

# *Texarkana College*

Health Occupations Division

Student Handbook

2013-2014

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## TO THE STUDENT:

The faculty of the Health Occupations Division congratulate you on meeting the requirements for admission to a program in the Division. We welcome you and sincerely hope you will progress through the program successfully and will meet the requirements for graduation.

This handbook contains policies and procedures that are unique to the Health Occupations Division and emphasizes selected college policies and procedures which may be of special significance to health occupations students. It is intended to supplement the Texarkana College Catalog and Student Handbook.

We expect that you will become familiar with all college and division policies and that you will follow them explicitly. You must sign a statement indicating your agreement to follow all division policies. Your signed statement will be retained in your file in the division office.

The purpose of this handbook is to help you become aware of your rights and your responsibilities as a member of the Health Occupations Division student body. All statements herein reflect policies in existence at the time this handbook went to press. These policies require continuous review and the faculty reserves the right to make revisions or additions as needed. You will be informed of all changes in a timely manner via class announcement, posting on student portal of college website and/or written handbook addendum.

We hope you enjoy your studies at Texarkana College. A time of dedicated study lies ahead of you, and we feel that graduation will be the reward for your efforts. We encourage you to come to us if you need assistance.

Faculty, Health Occupations

Dear Student:

Welcome to the Division of Health Occupations at Texarkana College! You are beginning a journey which I hope will be challenging, exciting, and fulfilling and will prepare you for a rewarding career in health care.

The faculty and I share your excitement in beginning the program. **You** are our reason for being here, and we want to help you to succeed. Learning is a rigorous, continuous process, so we hope that you are prepared to make school a priority in your life for the duration of the program.

Education in the health professions is demanding, but there are many avenues for assistance. Should you find yourself in need of special services such as help with study skills or financial assistance, please see your faculty as soon as a need is identified. They may be able to refer you to a source of help to allow you to continue in the program. Please be assured that we want to help you if we can find a way.

As with any organization of people, our Division is not perfect. We are continually working to make improvements. You will be asked to help us by evaluating the program periodically while you are enrolled and also in a follow-up survey after you leave the program. Please take the time to give us your suggestions for improvements. Many changes in the programs have been instituted as a result of students' suggestions.

Again, welcome aboard! We are glad you have chosen to join us.

Sincerely,

Mrs. Cynthia Montgomery, MSN, RN  
Division Director and Chair

## **Preface**

The purpose of the **Health Occupations Student Handbook** is to provide information to the student who is enrolled in a program in the Health Occupations Division at Texarkana College. The handbook contains facts about the program of study, emphasizes college-wide policies that are of special importance to health occupation students, defines policies and procedures that are specific to health occupations majors. Students are required to be knowledgeable about information contained in all three publications.

The **Health Occupations Student Handbook** is not intended to be or regarded as a contract between the College and any student or other person. The faculty have the right to amend this Handbook, policies, procedures, regulations, fees, conditions, and courses as circumstances may require without prior notice. Students will be informed of the changes by either class announcement, on-line posting, or by printed addendum as soon as feasible after the change is made.

Certified and/or licensed health care providers are charged with and held accountable for important responsibilities to self, clients, and the public by virtue of their licensure and professional codes of ethics. The contents of this Handbook provide the basis for the integrity of the Health Occupations Division, thereby preparing the student for the professional role.

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## 1.2 Professional Conduct

Any student enrolled in a health occupations program will be preparing to enter a profession with a stated code of ethics. Students may be asked to withdraw or be subject to other disciplinary action when the academic, clinical, or personal performance is determined to be inconsistent with the responsibility or accountability for guarding client safety. As a professional program it is the responsibility of the faculty to determine if action is indicated.

Because of the paramount importance of patient care and the ethics of the profession, a violation of one or more of the examples of infractions listed below is considered sufficient cause for the suspension of a student from any health occupations program.

Since these are for the purpose of guarding patient safety and are not disciplinary in nature, appeals from a suspension lie in a hearing before the Chairperson of the Health Occupations Division and the Designated College Administrator. These two individuals will hear the student appeal and decide if a suspension is merited and if all of the student's rights as a student at Texarkana College have been observed. If the Chairperson of the Health Occupations Division and the Designated College Administrator agree that lesser action is in order, the student may be reinstated into the appropriate program on a probationary basis or in some cases, reinstated in good standing.

### Examples of Infractions:

- a. Habitual lying.
- b. Persistent judgmental errors in performance of care.
- c. Medical/emotional problems requiring heavy tranquilizers.
- d. Personality problems which disrupt teaching with detrimental effects upon students, agency personnel, and faculty.
- e. Use of patient's medication for self or family.
- f. Misappropriation of medications, supplies, equipment or personal items of patients or clinical agencies.
- g. Use of hallucinogenic drugs or alcohol before or during class or clinical learning activities.
- h. Willful neglect in care of patients.
- i. Failure to fulfill attendance requirements.
- j. Failure to respect policies of health agencies used for clinical learning.
- k. Breach of patient confidentiality.
- l. Failure to be accountable for one's actions.
- m. Personal behavior while in a clinical setting or when representing Texarkana College, which does not reflect professional standards of conduct.

### 1.3 Substance Abuse Policy

#### TEXARKANA COLLEGE HEALTH OCCUPATIONS DIVISION SUBSTANCE ABUSE POLICY

##### **PURPOSE**

The Texarkana College Health Occupations Division Faculty believe that our major objective as educators is to prepare our students for the commercial workplace as well as to safeguard the public. The Faculty require that Health Occupations Division students provide safe, effective and supportive client care. To fulfill this purpose, students must be free of chemical impairment during participation in any part of the Health Occupations Division program including classroom, laboratory, and clinical settings. Safety and comfort of the client will not be compromised under any circumstance specifically related to behaviors from the use of mind altering substances. Therefore, the practice of a student who is chemically impaired or whose substance use interferes with delivery of safe health care must be controlled.

For the purposes of this policy, and in accordance with the Texas Peer Assistance Program for Nurses (TPAPN) an impaired student is defined as one whose performance endangers either his/her own learning process or client health and safety, and would - if demonstrated by a licensed Healthcare professional - be considered a violation of the Nurse Practice Act or other applicable licensure laws. The impaired student is further defined as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and or physical symptomatology.

It is against Texarkana College policy and professional standards for students to steal, purchase, manufacture, possess, consume, or sell drugs, alcohol, or controlled substances, or to be under their influence while on campus or at extended sites (i.e., agencies used for clinical laboratory learning). It is illegal to consume medications prescribed for others. All students enrolled in the Health Occupations Division are expected to abide by this policy.

The intent of the Substance Abuse Policy is not just to identify those students chemically impaired, but it is also an attempt to assist the student in the return to a competent and safe level of practice as opposed to punitive action against the student. Emphasis is upon deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.

Rev.5/07

## NOTIFICATION OF TESTING PRACTICES

The Substance Abuse Policy will be available to all Health Occupations Division applicants in the Enrollment Specialists' Office with initial inquiry. Notice of testing requirement will be included in the Texarkana College Catalog. The Substance Abuse Policy will be published in the Texarkana College Health Occupations Division Student Handbook. Furthermore, the policy will be reviewed with students during Program Orientations.

Upon admission, students will be expected to certify in writing, that they are not engaging in any substance abuse behaviors. Furthermore, their signature<sup>1</sup> will acknowledge that, in "for cause" situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse/impairment.

## TESTING PROCEDURES

**Program Administrator:** The Texarkana College Health Occupations Division Chair will appoint a qualified Program Administrator who shall be responsible for the overall administration and implementation of this policy and plan.

**When Testing May Occur:** The Health Occupations Division student will be required to submit to drug testing under the following circumstances:

- Pre-admission testing as part of the physical.
- For Cause:
  1. For reasonable cause/suspicion that substance abuse exists.
  2. May be part of a post accident follow up.
  3. In the event of a substance abuse problem which is self-reported or reported by a credible source.
- As part of a substance abuse recovery program.

**Testing Facility:** The Texarkana College Health Occupations Division will identify a SAMHSA<sup>2</sup>-approved laboratory to perform testing utilizing the agency's policies. The College will use a Certified Medical Review Officer (MRO) who will review and interpret test results and assure (by actual telephone interview with each donor whose test is "lab positive") that no test result is reported as "positive" unless there is truly evidence of unauthorized use of the substance involved. The collection techniques will adhere to strict guidelines in accordance with US Department of Transportation Regulation 49 CFR Part 40 following chain-of-custody protocol. The chain of custody and collection protocol will include a copy (with legible phone numbers and a section for the MRO's report) to be forwarded to the MRO's work site.

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<sup>1</sup> Consent will be kept in the Health Occupations Division student file and will remain in effect during entire period of enrollment.

<sup>2</sup> Substance Abuse and Mental Health Services Administration.

**Testing for Appropriate Substances:** Testing may include, but is not limited to, Alcohol, and currently: amphetamines barbiturates, cocaine, PCP, opiates, marijuana, benzodiazepine, methadone, propoxyphene. The Program Administrator shall have the authority to change the panel of tests without notice<sup>3</sup> to include other illegal substances as suggested by local or national reports or circumstances.

**Positive Results:** Test results will be considered positive if substance levels meet or exceed the established threshold values for both immuno assay screening and gc/ms confirmation studies AND the MRO's verification interview verifies truly unauthorized use of the substance. Repeat drug screens are not done. In order to ensure accurate results, requests for any change in the testing facility's procedure will be done only with written approval from the Health Occupations Division Chair or designee.

## **CONFIDENTIALITY**

All drug testing information, interviews, reports, statements, and test results specifically relating to individuals is confidential and will be treated as such by anyone authorized to review such information. Drug test results will be received from the lab by the Division Chair or designee. Records will be maintained in a safe, locked cabinet and/or password protected electronic database.

## **PRE-ADMISSION DRUG TESTING**

The Health Occupations Division Applicant will be required to successfully complete a physical examination, including drug testing as part of the admission process to the Health Occupations Division. The cost of the physical examination with drug testing will be paid for by the student applicant.

The student applicant will be required to submit to the drug test within the time frame set forth by the Admissions Committee. Failure to appear for pre-admission testing will be considered refusal and will result in withdrawal of the student application for admission.

**Positive Results for Student Applicants:** See "Substance Abuse Recovery Student/Applicant".

## **FOR CAUSE: ENROLLED STUDENTS**

Testing will be required when a faculty member reasonably suspects that a student is under the influence of a substance and that work performance is impaired. In this case, the cost of testing will be assumed by Texarkana College. Drug testing based on a belief that a student is using or has used drugs in violation of the Substance Abuse Policy will be drawn from those facts in light of experience and may be based upon, among other things:

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<sup>3</sup> The Program Administrator will seek consultation with the Division Chair (or a designated faculty advisor) and the MRO before changing the drug panel.

- Observable phenomena, such as direct observation of drug use and or the physical symptoms or manifestations of being under the influence of a drug.
- Conduct or erratic behavior that includes but is not limited to slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance to include absenteeism and tardiness.
- A report of drug use provided by reliable and credible sources and which has been independently corroborated.
- Evidence that an individual has tampered with a drug test during his/her enrollment.
- Information that the student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
- Evidence that the student is involved in the use, possession, sale, solicitation, or transfer of drugs.
- Conviction by a court, testing positive in a drug free workplace program, or being found guilty of a drug, alcohol, or controlled substance offense in another legitimate jurisdiction.

## **FOR CAUSE: PROCEDURE**

Faculty will follow these procedures for reasonable suspicion/cause testing.

1. Have another faculty or staff RN immediately confirm the suspicious behavior.
2. Immediately terminate direct client care or classroom participation by the student.
3. Discuss the behavioral observations and or incident with the student.
4. Document the behaviors observed.
5. Report the incident to the Division Chair (or his/her designee) who, along with the faculty member, will review the incident or pattern of incidents that exposes or is likely to expose, a client or another person to risk of harm.
6. Advise the student of the need for immediate drug testing and explain the procedure as directed by the Division Chair. (A copy of the "Consent to Drug Testing and Authorization for Release of Test Results" can be obtained from the Health Occupations Division student file.)
7. The outcome of the process is dependent upon the final drug test results. A final decision regarding disciplinary action may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the Health Occupations Division. For a student currently enrolled in a Health Occupations Program, there is a zero-tolerance policy regarding a positive test result for illegal or improperly-obtained substances. In these instances, a positive test result will result in immediate suspension of the student from the Health Occupations program.

8. Confidentiality will be maintained.
9. Students are encouraged to take the responsibility for self-reporting and self-referral.
10. In the event that any of the actions are contested by the student, the faculty member and Division Chair will make a report to the Professional Conduct and Peer Review Committee<sup>4</sup>.

### **SUBSTANCE ABUSE RECOVERY STUDENT/APPLICANT**

The Faculty believe that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of a history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse will be required to do the following before entering:

- A. Demonstrate at least one (1) year of abstinence immediately prior to application.
- B. Provide letters of reference from all employers within the last two (2) years.
- C. Provide a report of participation and current status from an acceptable treatment or support source(s).
- D. Sign an agreement to participate in monitoring by random drug screening consistent with the policy of Texarkana College Health Occupations Division and the clinical agency where assigned for client care. Testing will be paid for by the student.
- E. **FOR ASSOCIATE DEGREE NURSING AND VOCATIONAL NURSING CANDIDATES:** Obtain information regarding a Declaratory Order from the Texas Board of Nursing: [www.bon.state.tx.us](http://www.bon.state.tx.us).

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<sup>4</sup> The Committee will be composed of three faculty members in the Health Occupations Division who are not involved in the teaching situation with the student.

