in the classroom and clinical area.

Delores Thompson, MSN, RN
Coordinator, Vocational Nursing

I HAVE READ AND UNDERSTAND THE ABOVE NURSING POLICIES. I AGREE TO ABIDE BY ALL CLINICAL AND CLASSROOM POLICIES OF AMARILLO COLLEGE AND AGENCIES PROVIDING FOR CLINICAL EXPERIENCES.

____________________________________
Student Signature

_______________________________________
Student Printed Name

_______________________________________
Date
AMARILLO COLLEGE
DIVISION OF NURSING

STATE OF TEXAS
COUNTY OF POTTER

RELEASE AND WAIVER OF LIABILITY

AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT (Amarillo College"

and ________________________________ ("Student").

In consideration of Student being permitted to enroll at Amarillo College in the nursing program and acknowledgment of Student of the following facts:

1. That Student will be required, as part of the normal educational process towards Student's certificate, to be placed in a teaching environment including, but not limited to, local medical institutions, offices of local practitioners, ambulances, medical laboratories, and other environment (hereinafter called medical affiliates), all of which are affiliated with Amarillo College for these purposes and that while in these medical affiliates Student may be exposed to conditions which could cause bodily injury and or death and may be exposed to patients afflicted with fatal or potentially fatal disease processes which may be of a contagious nature; and,

2. That Student will be first provided as part of the normal educational process toward Student's certificate with detailed information about the nature, risks, and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to assignment of Student;

3. That Student could be exposed to high risk toxic substances in the medical affiliates, but will first be provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to place Student into the respective medical affiliates as they deem necessary for the successful completion of Student's specific educational program;

2. Release, waive and covenant not to sue Amarillo College, its officers, agents, employees and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called Releases) from any and all loss or damage, and any claims or demands whatsoever therefor on account of injury to the person or property or resulting in death of Student emanating from exposure to said disease processes and toxic substances, or any of these, whether caused by the negligence of Releases or otherwise while the Student is on or within any of the medical affiliates;

3. Indemnify and hold harmless Releases from all loss, liability, damage or cost that Student may incur due to the presence of Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates and,

4. Hereby assumes full responsibility for any and all risks due to participation in the normal educational process in the medical affiliates described above.

Student expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of injury and/or death and/or of contacting fatal or potentially fatal disease processes and exposure to high risk toxic substances.

THE UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is
permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and agrees that no oral representation, statements or inducements apart from the foregoing written Agreement have been made.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS.

I UNDERSTAND I ASSUME ALL RISKS INHERENT IN THE EDUCATIONAL PROCESS AND CLINICAL EXPERIENCE CONDUCTED IN THE MEDICAL AFFILIATES OF AMARILLO COLLEGE AS PART OF MY PROGRESSING TOWARD A CERTIFICATE ALL AS SET OUT ABOVE.

I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THE ABOVE PROVISIONS.

DATED this ____ day of ____________, 19____.

Student
CLASSROOM - CLINICAL POLICIES

CLINICAL POLICY

! All clinical absences must be made up within the semester in order to receive a final grade. More than two (2) clinical absences may result in dismissal from the program.

CLASSROOM POLICY

! Regular classroom attendance (90%) is required in each course in which you are enrolled.

EXAM POLICIES

! Exams may only be reviewed on an individual basis within one week of receiving the grade for that exam by scheduling an appointment with the instructor.

! Make-up exams for students absent when scheduled exams are given, will be essay or short answer exams and must be made-up within one week of missed exam.

I have received, read, and understand the policies concerning clinical/classroom absences and make-up exams.

______________________________________________________________________________

Date                                                   Student signature