TEXARKANA COLLEGE  
HEALTH OCCUPATIONS DIVISION  
SUBSTANCE ABUSE POLICY  
OBSERVABLE AND SUSPICIOUS BEHAVIORS<sup>5</sup>

Name:

Date:

**Absenteeism**

- \_\_\_\_\_ Frequent Monday or Friday absences
- \_\_\_\_\_ Multiple unauthorized absences from class or the clinical unit
- \_\_\_\_\_ Excessive tardiness
- \_\_\_\_\_ Improbable excuses for absence
- \_\_\_\_\_ Leaving school or the clinical agency early
- \_\_\_\_\_ Prolonged breaks
- \_\_\_\_\_ Frequent trips to the bathroom
- \_\_\_\_\_ Illness on the job or in the classroom

**Unexpected Events** - Especially resulting in an injury or damages

- \_\_\_\_\_ Falling asleep in class or in a setting where a student would be expected to maintain alertness
- \_\_\_\_\_ Frequent or unexplainable accidents on campus or in the clinical area
- \_\_\_\_\_ Frequent or unexplainable accidents away from the campus of the clinical area
- \_\_\_\_\_ Any fall or faint or loss of equilibrium or consciousness which occurs in a context which suggests impairment.

**Confusion and difficulty concentrating**

- \_\_\_\_\_ Difficulty remembering details or directions
- \_\_\_\_\_ Jobs/projects/assignments take excessive time
- \_\_\_\_\_ Increasing difficulty with complex assignments
- \_\_\_\_\_ General difficulty with recall

**Lowered efficiency**

- \_\_\_\_\_ Mistakes of judgment
- \_\_\_\_\_ Wasting materials
- \_\_\_\_\_ Blaming or making excuses for poor performance
- \_\_\_\_\_ Deterioration of ability to make sound decisions
- \_\_\_\_\_ Spasmodic work patterns or academic performance

**Poor Relationships with peers**

- \_\_\_\_\_ Avoidance of others
- \_\_\_\_\_ Hostile/irritable attitude
- \_\_\_\_\_ Reacts rather than respond to others
- \_\_\_\_\_ Over reacts to criticism or corrections
- \_\_\_\_\_ Unreasonable resentments
- \_\_\_\_\_ Unpredictable, rapid mood swings
- \_\_\_\_\_ Borrowing money from peers
- \_\_\_\_\_ Alcoholic or suspicious breath odors: frequent odor of mints, mouthwash

**Physical Signs**

- \_\_\_\_\_ Temperature
- \_\_\_\_\_ Pulse
- \_\_\_\_\_ Respirations
- \_\_\_\_\_ Blood Pressure
- \_\_\_\_\_ Diaphoresis

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<sup>5</sup> This represents examples and is not exhaustive.

TEXARKANA COLLEGE  
HEALTH OCCUPATIONS DIVISION  
SUBSTANCE ABUSE POLICY

CONSENT TO “FOR CAUSE” DRUG TESTING AND AUTHORIZATION  
FOR RELEASE OF TEST RESULTS\*

I, \_\_\_\_\_, hereby state that I understand the objectives of the Substance Abuse Policy and the need for continued verification that I am not impaired by any mind altering substance. I give my consent to participate in “For Cause” drug screening consistent with the policy of Texarkana College Health Occupations Division and the clinical agency where assigned for client care. I understand that the testing may include any or all of the following: breath, urine, blood, or hair follicle samples. I understand that the test results will be released to the Program Administrator, the Division Chair, and such other College officials as may be required to know the results in order to properly administer the program.

Name: \_\_\_\_\_ SSN# \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign Name)

\*Refusal to consent to the above referenced testing or to cooperate fully with the appropriate health professionals may result in immediate suspension from the Health Occupations Division and/or a report to the Professional Conduct and Peer Review Committee.



## 1.4 Policy for Criminal History

### **TEXARKANA COLLEGE HEALTH OCCUPATIONS DIVISION**

#### **POLICY FOR CRIMINAL HISTORY AND REGISTRY CLEARANCES**

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students. All students and faculty must have a criminal background check before starting clinical experiences.

1. Prior to enrollment in the Health Occupations Programs criminal background checks will be performed by PreCheck at a cost of \$49.50 + applicable Texas sales tax/student. Students will receive information and paperwork with their acceptance letter on how to proceed with the background check. Confidential reports will be faxed or emailed to the Division Chairperson or designee. The turnaround time is 48-72 hours after receipt of the information.

2. The following convictions within the last seven years will disqualify an individual from consideration for clinical rotations:
  - a. Felony convictions
  - b. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
  - c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
  - d. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
  - e. Registered sex offenders

**Note: Three (3) or more misdemeanor occurrences within the last three (3) years will be subject to review by the Professional Conduct Committee.**

3. If a licensing/registry body approves the student to take the licensing or credentialing exam, such as the Arkansas Department of Health and Human Services Section of EMS and Trauma Systems, or a Declaratory Order from the Texas Board of Nursing, the student may participate in clinical rotations. AD and VN Students are advised to proceed with a declaratory order before starting in the program. The time required to obtain a declaratory order is approximately 3 months – 2 years. Students should be aware that additional paperwork may be requested for licensure, that a possibility exists they will not qualify for a temporary permit, nor be allowed to take the licensing exam.

4. The Division Chair or Director of Admissions will notify the student in writing if anything in the student's record indicates a conviction barring the student from clinical rotations or if the student is listed as "revoked" in the Nurse Aide Registry or is listed as "unemployable" in the Employee Misconduct Registry. The letter will include the existence of the record of the conviction or registry listing, as well as the student's ineligibility for participation in the Health Occupations Programs. Students may pursue other courses or majors at Texarkana College.
5. If, during the course of the student's enrollment in the Health Occupations Programs, they are deemed ineligible for clinical rotations due to criminal history record or revoked status in the Nurse Aide Registry or unemployable status in the Employee Misconduct Registry, he/she will be dismissed from the program and dropped from the program courses. **Any legal offenses occurring during enrollment in any Health Occupations program must be disclosed to the Health Occupations Division Chair within 10 (ten) days of the occurrence.**
6. The Division Chairperson will keep confidential all information obtained from these background checks/registry searches. All criminal history record and registry clearance information obtained will be kept in a separate file until the students have graduated or have not been enrolled in a health occupations program for 1 year. Then the records will be destroyed.
7. The background check will be honored by all Texarkana College clinical affiliates for the duration of the student's enrollment at the college if the student has not had a break in enrollment in a health occupations programs. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more.

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### 1.5 Conduct in the Classroom

The student is to conduct him/herself at all times in a manner appropriate to that of a developing professional person. To that end, the following are expectations of the Health Occupations Division:

1. No eating, drinking, or gum chewing in the classroom.
2. Feet are to be placed on the floor and not on the back of chairs, etc.
3. All students are encouraged to participate in classroom discussion pertinent to subject being discussed. Other discussions are to be limited to break times.
4. In order to be successful, it is necessary that each student remain awake and actively involved in the material being presented. Therefore, there will be no sleeping in class. No sunglasses are to be worn in class unless prior approval has been obtained from the faculty.
5. It is common courtesy to treat fellow students, faculty, and agency staff with respect. Practice your communication and interpersonal skills at all times. Learn to disagree without rudeness.

6. Pagers, telephones, scanners, and 2-way radios are permitted only with prior approval of the instructor.

Should a student not comply with the above expectations, one warning will be given. A repeat offense will result in the student being asked to leave that classroom. Appropriate counseling and disciplinary action will follow.

The gaining of knowledge and the practice of honesty go hand-in-hand and are especially consistent with the practice of the health professions. The importance of knowledge properly gained is emphasized by these rules against cheating and plagiarism. The Texarkana College Student Handbook defines “scholastic dishonesty” as (including but not limited to) cheating on academic work, plagiarism, and collusion.

Cheating on academic work includes:

- copying from another students’ test paper
- using materials that are not authorized by the test administrator during a test
- collaborating without faculty permission with another student during a test or in academic preparation
- using, buying, stealing, transporting, or soliciting the contents of an unadministered test.

Plagiarism is defined as presentation for credit as one’s own idea or product derived from an existing source. Collusion is defined as the collaboration with another person in preparing written work for credit.

Complete honesty is required of the student in the presentation of any and all phases of course work as his own. This applies to quizzes of whatever length, as well as final examinations, daily written reports, and nursing care plans.

Disciplinary proceedings will be initiated against a student who engages in any form of academic dishonesty. The student will earn a zero for the assignment and a report may be submitted to the Professional Conduct Committee or to the Dean of Students and Division Chair. If the student is suspected of cheating on an exam, the exam will be taken up, the student will leave the room, and a zero (0) will be recorded for that exam grade.

### **1.6 Professional Conduct Review**

The Health Occupations Division has a policy to systematically assess, investigate, and make judgments about potential or actual violations against standards of practice. Citizens, students and faculty can make unsolicited reports because of their knowledge of a student whose behaviors may be in violation with the Texarkana College Student Handbook, the Health Occupations Division policy statements and/or agency guidelines. Such behaviors are, but not limited to, unprofessional conduct (stealing, cheating on exams, breach of confidentiality), failure to adequately care for a patient, failure to conform to minimum standards of professional practice or impaired status.

**Behaviors that place others at risk should be reported directly to a faculty member. All other reports can be documented on the “Confidential Report” form found in this handbook. Additional forms may be obtained from the Division Secretary or Health Occupations Division faculty.**

A three member Professional Conduct and Peer Review Committee (PC&PR) will explore any reportable incident, conduct, or pattern of suspicious behaviors. This Committee will provide an organized effort to respond to a report of behavior that violates the quality and appropriateness of professional practice of its students. The Committee may include the Dean of Students.

## **CONFIDENTIALITY MUST BE FOLLOWED.**

### **REPORTING PROCEDURE**

#### **A. THE INITIAL REPORT**

1. Anyone may make a report to the Committee. The person should complete the Report to Texarkana College Health Occupations Division PC & PR Committee on the following page.
2. The form must be signed with a legible signature, placed in a sealed envelope, addressed to the PC&PR Chair, and delivered to the Health Occupations Division Secretary.

#### **B. INVESTIGATION**

1. After receiving a report, the PC&PR Committee sets a meeting date within three (3) working days.
2. The time between receiving the initial report and the conclusion of the professional conduct/peer review process will not be more than ten working days.
3. If it is suspected that the student's conduct is related to substance abuse, the Substance Abuse Policy will apply.
4. The Committee will submit a final report to the Health Occupations Division Chair.
5. The student will be provided with an opportunity to offer a written rebuttal after recommendations are made.
6. The Division Chair will submit a report to the Dean of Students if substantial disciplinary action is recommended.
7. If an appeal is desired, the request must be made in writing within five (5) days from notification of the committee's recommendations. The process is outlined in the Texarkana College Student Handbook. The Dean of Students will handle the appeal process.
8. Due to the seriousness of maintaining professional conduct and Potential liability issues for Texarkana College, a student will not be allowed to attend clinical while involved in the Professional Conduct Review process. The student will not be counted absent from clinical during the review process. Classroom and simulation attendance is allowed during the process.

**Texarkana College and the Health Occupations Division are not prevented from taking disciplinary action prior to the professional conduct/peer review process.**

**SAMPLE FORM:**

**CONFIDENTIAL REPORT TO:  
HEALTH OCCUPATIONS DIVISION  
PROFESSIONAL CONDUCT AND PEER REVIEW COMMITTEE**

Please provide the following information about the student being reported:

1. Name: \_\_\_\_\_

Program: \_\_\_\_\_

2. Incident Being Reported. Describe briefly. Do not use a patient's name.  
Please indicate dates. If more space is needed, use additional sheets.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Unit/Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Witnesses. Identify other persons who have information about the incident/conduct.

\_\_\_\_\_

4. Report to Division Chair

Have you reported the incident to the Health Occupations Division Chair?

No \_\_\_\_ Yes \_\_\_\_ Date \_\_\_\_\_

5. Person Making the Report. Provide the following about yourself.

Name: \_\_\_\_\_

Class: \_\_\_\_\_

I swear that the information provided is true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(UNSIGNED REPORTS WILL NOT BE ACCEPTED)

\_\_\_\_\_

**FOR COMMITTEE USE ONLY**

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ Case #Assigned \_\_\_\_\_

### **1.7 Inclement Weather Policy:**

If the college closes, the instructor will notify the clinical agency that students will not be there. If it is apparent that the college MAY CLOSE, but the announcement has not been made, the student will notify the assigned clinical agency that s/he may be late or absent due to weather.

If the announcement is made that the college will conduct classes, the student must notify the assigned unit if s/he will be coming in late or will be absent. If going to the clinical lab will put the student at risk, the student will notify the nursing instructor and inform the instructor of the situation. In order to make equitable decisions, the faculty may request documentation concerning localized weather conditions/risks.

When the college closes, all classes and clinical will be dismissed.

### **1.8 Schedule Flexibility**

Periodically, it may be necessary to enroll in late afternoon and/or early evening classes. Additionally, to meet the learning needs, students may be required to attend clinical at different hours and locations than those scheduled.

Students are responsible for their own transportation between the college and the hospital or other health agencies, including field trips.

Students are expected to arrange time to study in the autotutorial lab (ATL) located in the Health Occupations Building. The amount of study time whether at home or on campus will depend on personal needs.

It is the responsibility of the student, NOT the faculty, to keep family and/or friends aware of their schedule. Faculty are not permitted to give this information to anyone who calls. IN CASE OF EMERGENCY, family members may leave a message with the Health Occupations Division secretary or faculty (903) 823-3401 and a call-back number. That message will be relayed to the clinical agency where the student is scheduled that day. After 5 p.m. emergency messages should be called to Security, (903) 798-3330, who will forward the message to the student.

### **1.9 Grading Scale**

The grading scale used for all Health Occupations students is as follows:

90-100	= A
81-89	= B
75-80	= C
65-74	= D
Below 65	= F

A minimum course average of 75 must be obtained to progress in the Associate Degree Nursing, Vocational Nursing and Emergency Medical Technology-Basic programs. A minimum course average of 80 must be obtained to progress in the Emergency Medical Technology-Paramedic program.

Clinical laboratory performance in the Emergency Medical Technology-Paramedic Program is graded as “Satisfactory” or “Unsatisfactory”. A student graded as unsatisfactory in clinical at the end of the course will receive a “D” for the course if the theory grade is either A, B, C, or D. The student will receive an “F” if the theory average is below 65. Once it has been determined that the student has an unsatisfactory clinical grade, no further course work will be accepted.

Performance in clinical courses in the Associate Degree Nursing Program will be assigned a numerical and letter grade. Specific information regarding clinical grading is printed in each clinical packet.

“Clinical performance for the Vocational Nursing program will be graded according to the criteria as designated in the Clinical Evaluation Booklet in the clinical packet and the syllabus.

VNSG 1561, 2662, and 2663 will be assigned a numerical and letter grade. The grading scale used for the Vocational Nursing clinical experiences is as follows:

31.5-35 = A  
28.4-31.4 = B  
26.3-28.3 = C  
22.8-26.2 = D  
< 22.8 = F”

#### **1.10 Professional Liability**

All students must carry liability insurance for clinical courses. This fee is assessed at the time of registration.

#### **1.11 Re-Entry**

A student who withdraws from the program, for whatever reason, will be required to fulfill all admission requirements before the request to re-enter will be considered. Vocational Nursing and Emergency Medical Technology students must re-enter within 12 months. Associate Degree Nursing students must re-enter within 2 years to retain credit for nursing courses.

A student who fails a course in the major or who withdraws while failing will be permitted one additional opportunity to enroll in the program. Recommendations such as retesting reading skills, pre-entrance auditing of selected courses, pre-entrance preparatory study, etc., may be made. The Admissions Committee will determine the status for admission only upon successful completion of any recommendation. Re-enrollment in any of the major classes will be dependent upon space availability. The student is expected to re-enter and pass the course which was failed before taking the next course unless exceptions are made by the Admissions Committee. The student accepted for re-entry will be under the current policy and procedures of the Health Occupations’ program at the time of re-admission.

Students who have exited the program before completion and are interested in returning are recommended to seek employment in a health agency during the interim period.

### **1.12 Faculty Office Hours**

Students needing to meet with the instructor are encouraged to make an appointment. Office hours are posted on the door of each instructor's office. A prearranged appointment time will avoid delays and return trips.

### **1.13 Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA)**

Students will maintain strict patient confidentiality at all times. Patients' conditions will NOT be discussed with family, bystanders, media, or other non-medical personnel. In accordance with HIPAA – Health Insurance Portability and Accountability Act - computer generated and/or written information containing patient name, identification or other identifying factors will not be removed from the clinical facility. In addition, the action or actions of any medical and/or paramedical personnel will not be discussed. The gaining of knowledge, acquisition of skills, professional development, and honesty go hand-in-hand. The student is responsible for maintaining the highest possible standards personally, academically, clinically, and professionally.



## UNIVERSAL CONFIDENTIALITY STATEMENT

As a student or faculty member in the Health Occupations Division at Texarkana College, you are bound by the clinical Affiliation Agreement in place between the college and facilities used for clinical learning experiences. Per the guidelines outlined in the affiliation agreements and the Health Occupations Student Handbook/Health Occupations Faculty Handbook, and the Health Insurance Portability and Accountability Act (HIPAA) the maintenance of confidentiality regarding client information is of paramount importance. Information pertaining to clients, employees or individuals in the clinical setting from any source i.e.: paper records, oral communication, audio recording, electronic display, and/or data files is considered confidential information. Access to confidential client information is allowed for students/faculty on a need-to-know basis only with the intended purpose of client care in the clinical learning process.

It is the policy of Texarkana College that students/faculty maintain strict client confidentiality at all times. Violation of the confidentiality policy include, but are not limited to:

- Accessing confidential information that does not pertain to assigned clients;
- Misuse, disclosure, or alteration of client information;
- Disclosing to another person a personal password that you have been issued for electronic charting that gives access to client information;
- Using a personal password of another individual to gain access to the client record;
- Leaving a client record open (electronic or paper) unattended with client information accessible to an unauthorized person;
- Removing a computer generated report sheet with client data (such as name, physician, diagnoses, hospital data) from the clinical facility;
- Writing any client specific information (such as name, address, hospital identification number) on paperwork taken out of the clinical facility;
- Discussing client information with visitors, students, staff, and/or family outside the clinical facility or off of the clinical unit in an unsecured area;

Violation of this confidentiality policy may constitute grounds for disciplinary action and is reportable to the Division Chair of Health Occupations, as well as the clinical agencies. Violations of HIPAA are punishable by up to \$50,000 fine for an individual and/or may carry up to a one year jail sentence.

The student must understand the importance of keeping client information confidential and agree to comply with the terms of the above policy/statement. This agreement will be binding for the duration of enrollment in the Health Occupations Program.

In accordance with the U.S. Department of Education, student grades will not be posted, provided over the phone or email, or given to “friends or family”. A student may review their file at any time when faculty are on campus or by appointment.

Revised 3/09

Texarkana College  
Health Occupations Division  
UNIVERSAL CONFIDENTIALITY STATEMENT

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- Using a personal password of another individual to gain access to the client record;
- Leaving a client record open (electronic or paper) unattended with client information accessible to an unauthorized person;
- Removing a computer generated report sheet with client data (such as name, physician, diagnoses, hospital data) from the clinical facility;
- Writing any client specific information (such as name, address, hospital identification number) on paperwork taken out of the clinical facility;
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Student Printed Name and Date

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Student Signature

Revised 3/09

Texarkana College  
Health Occupations  
HIPAA Violation Disciplinary Guidelines for Students

Level of Violation	**Example	Minimum Disciplinary/Corrective Action
Level I	<ul style="list-style-type: none"> <li>• Failing to log off of a computer with client information left displayed.</li> <li>• Inadvertent or accidental breaches of confidentiality that may not result in the disclosure of client information.</li> <li>• Discussing client information in a non-secure area (lobby, cafeteria, and elevator).</li> <li>• Displaying client name on clinical paperwork leaving the clinical area.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-education and counseling to ensure compliance with policy</li> <li>• Reflection of error on the CEB grading</li> </ul>
Level II	<ul style="list-style-type: none"> <li>• Accessing client information or asking another to access client information that does not pertain to completion of the student's clinical assignment.</li> <li>• Removal of facility generated materials with client information from the clinical setting.</li> <li>• Failure to follow existing policies/procedures governing patient confidentiality ie: not adhering to "no information status"; password policy for client information over the phone;</li> <li>• Repeated violation of the previous level.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-education and counseling to ensure compliance with policy</li> <li>• Reflection in CEB grading</li> <li>• Letter of Warning to be placed in the student file.</li> <li>• Possible referral to the Professional Conduct Committee and/or disciplinary action</li> </ul>
Level III	<ul style="list-style-type: none"> <li>• Repeated violation of Level I and II</li> <li>• Sharing personal ID/passwords given to the student or staff that give access to client information</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling of student</li> <li>• Reflection in CEB grading</li> <li>• Referral to the Professional Conduct Committee</li> <li>• Referral to Health Occupations Division Chair</li> <li>• Investigation/disciplinary action that may result in dismissal from the program.</li> </ul>

Texarkana College  
Health Occupations  
HIPAA Violation Disciplinary Guidelines for Students

Level IV	<ul style="list-style-type: none"><li>• Obtaining client information for personal gain or use</li><li>• Tampering with or unauthorized destruction of client information.</li><li>• Repeated violations of Level III</li></ul>	<ul style="list-style-type: none"><li>• Referral to Health Occupations Division Chair</li><li>• Notification of the Clinical Agency by the Division Chair</li><li>• Referral to <u>Dean of Enrollment Management</u></li><li>• Disciplinary action which may result in dismissal from the program.</li></ul>
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\*\*Examples are not intended to be all-inclusive of every situation that may occur. They are simply guidelines of possible incidents. Ultimately, decisions relating to disciplinary or corrective action rest with the Professional Conduct Committee and the Division Chair of Health Occupations.

Levels I-III are considered to be without malicious intent.  
Level IV denotes malicious intent and may be subject to civil or criminal liability.

For any offense, a preliminary investigation will precede assignment of “level of violation”.

Revised 3/09

**1.14 Uniform Dress Code**

**I. Uniforms**

All students are responsible for purchasing the approved  
Texarkana College Uniform: Landau Scrubs: Royal Blue

Women: Top: 8219 BEP

Cargo Pants: 8501 BEP

Men: Top: 7502 BEP

Pants: 8555 BEP

NOTE: If Tall Women’s pants are required, Landau Classic 8320 Tall in Royal Blue may be substituted.

Uniforms may be purchased from the campus bookstore or local uniform vendors. A list of vendors is available in the Health Occupations office.

No substitute in style or color will be accepted.

**B.** While in uniform students may wear a plain white crew neck T-shirt, short or long-sleeved under scrub tops. No thermal weave or lacy-type garment allowed.

- C. Dresses may be special ordered through the Campus Bookstore.
- D. Information for ordering approved Maternity clothing is available in the Health Occupations office. Students need to allow 6 weeks for this order.

## II. Pin and Patch

- A. Fees for 2 photo ID name badges will be included with the student's nursing fees. The badge with pin on back will be worn on the scrub top and clip badge to be worn on lab jacket.
- B. Patch
  - 1. Official Texarkana College patch is to be neatly sewn with matching thread on left sleeve (**centered**) of the **uniform top**- ADN uniform patch –gold trim. V N uniform patch – sky blue trim.
  - 2. Patches must be purchased at the Texarkana College Bookstore.

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## III. Lab Coats

- A. White lab coat or lab jacket with the Texarkana College logo is to be worn over street clothes when the student is in the clinical agency on school business other than direct patient care. Lab coats must be purchased in the college bookstore only.
- B. Professional attire is mandatory. Unacceptable clothing while in street clothes with lab jacket or coat includes: jeans of any color, shorts, capri or crop pants, exercise attire, short dresses, open-toed shoes or sandals. The entire abdomen must be covered. Neckline should be conservative, with no chest hair or cleavage visible.

## IV. Shoes/Hosiery

- A. All white professional nursing shoes or plain white leather, athletic shoes. No mesh or cloth shoes or black soles allowed. Heels must be covered.
- B. Plain white hose with dress style uniform.
- C. Plain white socks that cover the entire ankle area or hose with pants.
- D. When athletic shoes are worn with dress, plain white socks not visible above the shoes, in addition to white hose, are acceptable.
- E. Shoes: Polished and clean. Laces should be clean.

V. Personal Appearance

- A. Clothing: Clean and pressed. Dresses should cover the knee.
- B. Hair: Hair must be clean, conservative in appearance, pulled away from the face in a ponytail, braid or bun to ensure that hair remains behind the shoulders throughout patient contact. Hair ornaments are not allowed including: claw clips, “scrunchies” made of fabric or decorative hair clips. Bobby pins and barrettes that match student hair color may be used. No extreme hairstyles or colors allowed. Hair extensions or hairpieces must be conservative in style and be behind the shoulders and away from the face.
- C. Undergarments should be natural skin tone or white in color. Only solid color allowed – no prints.
- D. Fingernails: Short and clean. No nail polish except clear in color. No nail ornaments. No artificial nails.
- E. Cosmetics: Makeup should be conservative. No perfumes or aftershave lotions.
- F. Tattoos: all attempts should be made to cover tattoos while in the clinical setting.

VI. Jewelry: No jewelry may be worn with the following exceptions.

- A. Plain watch with a second hand.
- B. One plain band may be worn on one finger.
- C. One small stud or button style earring no larger than a pencil eraser per earlobe. Acceptable colors include: gold, silver, pearl, diamond. Only one earring per ear is allowed on the lobe of ear only.
- D. Religious or Medic-Alert medals may be worn on a chain long enough to be concealed under the uniform.
- E. No jewelry is allowed in piercings on the face or tongue while in uniform, including while the student is on campus.
- F. Only program approved pins may be worn.

VII. Personal Habits

- A. Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odor including smoke odor is not acceptable.
- B. The uniform and lab coat are not for street attire. The patch and pin may be worn only when in the student role.
- C. Eating and drinking should be confined to appropriate areas. No chewing gum while in uniform or in the clinical area.
- D. Smoking and use of other tobacco products is discouraged and must be confined to designated areas during allotted break times.
- E. Polite and professional language is mandatory. No profanity or vulgar slang is permitted.

- F. Student with visible passion marks may be excused from the clinical setting if the marks cannot be covered in an inconspicuous manner. A clinical absence and/or unsatisfactory for professional appearance may be given.

### **1:15 Smoke-Free Campus**

On April 24, 2012 the Board of Trustees approved the proposal to make Texarkana College a Smoke Free Campus. The issue of e-cigarettes is prohibited on Texarkana College campus. Based on the U.S. Court of Appeals for the D.C. Circuit's decision in the case listed below, the FDA has the authority to regulate e-cigarettes as a tobacco product. Since the FDA considers them as tobacco products, our interpretation is that they are prohibited in the same manner as the regular cigarette is prohibited according to our Tobacco Free Campus Policy which states, "The use of tobacco products will be prohibited within college buildings, walkways, in college fleet vehicles, and on college owned property, not otherwise leased to another organization. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all college locations."

### **1.16 Role of Students in Clinical Settings**

Much of the education for students in the health occupations division is provided by means of clinical affiliations with area health care agencies. Maintaining a positive working relationship with these agencies is the responsibility of students as well as faculty. The following stipulations must direct the student's behavior in the clinical settings:

- a. Students are assigned to clinical for the purpose of obtaining clinical "hands-on" experience. The policies of the agency must be respected and followed conscientiously.
- b. Students are not agency employees while in clinical in the student role. Therefore, the student does not receive employee benefits, i.e., compensation, insurance, free health care, and workman's compensation.
- c. Students may not take friends, family members, children, or other unauthorized persons with them or permit them to visit in the clinical setting. To do so may place the student, faculty, agency or college in legal jeopardy or lead to suspicion of breach of clients' confidentiality which is a violation of ethics.
- d. Students may not make unauthorized visits to clinical agencies. Authorized visits are those done for the purpose of clinical preparation prior to a clinical day or for fulfilling a clinical assignment. No client care is to be given during clinical preparation visits. Should visits other than these be needed (i.e. to collect additional data from a client's record), the student must obtain a note from the clinical instructor authorizing the visit, and dress as if doing clinical preparation.

- e. When assigned to community agencies with a preceptor or designate supervisor, students must not ride in the preceptor's private vehicle. Students must provide their own transportation and follow the preceptor/supervisor to the alternate site such as the client's residence.
- f. Students must conduct themselves, while in a clinical agency or whenever representing the Health Occupations Division, in a manner which reflects accepted professional standards of conduct. Behavior must demonstrate adherence to the policies of the clinical agency where assigned as well as the policies of Texarkana College.
- g. Students must have medical clearance from their health care provider to perform the "essential functions" as described in the Texarkana College catalog. If a change in health status occurs during enrollment (such as pregnancy, mental illness, surgery, or injury), the faculty must receive a new medical clearance before students may continue in clinical activities.
- h. Students may not use personal cell phones or pagers while in the clinical agencies.

#### **1.17 Student Participation in Program Evaluation and Research**

The Health Occupations Division periodically involves students in providing evaluative information about the program, the faculty, and the courses. The information is collected to assist faculty to maintain and enhance the educational quality of the programs, not to determine academic standing of a student. To assist faculty with program evaluation, students can expect that: 1) data will be obtained from student records for use in educational research, 2) observers will be present in the classroom or clinical setting for the purposes of collecting research data, or evaluating/observing performance of the instructor, and 3) data will be collected from students through course/instructor evaluation surveys.

#### **1.18 Use of Telephone and Copy Machine**

Office telephones and copiers are for business use, not for students' personal use. A coin-operated copy machine is located in the student lounge. Copiers are also located in the Palmer Library and should be used if the student copier in the Health Occupations Building is out of service.



### **1.19 Websites**

Arkansas State Board of Nursing  
[www.arsbn.arkansas.gov](http://www.arsbn.arkansas.gov)

Texas Board of Nursing  
[www.bon.state.tx.us](http://www.bon.state.tx.us)

National Council of State Boards  
[www.ncsbn.org](http://www.ncsbn.org)

National League for Nursing  
[www.nln.org](http://www.nln.org)

National Registry of EMTs  
[www.nremt.org](http://www.nremt.org)

Texas Department of State Health Services - Bureau of EMS and Trauma Systems  
[www.dshs.state.tx.us/emstraumasystems/default.shtm](http://www.dshs.state.tx.us/emstraumasystems/default.shtm)

Arkansas Department of Health and Human Services – Section of EMS and Trauma Systems  
[www.healthysarkansas.com/ems](http://www.healthysarkansas.com/ems)

Accreditation Commission for Education in Nursing, Inc.  
[www.acenursing.org](http://www.acenursing.org)

National Organization for Associate Degree Nursing  
[www.noadn.org](http://www.noadn.org)

Texas Organization for Associate Degree Nursing  
[www.toadn.org](http://www.toadn.org)

### **1.20 Policy on Actual or Implied Threat of Violence**

Any threat or act of violence, be it verbal, physical, or implied, will be taken seriously and is considered sufficient grounds for immediate removal from the learning environment and referral to the professional conduct committee and to the Dean of Students. Such threats or acts of violence may result in immediate suspension from both the Health Occupations Division and from Texarkana College.

### **1.21 Policies for Student Use of ATL**

1. No food or drinks are permitted in the lab.
2. No cell phones are allowed.
3. Each student must handle all equipment and supplies – electronic or otherwise – with care to prevent damage or breakage. Should accidental damage occur, the student is responsible for reporting to the faculty/staff.
4. No electronic equipment, software, or media may be brought into the ATL from an outside source.
5. Students are users of the computers, and will not attempt to re-program, alter, or make repairs to computer equipment.
6. Students will not tamper with the server.
7. Students must report any problems to faculty/staff promptly.
8. For courses requiring taping of skills, an appointment must be made with the ATL instructor and syllabus guidelines followed.

### **1.22 Policies for Students attending Continuing Education Programs**

To enhance their learning opportunities and to promote their professional development, students are often permitted or required to attend programs sponsored by Continuing Education or other organizations at a greatly reduced cost. Students are reminded that they represent the Health Occupations Division when in attendance at such programs. Non-professional behavior will result in the student's dismissal from the seminar, an absence recorded in the attendance record, and referral to the professional conduct committee.

### **1.23 Policy Regarding Student Records**

Official transcripts are maintained in the Admissions office. Working files for nursing students during enrollment are kept in the Health Occupations office. Working files for EMT/P students during enrollment are kept in the EMT Coordinator's office. Included in the working files are counseling forms which may be completed by faculty regarding specific sessions held with the student. Copies of counseling forms are not given to the student, with the exception of learning contracts, which outline specific objectives for the student to achieve.

To avoid a potential violation of the Health Insurance Portability and Accountability Act (HIPAA), students may not copy or be given copies of their Clinical Evaluation Booklets or records; however, students are entitled to view their current records and may do so by requesting a conference with their clinical instructor. Students may review their accumulated Health Occupations records by requesting an appointment with the Division Chair.

In accordance with the U.S. Department of Education, student grades will not be posted, provided over the phone or email, or given to "friends or family".

### **1.24 Children in the Classroom, Skills Lab, and Clinical Site**

Children are not allowed to be present in the classroom, skills lab, or at the clinical site. The reasons for this policy are:

1. The College policy prohibits in classes, unless they are classes designed specifically for children.
2. Children, no matter how well behaved, are a distraction to students and faculty.
3. Lecture and lab content is often inappropriate for children.
4. The lab contains equipment that could injure children.
5. Children in clinical are in violation of the clinical affiliation agreement between the college and the agency.
6. The presence of children presents a liability risk to the College and the clinical agency.

Students with dependent children must arrange dependable child care during theory, lab, and clinical hours. It is wise to have a back-up plan for emergencies.

### **1.25 Cell Phone Policy**

1. Cell phones, pagers or other electronic devices are prohibited during class, on campus lab and in the clinical area (exception – EMT students who have received prior approval from faculty.)
2. Should a student have a cell phone in the Health Occupations Building, faculty will take the phone to the Dean of Students. The student will be sent to the Dean after classes are dismissed to retrieve their phone. If a second offense occurs, the student will be dismissed from the classroom, thus accruing a class absence.
3. Students found to have a cell phone in the clinical area will be dismissed from clinical, thus accruing a clinical absence.

3/07

### **1.26 Internet Access**

All students in nursing are required to be able to access the internet to meet requirements for accessing course materials. The access may be via personal computer or via college computers in the Library or Auto-Tutorial Laboratory in the Health Occupations Building. College or Division computers are to be used only for accessing course-related websites. Computer use is monitored by lab personnel. Use of computers for games, unauthorized social networking, shopping, or accessing illegal websites will result in disciplinary action.

6/10

## **1.27 ATL Print Policy**

### **ATL PRINT POLICY**

1. Printing in the ATL may be done only with the approval of the ATL Instructor or designee.
2. Faculty will notify ATL Instructor in writing of assignments that require printing in the ATL.
3. A list of alternate printing resources available for student use is posted on the ATL bulletin board.

11/08

## **1.28**

### **Texarkana College Health Occupations Division**

#### **Policy on use of Computing Facilities**

Access to the Texarkana College Health Occupations Division (TCHOD) computing facilities is a privilege granted to health occupations students, faculty, and staff. TCHOD users of computing and information resources must act responsibly. Every user is responsible for the integrity of these resources.

All users must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements, and use any electronically transmitted information within the “Fair Use” guidelines or with the permission of the author. It is the policy of TCHOD that all members of its community act in according with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. The TCHOD reserves the right to limit, restrict, or extend computing privileges and access to its information resources.

TCHOD computing facilities and accounts are to be used for the TCHOD-related activities for which they are assigned. TCHOD computing resources are not to be used for commercial purposes or non-TCHOD-related activities (for example-personal email services, internet shopping, Facebook, unauthorized printing, etc.). Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the TCHOD and those on networks to which the TCHOD’s systems are connected.

TCHOD printers are to be used for the TCHOD-related activities for which they are assigned. ALL printing in the ATL requires “TCHOD Authorization To Print” form signed by TCHOD faculty. These forms are available in the ATL and Texarkana College Health Occupations Division Student Handbook.

Access to information resources without proper authorization from faculty or staff, unauthorized use of TCHOD computing facilities, and intentional corruption or misuse of information resources are direct violations of the Texarkana College’s standards for conduct as outlined in the Texarkana College Student Handbook. Failure to abide by TCHOD policy may result in disciplinary action and/or a report to the Professional Conduct Committee.

4.2.2010

## Policy on the use of the Texarkana College Health Occupations Division Printers

Texarkana College Health Occupations Division (TCHOD) printers are to be used for the TCHOD-related activities for which they are assigned. TCHOD computing resources are not to be used for commercial purposes or non-TCHOD-related activities (for example-personal email services, shopping, or using facebook, etc.)

ALL printing in the ATL requires “TCHOD Authorization To Print” form signed by TCHOD Faculty. These forms are available from the ATL, HO Faculty, and Health Occupations Division Student Handbook.

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### **TCHOD AUTHORIZATION TO PRINT**

**I HEREBY REQUEST THAT \_\_\_\_\_ BE GRANTED**  
(STUDENT)

**PERMISSION TO PRINT \_\_\_\_\_ IN THE ATL.**  
(ASSIGNMENT)

**FACULTY**  
**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

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### **1.29 Employment During Enrollment**

Due to the demands of meeting the objectives in health occupations programs, students who are employed are advised to work no more than 12-16 hours per week (the equivalent of one 12-hour shifts or two 8-hour shifts per week). To do so leads to inability to stay awake and alert, protracted fatigue, unsafe clinical performance, and possible failure and dismissal from the program. Employment schedules cannot be accommodated when placing students in class or clinical rotations. When working as an employee apart from student activities, students must remember that they are not working as students of Texarkana College, and they are not covered by College liability insurance. They must not wear any patch, badge, or uniform that identifies them as a Texarkana College student while they are employed.

3/2010

### **1.30 Participation in Classroom and Laboratory Activities**

Students enrolled in courses in the Health Occupations Division are reminded that faculty in the Division utilize a variety of teaching methods, including simulated clinical activities, to assist students to meet learning objectives. The role of students is to seriously participate fully in all learning activities, work with peers to fulfill the expectations of group activities, and assist faculty to care for and prevent damage to the equipment that is used in simulation activities.

5/2010

TEXARKANA COLLEGE  
HEALTH OCCUPATIONS DIVISION  
Handheld Computing Device Policy

**SCOPE**

This policy relates to all “Handheld Computing Devices (HCD)” including, but not limited to: iTouch, iPad, Digital Organizers, Personal Digital Assistants, Smart Phones, Wireless E-mail Devices (Blackberry, Treo, etc.), laptop computers and any other portable device used to access information in the clinical and classroom resources.

**GENERAL GUIDELINES**

The use of HCDs provides increasing levels of power, portability, and convenience to their users. Many nursing faculty create active learning opportunities to work with HCDs in the classroom to help promote their use as problem-solving tools in clinical application (Altman and Brady, 2005). A major benefit of using such devices in the clinical setting is portability of information. HCDs allow students access to important nursing concepts at the point-of-care, thereby enhancing evidence-based decision making. Safety benefits have been studied as well, and there seems to be a link between Personal Assistive Devices (PDA) and a reduction in errors (Goldsworthy et al., 2006). The intent of the Health Occupations Division policy is that the use of HCD's be *effectively managed* not banned, in college related activities. The Faculty of the Health Occupations Division agrees that it is important not only to educate learners on the benefits of HCD's, but to guide learners in the development of professional responsibility and ethical decision making as they use such devices in and out of the classroom.

**HANDHELD COMPUTING DEVICE**

- A. Classroom: iTouch, Tablets (such as iPad), and Laptop computers may be used in the classroom.
- B. Clinical: The HCD approved devices for use by students enrolled in Health Occupations Division are the **Tablet (iPad, Kindle, Android) or the iTouch**. These devices are not required for nursing courses. The student is responsible for all costs incurred related to HCD. All other devices (Digital Organizers, Personal Digital Assistants, Smart Phones, Wireless E-mail Devices, etc.) are NOT to be used to access information in either clinical or classroom areas.

**HEALTH OCCUPATION POLICY ON THE USE OF HANDHELD COMPUTING DEVICES**

1. Approved HCDs may be used in the clinical areas, and for lab activities and classroom exercises **as directed by faculty**. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their HCDs in the clinical or other settings. Violation of HIPAA guidelines is cause for termination from a Health Occupations Program. HCD functions must be turned off during clinical and lab sessions by placing devices in “Airplane” mode.
2. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information.
3. Absolutely no recording of any type (voice, digital, etc.) may occur in clinical settings.



4. Professional Conduct: With the exception of specified course required activities, sending or receiving text or other messages on the HCD during class, clinical or lab is not permitted. Engaging in personal business while in class or clinical is strictly prohibited. Student HCD's are subject to faculty review at any time. Students are expected to use professional behavior if faculty concern warrants the removal of the device. *Use of unauthorized applications/devices will result in dismissal from the classroom or clinical agency with an absence and may result in a report to the Professional Conduct Committee for disciplinary sanctions.*
5. Statement regarding professional liability: Regardless of the publisher or developer, errors can exist. Nursing applications for HCD's will never substitute for professional nursing knowledge, experience, and judgment of the practicing nurse or student nurse.
6. NO electronic device may be brought into a college or agency testing environment at any time.

### **HCD HYGIENE**

- a) Wash hands before using HCD.
- b) Avoid using device with contaminated gloves, plan ahead for procedures.
- c) Wipe down handheld device using solutions ONLY recommended by manufacturer.
- d) Avoid areas that can possibly contaminate device, e.g., laying device on bedside tables or patient bed.
- e) Avoid, if possible, taking device into isolation rooms. Help minimize transmission of organisms by placing device in sealed ziplock lab specimen bag or leaving device outside of isolation rooms.
- f) Think before using in clinical setting. Remember handheld device will be brought home to be used by family and friends.

### **USING AIRPLANE MODE**

- a) Go to "Settings"
- b) Tap "Airplane" mode ON
- c) Tap WiFi ON
- d) You will not be able to receive text messages/emails online. You will be able to get online clinical applications.

### **SANCTIONS**

Failure to comply with this policy will result in administrative sanctions in accordance with existing Health Occupation Division and/or Texarkana College policies, up to and including separation from the College.

Altmann, T., and Brady, D. (2005). PDAs bring information competence to the point-of-care. *International Journal of Nursing Education Scholarship*, 2(1), Article 10.

Goldsworthy, S., Lawrence, N., and Goodman, W. (2006). The use of personal digital assistants at the point of care in an undergraduate nursing program. *CIN: Computers, Informatics, Nursing*. (24(3), 138-143.

5.2012KA

TEXARKANA COLLEGE  
HEALTH OCCUPATIONS DIVISION  
PHOTOGRAPHY/MEDIA RELEASE

I grant to **Texarkana College**, the right to use photographic media of me in connection with any project or event during my enrollment in college. I authorize Texarkana College, its assigns and transferees to copyright use and publish the same in print and/or electronically.

I agree that **Texarkana College** may use such photographic media of me with or without my name and for any lawful purpose, including for example such purposes as classroom assignments, publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Texarkana College**  
**Health Occupations Division**  
**Social Networking Policy**

Nurses learn early in their career the importance of maintaining appropriate professional boundaries. Inappropriate or inadvertent use of social media can create professional boundary violations. Remaining vigilant and on guard can help the student and nurse be proactive in Patient Safety.

Nursing students and nurses follow the standard of nursing practice and “respect the client's right to privacy by protecting confidential information unless required or allowed by law.” HIPPA guidelines and the existing Health Occupations HIPPA policy are applicable at all times, including postings/comments on any social networking site.

Students enrolled in the Health Occupations Programs at Texarkana College will not post any confidential information, proprietary information or photographs, audio or visual recordings related to any clinical agency or its patients to any social networking sites. Social networking sites include, but are not limited to, blogs, microblogs, Bebo, Facebook, Friendster, LinkedIn, MySpace, Twitter, Yammer or You Tube.

Posting of any information that violates HIPPA guidelines/policy or this policy will result in referral of the student(s) to the Health Occupations Professional Conduct Committee and may result in dismissal from the program.

Social networking sites are not an appropriate platform for addressing student concerns regarding Texarkana College or the Health Occupations Division/Programs. It is strongly recommended that students address these issues directly with a faculty member as well as consult their Health Occupations Student Handbook and/or Texarkana College Student Handbook for the correct reporting procedure.

Comments posted on social networking sites are accessible by students/faculty/staff /members of the community/administration and board members. Inappropriate posting of comments/information can have widespread repercussions for the College, Division and the individual.

National Council of State Boards of Nursing, (2007). *Professional boundaries: A nurse's guide to the importance of appropriate professional boundaries*.

[http://www.ncsbn.org/Professional\\_Boundaries\\_2007\\_Web.pdf](http://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf)

Texas Board of Nursing Bulletin, (April 2011). *Nurses On Guard-- Best Practice in Patient Safety*

*Social Media: How Nurses Can Protect Their Patients' Privacy*. <http://www.bon.texas.gov/about/pdfs/apr11.pdf>

## Simulation Philosophy

Texarkana College, including its Health Occupations Division, is dedicated to serving the educational needs of diverse individuals through relevant programs and services that are high quality, affordable and accessible. The Health Occupations Division includes a diverse population of well-qualified, competent, committed and caring faculty who engage in the supporting and attaining student success. In support of Texarkana College's Mission, the Health Occupations Division curriculum includes Simulated Lab experiences designed for adult learners which develop progressively higher levels of cognitive, affective, and psychomotor competencies needed to provide safe entry level practice. Utilizing a guided Simulation Lab provides the faculty the opportunity to mentor students' development of critical thinking skills, clarity of oral and written expression, and the application of the nursing process in a safe in a safe supportive and positive learning environment. The Simulation Lab is designed to help achieve course learning outcomes.

### Benefits of Simulation

1. Enriches and enhances course content.
2. Creates a safe practice environment for students.
3. Creates practice environments not readily available for students.
4. Develops and encourages the use of effective communication between team members and the application of critical thinking skills.
5. Allows students to implement the nursing process to reinforce course content within the context of a practice scenario/simulation exercises.
6. Promotes learning through a collaborative process.
7. Encourages reflective thinking by students during the debriefing process.

### Reference Sources:

Texarkana College (2012). *Texarkana College Mission Statement*. Texarkana College 2012-2013 College Catalog.

Retrieved October 31, 2012 from

<https://www.texarkanacollege.edu/PDFFiles/Admissions/Catalog/TexarkanaCollegeCatalog.pdf>

Nurse Educator, Using Simulated Clinical Scenarios to Evaluate Student Performance, Wolf, Dion, Lamoureux et al,  
Vol. 36, No. 3 128 – 134

### Simulation Policy

Students may be assigned to the Simulation Lab and/or to Simulation activities as part of their clinical experience. The simulation experience is designed to enhance the student's clinical experiences and will reflect program and course objectives. Simulation experiences will be graded as either satisfactory or unsatisfactory. In order to achieve a satisfactory grade, the student must successfully meet the defined objectives, procedures and/or tasks within a specific time frame. Students will be expected to conduct themselves in a professional manner as outlined in the Health Occupations Student Handbook. Students who receive an unsatisfactory grade and/or act unprofessionally, during the simulation activity, will be counseled and this will be documented in their clinical evaluation booklet (CEB). Absences from simulation activities will be counted and applied as appropriate to clinical course absences.

## SECTION 2.0 HEALTH

### 2.1 Precautions and Guidelines for Isolation Precautions

In 1994, the Center for Disease Control (CDC) drafted new guidelines that combined blood and body fluid precautions and body substance isolation into a set of precautions now called “Standard Precautions”. Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, Standard Precautions should be used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. Wear gloves when there is direct contact with blood, body fluids, secretions, excretions, and contaminated items. This includes a neonate before first bath. Wash as soon as possible when unanticipated contact with these body substances occurs.
2. Protect clothing with gowns or plastic aprons if there is a possibility of being splashed or direct contact with contaminated material.
3. Wear masks, goggles, or face shield to avoid being splashed; includes during suctioning, irrigations, and deliveries.
4. Wash hands thoroughly after removing gloves and before and after all patient contact.
5. Do not break or recap needles, discard them intact into puncture-resistant containers, located near where they were used.
6. Place all contaminated articles and trash in leakproof bags. Check hospital policy regarding double-bagging.
7. Clean spills quickly with a 1:10 solution of bleach if spill occurs in an HIV/AIDS patient’s room.
8. Place patients at risk for contaminating the environment in a private room or with another patient with the same infectious organism.

These standard precautions apply to blood, all body fluids, secretions, and excretions, whether or not they contain visible blood; nonintact skin; and mucous membranes. These precautions are designed to reduce the risk of transmission of both recognized and unrecognized sources of infection in hospitals (Adapted from Garner, J. S. et al (1994). Retrieved from internet [www.cdc.gov](http://www.cdc.gov)).

### 2.2 Hepatitis B policy

The Texas Department of State Health Services implemented rules regarding vaccinations effective April 2004. The rules are Texas Administrative Code, Title 25, Part I, Chapter 97, Subchapter B, Rule 97.62, 97.64, and 97.65.

These rules mandate that all health profession students shall receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

All students in the Associate Degree Nursing, Vocational Nursing, or Emergency Medical Technology programs are affected by these rules.

The complete hepatitis B series requires three injections over a six-month period. Therefore, students of both nursing programs **must** have had all injections prior to entering the program. EMT students may enter the program if they have completed two injections but may not participate in clinical activities until they have completed the series. The student must submit proof of the completed injections with the physical exam form to the admissions office and to the faculty upon request. [Note: Some clinics will administer the series over a 4-month period. Students who receive the accelerated series should contact their health care provider regarding the need for an additional injection after one year.]

A person claiming exclusion must obtain the affidavit form by submitting a written request. The written request must be submitted to the Department of State Health Services, Bureau of Immunization and Pharmacy Support, 1100 West 49<sup>th</sup> Street, Austin, Texas 78756.

### **2.3 Policy Regarding HIV/AIDS**

Health occupations faculty and students at Texarkana College will likely be involved in the care of patients who are HIV positive, or who have AIDS and/or other blood-borne diseases. The student will care for these patients, conforming to professional standards of competency, compassion and the nursing code of ethics. In providing this care, measures must be taken to prevent the spread of the organism to self and others.

Faculty and students will follow the guidelines recommended by the Centers for Disease Control and Prevention as stated in the Standard Precautions, Section 2.1. These guidelines will be updated as new information becomes available.

In addition to these protective measures, the students and faculty are to be aware of the following division policies regarding classroom/theory content, susceptibility to infection, course of action when exposed, confidentiality, and legality issues.

#### **Classroom/Theory Content**

Classroom/theory content will include cause, treatment, mode of transmission and prevention of HIV related diseases. Techniques related to Standard Precautions will be discussed in the classroom and practiced in a skills laboratory prior to performing these skills in a patient care situation. These objectives must be met prior to any patient care situation or performance of related simulated skill. Standard Precautions will be used for all patients.

### Student's Susceptibility to Infection

Students will refrain from all direct patient contact if the student has open or weeping lesions. It is the student's responsibility to inform the faculty of any health condition that might increase his/her susceptibility to infection. The instructor will choose patient care assignments for that student accordingly.

Although pregnant students are not at greater risk for acquiring HIV related infections, the infant may be at greater risk. Pregnant students should strictly comply with established guidelines for prevention of the transmission of infection. Pregnant students will not be assigned known HIV/AIDS patients.

Should a student be exposed to blood or body fluids through needle sticks or contact with open skin lesions, an accident (variance) report is to be completed for the clinical agency and for the Health Occupations Division. Current CDC guidelines will be followed for follow-up screening. The cost of the follow-up care will be the responsibility of the student.

### Confidentiality

The confidentiality of information regarding any patient is to be respected by the student. Because of an increased potential for loss of employment, insurance benefits, and personal relationships if the confidentiality of a known or suspected HIV positive patient is violated, extraordinary care must be taken in the handling of information about these patients.

The student is not to share information with anyone about such patients with the exception of the clinical instructor and those directly involved in the care of the patient. Information about this client's diagnosis is not to be shared in pre or post conference or other situations when other students, etc., are in attendance. Written work (care plans, clinical prep forms, clinical evaluation forms, etc.) should not contain a written statement of the patient's diagnosis or results of lab work related to AIDS. The plan of care for this patient is to be written and as complete as for any other patient, with the above stated exceptions.

## **2.4 Health Insurance**

Neither the College or affiliated health agencies provide medical coverage or Workman's Compensation for emergency illness or injury. Hospitals will provide First Aid in the Emergency Room for students only when the injury occurs at the time of clinical assignment. Medical coverage is the responsibility of the student. Students are encouraged to maintain their own health coverage, as they must bear the expense for any medical treatment.

6/09

## **2.5 Medical/Surgical/Psychological Conditions**

Upon meeting admission requirements, students with an acute or chronic, medical, surgical or psychological condition may choose to continue in health occupations courses. The student understands that absenteeism or inability to perform activities related to learning objectives can result in being unable to complete the course. If the student experiences an illness, surgery, or injury that could compromise either the patient or the student during clinical activities, the faculty will require a Return to School Statement from the attending health care provider before the student may go the class or clinical.

NOTE: To continue in clinical courses, Health Occupations students cannot have limitations. There is no provision for limited or light duty.



TEXARKANA COLLEGE  
HEALTH OCCUPATIONS DIVISION

**RETURN TO SCHOOL STATEMENT**

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

Please indicate the situation for which the student is/was receiving treatment.

\_\_\_\_ Pregnancy (estimated due date) \_\_\_\_\_  
\_\_\_\_ Delivery (specify type) \_\_\_\_\_  
\_\_\_\_ Surgery (specify type) \_\_\_\_\_  
\_\_\_\_ Fracture (specify) \_\_\_\_\_  
\_\_\_\_ Infections (specify) \_\_\_\_\_  
\_\_\_\_ Other medical condition (specify) \_\_\_\_\_  
\_\_\_\_ Psychological condition (specify) \_\_\_\_\_

Does the student have any limitations relating to this condition? \_\_\_\_ yes \_\_\_\_ no

If yes, please explain \_\_\_\_\_

+++++

A. The student may attend classes. \_\_\_\_ yes \_\_\_\_ no

\*B. The student may attend clinical without any limitations. \_\_\_\_ yes \_\_\_\_ no

Signature \_\_\_\_\_ MD/NP/PA

Print name \_\_\_\_\_

Address \_\_\_\_\_

**\*TO CONTINUE IN CLINICAL COURSES, HEALTH OCCUPATIONS STUDENTS MUST BE ABLE TO MEET CLINICAL OBJECTIVES. THEY MUST ADHERE TO INFECTION CONTROL GUIDELINES AND BE PHYSICALLY ABLE TO PROVIDE CLIENT CARE AND HAVE NO LIMITATIONS. THERE IS NO PROVISION FOR LIMITED OR LIGHT DUTY. THE DIVISION CHAIR RETAINS THE AUTHORITY TO MAKE A FINAL DECISION REGARDING THE STUDENT'S ABILITY TO MEET CLINICAL OBJECTIVES.**

## 2.6 Pregnancy

The faculty are concerned about the health and welfare of the pregnant student and her unborn child and will not knowingly place the student in a situation that may jeopardize the health of either; however, the student must assume accountability for her own safety by informing the faculty of the pregnancy, keeping appointments with a health care provider, and obtaining on-going consent for class and clinical activities.

Students who enter a program in the Health Occupations Division during pregnancy, or who become pregnant while enrolled, must obtain consent from their health care provider for entering and continuing class and clinical activities with no limitations. The pregnant student must submit a signed Return to School Statement at least once per month or after each prenatal and postpartum check-up.

It is the student's responsibility to obtain the Return to School Statement prior to attending class/clinical. This information is to be given to the course instructor. The College is not responsible for exacerbations of illness, injuries, or infectious contact. For students to go to clinical, they must have no physical limitations indicated on the physical examination form and/or the Return to School statement.

## 2.7 Students with Disabilities

The policy of Texarkana College is to accommodate students with disabilities, pursuant to federal and state law. Any student with a documented disability (e.g.; physical, learning, psychiatric, visual, hearing, etc.) who needs to arrange reasonable accommodations must contact the course instructor and the Counselor for Special Populations in the college counseling office prior to attending first class session.

### ADA Requirements for Nursing Students (ADN and VN)

Title II of the ADA prohibits discrimination against a "qualified individual with a disability." This term is defined as an individual with a disability who can perform the "essential functions" of a position, with or without reasonable accommodation.

In order for a student with a disability to be admitted to any nursing program at Texarkana College, the student must:

1. Meet the prerequisite admission standards as defined in the college catalog.
2. Perform the essential functions for participation in the nursing program with or without reasonable accommodation.

Generally, the term essential functions includes those fundamental duties that the individual who holds the position must be able to perform, either unaided or with the assistance of a reasonable accommodation.

A reasonable accommodation is “any change in the student environment or in the way things are customarily done that enables an individual with a disability to enjoy equal opportunities.” In order to be considered for appropriate accommodations, the student must make a request with the counselor designated to deal with students with disabilities (located in the Counseling Center in the Administration Building). Since the ADA expressly prohibits inquiries regarding disabilities, the responsibility of disclosure is borne by the individual having the disability. The reasonableness of an accommodation is determined on a case by case basis. The accommodation offered does not have to be the “best available” but needs to be sufficient to meet the needs of the individual being accommodated.

The nursing faculty has determined that to successfully complete the classroom and clinical components of the nursing program, the student must be able to perform defined essential functions. These essential functions include but are not limited to the following:

**Attendance:**

Regular classroom and clinical attendance as defined by the Health Occupations Student Policies.

**Essential Mental Abilities:**

1. Maintain reality orientation accompanied by short and long-term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.
8. Demonstrates a quick response to a critical and stressful event while maintaining accuracy in technical skills, verbal responses, and documentation.

**Essential Communication Skills:**

1. Speak clearly in order to communicate with clients, families, health care team members, peers, and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar, and mechanics.

**Essential Physical Abilities:**

1. Stand and walk for six to eight hours/day.
2. Walk for prolonged periods from one area to another over an eight hour period.
3. Bend, squat, and kneel.
4. Assist in lifting or moving patients of all age groups and weights.
5. Perform CPR, i.e., move above patient to compress chest and manually ventilate client.

6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

#### Essential Sensory Abilities:

1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the patient's condition, i.e., lung sounds, etc.
4. Possess auditory acuity to hear client calls for assistance without facing the client.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

### 2.8 Emergency Evaluation of Students in the Clinical Setting

#### 2.8a Wadley Regional Medical Center

Texarkana College is not responsible for any costs related to the medical care of students. Clinical facilities, i.e. Wadley Regional Medical Center (WRMC), to which students are assigned for clinical learning are not responsible for any costs related to the medical care of students. The student is responsible to pay for any medical care that the student requires and receives while in a facility used for learning, and the student can expect to be billed.

In the event a student experiences an accident or sudden illness while on the premises of WRMC, the facility will provide an "emergency evaluation", that is, the student will be seen and decisions made regarding what is needed. Charges associated with the evaluation, i.e. diagnostic work, medications, and the like are not included and are the responsibility of the student.

At WRMC, in the event of an accident, faculty or the preceptor may send the student to the Employee Health Nurse (or the shift supervisor if after hours) who will make the determination if the ER doctor is required. The student will not be sent to the Emergency Room unless in the judgment of the faculty or preceptor, it is a true emergency that justifies bypassing this procedure and warrants the anticipated charge to the student.

If the student develops a sudden illness or reaction that faculty or preceptor thinks needs attention, faculty will refer the student to their own personal physician, to the Employee Health Nurse, and/or subsequently the ER doctor. In either case, for non-accident, non-facility related medical care, the student is to understand that any costs under those circumstances belong to the student. The student may self-select to go to the ER or to personal healthcare provider for personal medical care at any time with the understanding that the student will be billed for the visit and all other associated charges.

## **2.8b CHRISTUS St. Michael Health Care Center**

Texarkana College is not responsible for any costs related to the medical care of students. Clinical facilities, i.e. CHRISTUS St. Michael Health System (CSMHS), to which students are assigned for clinical learning are not responsible for any costs related to the medical care of students. The student is responsible for payment for any medical care that the student requires and receives while in a facility used for learning and the student can expect to be billed.

In the event a student experiences an accident or sudden illness while on the premises of CSMHS, the facility will provide an “emergency evaluation”, i.e. the student will be seen and decisions made regarding what is needed. Charges associated with the evaluation, i.e. diagnostic work, medications, and the like are not included and are the responsibility of the student. In the event of an accident, faculty or preceptor may send the student to the Emergency Room, where the triage nurse will make the determination of what is required.

If the student develops a sudden illness or reaction that faculty or preceptor think needs attention, faculty will refer the student to their own personal physician or to the triage nurse in the ER. In either case, for non-accident, non-facility related medical care, the student is to understand that any costs under those circumstances belong to the student. The student may self-select to go to the ER for personal medical care at any time with the understanding that the student will be billed for the ER visit and all other associated charges.

## **2.8c. Other Clinical Sites**

Neither Texarkana College nor the affiliating clinical agency to which students are assigned for clinical learning are responsible for any costs related to the medical care of students. The student is responsible for payment for any medical care that the student requires and receives while in the facility used for learning.

In the event a student experiences an accident or sudden illness while on the premises of the clinical site, the facility and/or clinical faculty will provide an emergency evaluation of the student and determine if transferal to an emergency care facility or clinic is warranted. Charges associated with transfer and follow-up are the responsibility of the student. The student may self-select to go to an emergency facility or personal physician with the understanding that the student will incur the cost.

## **2.9**

### **Policy for TB Skin Test for Second-Year Health Occupations Students**

All second-year Health Occupations Students (Associate Degree Nursing and Paramedic) are required to submit verification of a negative TB skin test or absence of active tuberculosis by the beginning date of the fall semester of the second year of enrollment. Must be current through graduation date; students will not be allowed to attend clinical without current TB skin test.

12/08

## **2.10**

### **Policy regarding Meningococcal Vaccine**

Beginning January 2012 all students under age 30 who live in the residence hall and/or are students in Health Occupations, are required by law to have the meningococcal vaccine, prior to entry or re-entry.

1/12

## SECTION 3.0 ACTIVITIES AND ORGANIZATIONS

### **3.1 National Student Nurses Association (NSNA)**

The NSNA is a pre-professional association for nursing students. Participation in the student organization prepares students for involvement in professional associations upon graduation. Joining NSNA provides the opportunity to become involved at the local chapter level, the Texarkana College Nursing Student Association, as well as the Texas Nursing Student Association (TNSA). Each member has an opportunity to meet and exchange ideas with other nursing students and increase awareness of issues confronting nursing today. Membership information will be given out at the beginning of the semester.

### **3.2 NSNA Mission**

The mission of the NSNA is to:

- organize, represent and mentor students preparing for initial licensure as registered nurses enrolled in baccalaureate completion programs;
- promote development of the skills that students will need as responsible and accountable members of the nursing profession;
- advocate for higher quality health care.

### **3.3 NAEMT**

The National Association of Emergency Medical Technicians is a professional association for EMS personnel. Participation in this organization of over 4000 members prepares EMS students to assume a professional EMS role upon graduation. Local and State chapters of NAEMT are active in Arkansas and Texas. Membership is fee-based and renewable annually. For membership information write: NAEMT, Post Office Box 1400, Clinton, Mississippi 39060-1400.  
<http://www.naemt.org>

## SECTION 4.0 FINANCIAL AID

### **4.1 Scholarships and Grants**

The Health Occupations Division may have scholarships from local donations, state funding, and federal funding. Any award given may affect the amount the student may receive from other sources (ex. TPEG, FSEOG, AFDC); therefore, the student should consult the Financial Aid Office before application. Awards from local donors will be for tuition, books, and fees for the specific courses in the program. Applicants for state (Texas only) funding must be Texas Residents. State funds are usually cash distributions in 2-4 payments. Failure to progress in the program will terminate any unused funds awarded (local and state).

Selection of awardees is usually based on financial need and academic standing. Attendance may be considered in the selection. Students should follow these three steps to be a candidate:

- A. Be accepted as a student in the Associate Degree Nursing, Vocational Nursing, or Emergency Medical Technology program.
- B. Complete the Financial Aid Packet. Free packets and assistance in completing the packet are available in the Student Support Service Office.
- C. Complete the appropriate [fafsa.ed.gov](https://fafsa.ed.gov) application when notified in class of available funds. Have the Financial Aid Packet completed (Step B).

The Texarkana College Advising/Student Retention Center may have other sources of Financial Aid.

### **4.2 Josh Morriss Emergency Fund**

The purpose of the Josh Morriss Emergency Loan Fund is to assist students during a temporary financial emergency. This emergency excludes pre-existing debts, loans, or financial commitments. This loan is available only to students in the Division of Health Occupations who are in good academic standing at Texarkana College. One hundred twenty-five dollars (\$125.00) is the maximum amount to be loaned.

This loan must be paid back within the semester that it is obtained. The Financial Aid Office determines the due date. The length of time varies between 30-45 days. There is no interest on the loan; however, there will be a \$1.50 charge for making the loan. It is a college policy to put a freeze on a student's file, (no grades will be released nor will the student be able to re-enroll), until all money owed has been paid.

Process of application:

- a. Applications are available in the Health Occupations Office.
- b. The application must be approved by faculty and the Division Chair.
- c. The completed application will be sent to the Financial Aid Office. After processing the application, the Financial Aid Office submits a voucher for release of funds from the Business Office.
- d. The Business Office will release the check on the Friday following the first Wednesday after receiving the voucher. The deadline for receiving a check on any Friday is for the Business Office to receive the voucher before 12 Noon on the previous Wednesday. Money cannot be released from the petty cash at the Business Office. For immediate need, faculty can indicate "immediate need" on the application. In most instances, a check can be issued within 24 hours.

## 5.1

### SECTION 5.0 ASSOCIATE DEGREE NURSING

#### Approval and Accreditation

The Associate Degree Nursing program is approved by the Texas Board of Nursing for the State of Texas and accredited by the Accreditation Commission for Education in Nursing (ACEN), Inc.. Contact information for each agency is:

Accreditation Commission for Education in Nursing, Inc.  
Formerly National League for Nursing Accrediting Commission, Inc.  
3343 Peachtree Road NE Ste 850  
Atlanta, Georgia 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

Texas Board of Nursing  
333 Guadalupe, Ste. 3-460  
Austin, Texas 78701  
(512) 305-7400  
[www.bon.state.tx.us](http://www.bon.state.tx.us)

## 5.2

#### Curriculum Organizing Framework

The organizing framework for the Associate Degree Nursing Program at Texarkana College is as follows:

The curriculum is developed, implemented, and evaluated by the nursing faculty. The total curriculum requires courses from the natural and behavioral sciences, and communication, as well as nursing courses.

The nursing content of the curriculum focuses on the following concepts:

1. Humans are holistic beings with biological, psychological, sociological, and communication needs.
2. Human needs are affected by the stages of life from conception to death.
3. Humans seek optimum health by responding to and affecting an internal and external environment that is uniquely their own. Health is viewed as a continuum from optimum health to maladaptive loss of function (illness or death).
4. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.



The curriculum demonstrates the adoption of the NLN competencies and the Texas BON Differentiated Essential Competencies for the Associate Degree nurse. The relationship of the philosophy and objectives of the nursing curriculum is demonstrated by the design, structure, and arrangement of the courses. The initial courses, RNSG 1201, 1327, 1251, 1160, 1513 and 1360 introduce key concepts which are developed in subsequent courses. The remainder of the curriculum is presented in a modified physiological systems approach with selected concepts integrated throughout the program. Concurrent clinical experiences are designed to enable the student to develop competencies as a member of the profession, provider of patient-centered care, patient safety advocate and member of the healthcare team in a variety of health care settings. Clinical experience for each of the semesters is planned so that the clinical focus increases in complexity throughout the program.

The underlying curriculum strands, which unite the concepts of holistic humans, life cycle needs, health status, and health decisions are:

1. quality and safety.
2. scope of practice.
3. the nursing process.
4. clinical skills.
5. communication.
6. nutritional & pharmacological principles.
7. evidence-based practice.
8. cost effective healthcare.
9. cultural competence.
10. clinical reasoning/decision-making.
11. physical & emotional health promotion/maintenance.

The problem-solving methodology for the delivery of nursing care is the nursing process. It is a dynamic ongoing process, which is used by the nurse to: (1) assess data relevant to the individual's health status, (2) identify the problem or potential problem (nursing diagnosis), (3) state expected behavioral outcomes, (4) plan and implement nursing measures to facilitate the individual's expected outcome(s), (5) evaluate the individual's response (s) in terms of the expected outcomes, and (6) revise the plan, if necessary.

The learning process involves both a facilitator and a learner, with the learner being an active participant in the process. Active participation is accomplished through: small group teaching to facilitate integration of theory and clinical content; study and practice prior to/during/after learning activities; and opportunity to serve on program committees. Presentation of the concepts in the teaching/learning process progresses from simple to complex. Students come to the learning situation with certain knowledge of the norm as a result of life experiences and prerequisite or co-requisite general education courses. Students are expected to apply knowledge in subsequent courses.

Learning experiences take the form of lectures, seminars, demonstration/return demonstration, clinical laboratory learning, audiovisual presentations, computer assignments, journaling, simulation and individualized practice in the auto-tutorial lab. Clinical learning takes place in a supervised setting where the learner has the opportunity to utilize the nursing process in a variety of healthcare settings.

Texarkana College provides an educational program in associate degree nursing for adult learners, many of whom come with employment and family responsibilities. They are educated to meet nursing needs of individuals with common, uncommon, complex, and rehabilitative needs with predictable and unpredictable outcomes. Clinical facilities where the learner provides care for clients in all phases of the life cycle may include: acute and long term hospitals, public health and community agencies, clinics, retirement centers, nursing homes, mental health, home health and hospice settings.

## CONCLUSION

Associate degree nurses are products of a terminal nursing program, meaning that upon graduation, they are prepared for employment in beginning staff nursing positions in various healthcare settings. Beginning practice focuses on well-defined, acute or chronic health problems. Graduates will require an orientation opportunity and experienced supervision by the employing agency. They will demonstrate achievement of program objectives consistent with the mission, vision and goals of Texarkana College and the Associate Degree Nursing Program and are eligible to apply for licensure as registered nurses.

### 5.3

#### Philosophy

The faculty believes that associate degree nursing education should be an integral part of a community college. We therefore accept the democratic philosophy and institutional goals of Texarkana College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to other colleges should graduates seek a higher degree and provides programs for development and/or expansion of skills.

We believe that humans are holistic beings who are unique and complex with biological, psychological, sociological and communication needs that vary throughout life. The faculty believes that health, defined as the process of well-being, is the right of every individual. Health services should be available to each through the cooperative efforts of a wide range of professions and disciplines, commonly called the interdisciplinary health team. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.

Nursing works independently as well as collaboratively with other health disciplines to provide individualistic and cost-effective care with patients of all ages. The faculty believes that nursing includes the promotion of health, prevention of illness, and the care of the ill, disabled, and dying people. Advocacy, promotion of a safe environment, and education are also key nursing roles. (Adapted from the International Council of Nurses, 2010). Furthermore, the faculty believes that nursing should constantly encourage patient independence.

The knowledge base and practice of the nursing profession includes promotion of health, management and monitoring of health, and management of common, uncommon, complex and rehabilitative problems with predictable and unpredictable outcomes. The knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide or coordinate direct nursing care for a limited number of patients with common, complex, or rehabilitative needs in acute and long-term health care settings. Such patients are identified as individuals or family/significant others.

Acute and long-term healthcare settings, for which the graduate is prepared to enter, include geographical or situational environments where the policies, procedures, and protocols are established to support critical thinking decisions, and there is available consultation. The associate degree nurse functions in accordance with the differentiated essential competencies of graduates of Texas nursing programs in the role of member of the profession, provider of patient-centered care, patient safety advocate and member of the healthcare team. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in various healthcare settings.

The faculty believes that individuals learn in a variety of ways and come into the learning situation in different stages of development; therefore, learning is believed to be:

1. Comprised of cognitive, affective and psychomotor components.
2. An additive process, progressing from simple to complex.
3. Demonstrated by a change in behavior.
4. Enhanced by a multi-sensory approach.
5. Individualistic, according to life experiences and personal characteristics.

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility to the extent that they are accountable for curricular planning and for the creation of the learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience based upon professional, moral, ethical, and legal standards.

The faculty further believes that as needs of society change, so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation. In coordination with existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise insuring implementation of continuing education opportunities for health care personnel.

5/11

## **5.4**

### **Student Learning Outcomes**

The following student learning outcomes shape the curriculum and are the criteria for measurement of its success. This reflects the differentiated essential competencies of graduates of Texas nursing programs as a member of the profession, provider of patient-centered care, patient safety advocate and member of the healthcare team. The graduate will:

1. Provide patient-centered nursing care using evidence based outcomes and the nursing process to accommodate societal/cultural differences and communicate the same to other members of the healthcare team.
2. Respect the rights of patients to participate in decisions affecting their health by promoting patient-centered care and ensuring confidentiality.
3. Act as a patient safety advocate by establishing compassionate, caring, and therapeutic relationships in a physically and psychologically safe environment.

4. Accept and make assignments and delegate tasks to other members of the healthcare team that take into consideration patient safety, organizational policies, and scope of practice and demonstrated abilities.
5. Demonstrate professional responsibility as an associate degree nurse by assuming responsibility and accountability for quality of nursing care, maintaining continued competence, adhering to ethical and legal standards and promoting a positive image of professional nursing.
6. Serve as an advocate for continuity of care and promote quality and access to healthcare for the patient and family.

5/11

### 5.5 Legal Limitations for Licensure

The Texas Board of Nursing may refuse to admit a candidate to the licensing examination and refuse to issue a license to any applicant who has been convicted of a felony or misdemeanor involving moral turpitude or who has been hospitalized or treated for mental illness and/or chemical dependency.

Both the Texas Occupations Code (Nurse Practice Act) and The Rules and Regulations relating to Professional Nurse Education, Licensure and Practice contain information regarding eligibility for licensure. Both documents may be viewed and downloaded from the website of the Texas Board of Nursing: [www.bon.state.tx.us](http://www.bon.state.tx.us)

Specific references relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, and Declaratory Order of Eligibility for Licensure include:  
Texas Occupations Code (Nurse practice Act): Sec. 301.253 and Sec. 301.452-301.469  
BON Rules: 213.27-213.30

Students are expected to access the information on the BON website and familiarize themselves with the complete legal requirements. A summary follows.

### Good Professional Character

Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nurse Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.

from Rule 213.27

### Licensure of Persons with Criminal Convictions

The Board may refuse to approve any individual to take the licensure examination that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation.

The practice of nursing involves clients, their families, significant others and the public in diverse settings. The registered 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.

from Rule 213.28

### Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters

A person desiring to obtain or retain a license shall provide evidence of current sobriety and fitness.

from Rule 213.29

### Declaratory Order of Eligibility for Licensure

An individual enrolled or planning to enroll in a nursing program who has reason to believe that he or she may be ineligible for licensure, may petition the Board for a declaratory order as to his or her eligibility. The individual must submit a petition on forms downloaded from the BON website and a fee, which is not refundable.

from Rule 213.30

**TEXAS BOARD OF NURSING**  
**333 GUADALUPE, STE. 3-460**  
**AUSTIN, TEXAS 78701**  
**Phone: 512-305-7400**

**PROCESS FOR PETITION FOR  
DECLARATORY ORDER**

The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a nurse in the State of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act.

If you are required to answer “YES” to any of the following questions, please access the BON web site [www.bon.state.tx.us](http://www.bon.state.tx.us). Click on “Download other Applications and Forms”, scroll down to Candidates for Licensure, and click on Declaratory Order Form. Download and print the entire document and instructions. Processing your Petition may take a minimum of six (6) months, after you provide all required documentation and depending on your circumstance. Once all requested documents have been received, you will be notified that the Petition has been transferred to the Enforcement Department for review.

1. For any criminal offense, including those pending appeal, have you:
  - A. been convicted of a misdemeanor?
  - B. been convicted of a felony?
  - C. pled nolo contendere, no contest, or guilty?
  - D. received deferred adjudication?
  - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - F. been sentenced to serve jail or prison time? court-ordered confinement?
  - G. been granted pre-trial diversion?
  - H. been arrested or any pending criminal charges?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?""\*
5. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?""

\*You may indicate "NO" if you have completed and/or are in compliance with TPAPN for substance abuse or mental illness.

**NOTE: If you are unsure of how to answer the above questions or have ever signed legal documents relating to any of the above, you may contact Tony Diggs at the Texas Board of Nursing: [tony.diggs@bon.state.tx.us](mailto:tony.diggs@bon.state.tx.us) for advice.**

6/09

## 5.6 Absentee Policy

### THEORY/ON-CAMPUS LAB ATTENDANCE POLICY

Class and On-campus lab attendance is essential. Attendance is based on the policies stated in the Texarkana College Student Handbook (Class Absences). Refer to the individual course syllabi for the course attendance requirements.

### TARDY POLICY FOR CLASS AND CLINICAL

Three (3) tardies will equal one (1) absence. Tardy is defined as being late or leaving early up to 15 minutes. More than 15 minutes is an absence.

### CLINICAL ATTENDANCE POLICY

Because of the importance of the clinical component, the student is expected to be present for all scheduled clinical days. However, if due to emergencies or extenuating circumstances, tardies and/or absences do occur, the following policy will apply:

1. No grade (number or letter) will be given for (1) clinical absence in the semester. The student's clinical grade will be averaged by one less clinical day.
2. If a student accrues two (2) clinical absences during the semester, completion of a clinical module is required. All make-up work is to be completed in the Auto-tutorial Lab (ATL) and signed by the ATL instructor or another instructor, (not by a student ATL assistant). This module requires viewing specific videos, working computer programs, and reading journal articles as designated by faculty. Written summaries are required from material contained in the module and must be submitted for a clinical grade. The grade the student will receive for the second clinical absence will be no more than 30 points on the CEB grade sheet. A minimum number of hours documented in the Auto-tutorial Lab (ATL) must equal one clinical day. You will need to make an appointment with the ATL instructor to work on the module. Required time spent in the ATL and the written assignments must be completed within two weeks of the second clinical absence. NOTE: If the second clinical absence occurs during the last two weeks of the semester, the student has until 3:00 p.m. on the day before Final Exam to complete the required make-up time and written assignments. If the student fails to complete the required make-up module, the student will receive a grade of "D" or "F" in the clinical course and will not be allowed to continue in the program.  
[Please note: The ATL closes at 3:00 p.m. on Fridays. The faculty or secretary will not extend the hours to accommodate clinical make-up.]

5/2010



3. Three (3) clinical absences during a semester, will result in the student not progressing in the program. Exceeding the allowed absences in clinical will result in the student being dropped from the course with a grade of “W” if by the Texarkana College designated drop date or a grade of “D” or “F” if after the last day of drop. (Students with a clinical average of A, B, C or D at the time of drop will receive a “D” for the course; students with an “F” clinical average at the time of drop will receive an “F”). Students will be kept informed of absences . Counseling forms and verbal reminders may be given by clinical faculty; however, students are ultimately responsible for adhering to the attendance policy and tracking their absences.

If a student has been placed on Level III Evaluation and Progression with one-on-one observation and is absent on the designated day of evaluation, the absence will be made up in the clinical area at the discretion of the teaching team and Division Chair, if time remains in the semester. If no time remains in the semester, the student may not progress in the program.

### 5.7 Exit Exam Policy

Students must be enrolled in the last semester, and their last theory and clinical courses of the program, to be eligible to take the exam. Students will take the HESI Exit Exam as scheduled in a monitored setting.

The HESI will be used as the comprehensive final exam for RNSG 2441 and the conversion score will count as 25% of the final course grade.

Students who score less than 900 will receive an “Incomplete” and be required to take the local NCLEX Review Course at their expense and then retake the HESI exit exam.

If students score less than 900 on the Second exam, they will be counseled regarding their decreased likelihood of passing the NCLEX-RN, and the need for further review of content before taking the licensing exam.

The cost of the exam, retesting, review courses, remediation, and other expenses are the sole responsibility of the student. Once the student has passed the exam or taken it the second time, the Division Chair will sign the student’s application for licensure. The “incomplete” (I) will be changed to the grade earned in the course.

Adopted 5/12  
Implemented Spring 2013

### **5.8 Re-Entry Procedure**

Candidates for readmission to the nursing program, in advance of return, are expected to manage those circumstances that prevented previous success. As such, the applicants for re-admission must, by the beginning of the semester prior to the one the student wishes to enter:

1. Complete the steps of Basic Admission requirements including taking the A-2 entrance test.
2. Complete the guidance interview form for Re-Entry to the Health Occupations Division.
3. Have a personal guidance conference with the Health Occupations Division Chair, or her designee regarding goals and plans.

If unsuccessful in the basic program, the student will be ineligible for transition program. The student accepted for re-entry will be under the current policy and procedures of the Health Occupations' program at the time of re-admission. Any student dismissed from the program as a result of clinical failure related to safety or ethical issues is not eligible for re-entry into the Associate Degree Nursing Program.

10/2014

### **5.9 Progression in a Tandem or Concurrent Course**

Students must register and enroll for all nursing courses required for the semester. A student who is unsuccessful in either a concurrent and/or tandem course may not progress to the other or concurrent courses.

Drop Procedures follow college policy. If a nursing course is dropped, on or before the "Drop Date", the concurrent and tandem nursing course(s) must also be dropped unless they have already been successfully completed. Failure on the student's part to drop the concurrent and/or tandem course(s) will result in a failing grade being recorded as the grade for that course. This may adversely affect the student's GPA.

The decision to withdraw from either course must be made prior to taking the final exam and before the drop date. If the student fails clinical after the drop date either by attendance or grade he/she will not be allowed to take the final exam in the concurrent theory course. If the student fails theory, but has successfully passed clinical, he/she will receive the passing clinical score on his/her transcript but must retake both courses concurrently or in tandem if the student is accepted for reentry. (Adopted 5/19/04)

### **5.10 Provisions of The ANA Code for Nurses (Approved 6/01)**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D. C.: American Nurses Publishing, 2001 (Reprinted with permission from American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, (C) 2001 [nursebooks.org](http://nursebooks.org), American Nurses Association, Washington, D.C. To order, call 800/637-0323 or order on-line at [www.nursesbooks.org](http://www.nursesbooks.org).

### **5.11 Curriculum Agreement**

All students entering the Associate Degree Nursing Program will complete a curriculum agreement form, which lists the courses and sequence for the curriculum they will study. The student must follow the degree plan in the proper sequence unless permission is granted by the Division Chair to alter the sequence. [Note: Required general education courses may be taken in advance of the semester they are required, if the student chooses]

## **5.12 Mid-Curricular Exam Policy**

### **Basic or Transition Students**

All Basic, first year Associate Degree Nursing Students who have successfully completed all coursework to that point, will take a Mid-Curricular Exam on computer at the end of the Spring Semester. The cost of the Exam will be paid at the beginning of the Spring Semester and is not refundable.

All Transition Associate Degree Nursing Students who have successfully completed all coursework to that point will take a Mid-Curricular Exam on computer at the end of the Summer Semester. The cost of the Exam will be paid at the beginning of the Summer Semester and is not refundable.

The purposes of the Exam include the following:

1. Provide a comprehensive evaluation of students' knowledge after completion of the first year for Basic students and Transition Semester for the Transition students.
2. Identify students' strengths and areas where improvement is needed so that remediation can be accomplished.
3. Provide experience in taking a standardized computer exam.

Students who score below 850 must complete required remediation. The student will be required to complete the Elsevier Remediation on the Elsevier website based on the student's score on the Mid-Curricular Exam. Remediation must be done in the ATL and completed by a date to be announced. Upon completion of the remediation, the student will then be eligible to register for the next semester. Students who fail to complete the required remediation as assigned cannot progress in the program.

## **5: 12 Mid-Curricular Exam Policy**

### **Basic or Transition Student**

Students who score below 850 must complete required remediation. The student will be required to complete the Elsevier remediation on the Elsevier website based on the student's score on the Mid-Curricular Exam. Remediation must be done in the ATL and completed by a date to be announced. Upon completion of the remediation, the student will then be eligible to register for the next semester. Students who fail to complete the required remediation as assigned cannot progress in the program.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **5.13 Make-Up Exam Policy**

If a student is absent on the day of a unit exam, a make-up exam will be given. It will consist of 25-50 questions and must be completed by 4:00 p.m. the next day back to class. For students taking concurrent nursing courses, this policy applies separately to each course. Refer to the individual course syllabus for specific details.

3/07

## SECTION 6.0 VOCATIONAL NURSING

### 6.1 Philosophy

The philosophy of the Vocational Nursing Program is consistent with the mission, vision and institutional goals of Texarkana College in order to provide for the educational needs of a diverse community. It incorporates the legal, ethical, and educational standards of vocational nursing, and is sensitive to the diverse cultural and ethical backgrounds of the students and the community they serve.

The Vocational Nursing faculty believes that the teaching/learning process is an interactive process in which specific learning outcomes are achieved. The curriculum is comprised of objectives in which cognitive, affective, and psychomotor components progress from simple to complex. Emphasis is placed on accountability and professionalism with a commitment to lifelong learning.

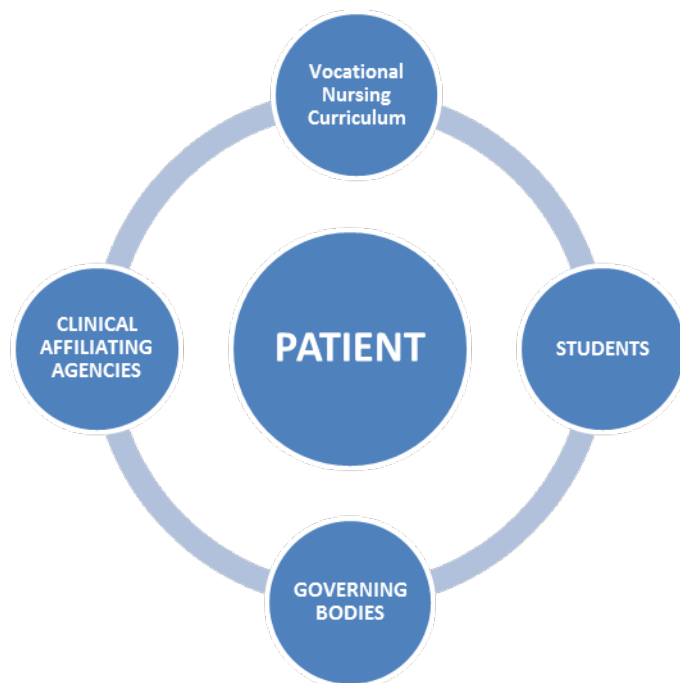
The Vocational Nursing faculty further believes that it is important to facilitate the learning process by guiding, encouraging, and inspiring students to problem solve and become confident in their nursing practice. The students must be proactive in this teaching/learning process by assuming responsibility and accountability for their own learning.

The Vocational Nursing program prepares the graduate to be able to think critically, using the nursing process to make decisions and arrive at safe conclusions. The graduate is prepared to meet the differentiated essential competencies (DECs) as set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

5/2011

## 6.2 Conceptual Framework

The semester based curriculum for the Vocational Nursing Program at Texarkana College progresses from simple to complex and uses a modified body systems approach for the organization of content. The focus is on patient-centered care provided by the vocational nurses who can provide culturally competent nursing care using the nursing process and implementing measures to promote health and prevent disease in a safe environment. Threaded throughout the curriculum are the concepts of nutrition; pharmacology; biological, psychological, and sociocultural needs throughout the lifespan; nursing process; psychomotor skills; professional roles as outlined by the Differentiated Essential Competencies (DEC); and ethical decision-making.



05/2011

### **6.3 Program Learning Outcomes**

Upon completion of the program, the graduate has the ability to:

1. Utilize the nursing process to assist with identifying the patient's physical and mental health status, their needs, and the preferences of culturally, ethnically and socially diverse patients and their families based on interpretation of health related data.
2. Observe, report, and document pertinent nursing information including alterations in patient responses to therapeutic interventions.
3. Safely perform nursing and medical interventions according to the Vocational Nurse level of practice.
4. Implement teaching plans that are based upon accepted scientific principles in order to give direct care with skill and safety.
5. Provide compassionate care which maintains comfort and dignity.
6. Assign nursing care to others for whom the nurse is responsible based upon an analysis of patient and unit needs, continuing to supervise this assignment through its completion.
7. Use psychological principles to demonstrate effective interpersonal relationships with patients and others.
8. Communicate and collaborate with members of the interdisciplinary health care team in order to set goals and outcomes that will aid in reducing patient risks.
9. Practice within legal and ethical nursing standards.
10. Acknowledge the value of continuing education and participating in lifelong learning.

### **6.4 Re-entry Procedure**

Admission procedures are outlined in the Texarkana College Catalog. Candidates for re-admission to the nursing program must complete the re-admission procedures. Re-admission into the program will be considered on an individual basis and on a space availability basis. A student who leaves the program for any reason other than a clinical failure will be permitted one other opportunity to re-enroll. Students who have had a clinical failure due to unsafe clinical practice are not eligible for re-entry. Re-enrollment with advanced standing must occur within 12 months after leaving the program. The re-entering student must complete courses as prescribed by the nursing program (Some courses may need to be repeated.) If the request for re-admission is greater than one year, the student will be required to re-enter as a beginning student. NOTE: the student accepted for re-admission will be under the current policy and procedures of the Health Occupations Division program at the time of re-admission. Any candidate who meets the criteria and is accepted for readmission will be offered two opportunities for re-entry. If the candidate declines re-entry both times, they are removed from the list of applicants and will be required to apply as a new applicant into first semester.



#### Steps for Re-admission

1. Complete the Health Occupations Application for Re-entry form.
2. Have a personal guidance interview with a member of the Health Occupations staff. No appointment is necessary. Inform the staff member that you have been enrolled in the Vocational Nursing Program previously.
3. Have a conference with the Division Chair (or his/her designee).
4. A current physical examination and negative drug screen and satisfactory criminal background check. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

### **6.5 Attendance Policy**

#### Classroom Absences.

According to the Texarkana College Student Handbook, students enrolled in the Vocational Nursing Program are in a program that necessitates an attendance policy that is more stringent than the institutional policy. Students are expected to regularly attend all classes for which they are registered. Responsibility for work missed because of illness, school business, or other circumstances is placed on the student. The student is responsible to see the instructor to make arrangements to make up missed work. Poor class attendance may result in a student being dropped from a course by an instructor with a grade of "F".

1. An ABSENCE is defined as later than 15 minutes from the scheduled start of class. In addition, leaving more than 15 minutes before the scheduled end of the class will result in an absence.
2. Three instances of missing up to 15 minutes, either by arriving late or leaving early, will equate to one absence.

#### Class Absences

One absence is equal to one lecture period with one whole day equaling two lecture periods. The number of class absences that may be missed in each course is as follows:

VNSG 1304 - 2 absences  
VNSG 1400 - 4 absences  
VNSG 1402 - 5 absences  
VNSG 1330 - 2 absences  
VNSG 1334 - 2 absences

VNSG 1509 - 3 absences  
VNSG 1510 - 3 absences  
VNSG 1219 - 1 absence

## Clinical Absences

Clinical absences are generally not allowed, as the experiences missed are not replaceable. However, EMERGENT situations that can be substantiated will be granted in these increments:

VNSG 1561 - 3 absences

VNSG 2662 - 3 absences

VNSG 2663 - 3 absences

### Clinical Absence Procedure:

The student must notify the assigned unit at least one hour before the assigned time of duty. The student should secure the name of the person to whom the report is given. Failure to adhere to this policy will result in deduction of points on the next graded clinical day.

**EXCEEDING THE ALLOTTED TIME IN EITHER THE CLASSROOM OR CLINICAL SETTING WILL RESULT IN BEING DROPPED FROM THE VOCATIONAL NURSING PROGRAM. IF THE WITHDRAWAL OCCURS BEFORE THE COLLEGE “DROP” DAY A “W” WILL BE RECORDED. IF THE WITHDRAWAL OCCURS AFTER DROP DAY, A FAILING GRADE WILL BE RECORDED (D – IF THE CURRENT GRADE IS D OR BETTER; F – IF STUDENT HAS AN AVERAGE BELOW 65).**

## 6.6 Withdrawal Policy

When a student fails one portion of the Vocational Nursing program and must withdraw from the program after the “last day to drop” date, the student will be given the appropriate grade for the class involved (the “D” or “F”) and the instructor will handle a withdrawal for any courses not yet completed. The grade earned will be recorded for any courses completed.

## 6.7 Administration of Exams

Multiple choice examinations will be given at the conclusion of each unit and are based on material listed in the syllabus. The time allotted will be approximately one minute per question. Daily quizzes will be given at the discretion of the instructor. These will consist of fill-in-the-blank, true or false, matching, essay formats, or multiple choice formats.

Exams are administered using a ParScore Test form which is available in the Texarkana College Bookstore. The test form must be free of wrinkles, tears, or folds as this prevents grading by the machine and delays return of grades to students.

Exam grades are made available as soon as possible following test administration. The instructor will announce how the grades are to be obtained. A comprehensive final examination is given at the end of select courses determined by faculty.

If the student is absent, a fill-in-the-blank exam will be taken by the student during the next period back to class. It is the student’s responsibility to make these arrangements with the instructor.

## **6.8 Dosage Calculation Competency**

Dosage calculation competency is a critical skill necessary to prevent medication errors in today's fast-paced healthcare settings. Students are initially exposed to dosage calculation material during Pharmacology (RNSG 1201). Students are expected to apply these concepts with accuracy throughout future course work.

A dosage calculation exam is given at the beginning of each semester. \*The following competency levels must be achieved for the student to remain in the program.

1<sup>st</sup> Semester: 80%

2<sup>nd</sup> Semester: 88%

3<sup>rd</sup> Semester: 92%

If the student does not pass the first exam, they must take a second exam by the date determined by the instructor. If the student does not pass the second exam, they must go to the Auto Tutorial Lab for remediation. After remediation, a 3<sup>rd</sup> exam is then given. Failure to pass on the 3<sup>rd</sup> attempt results in dismissal from the program.

## **6.9 ATI Exit Exam**

A Comprehensive ATI Exam will be administered during the 3<sup>rd</sup> semester. The student must score, at minimum, above 68.0% on the PN Comprehensive predictor (Percentage Correct) equating to a >0.90 predicted probability of passing NCLEX-PN. If the required >68.0% is not attained, the student will be required to complete 10 hours of remediation in the ATL, logged in time, prior to release of program grades.

## **6.10 Legal Limitations for Licensure**

The Board of Nursing may deny licensure to persons who have been convicted of a felony or misdemeanor involving moral turpitude or who have been hospitalized or treated for mental illness and/or chemical dependency. Please see Section 5.5 Legal Limitations for Licensure for more detail and for the Process for Petition for Declaratory Order. Vocational Nursing Students who must answer "yes" to any of the eligibility questions listed on the Process document must submit a declaratory order.

Complete forms and instructions for a petition for declaratory order may be obtained from the BON website [www.bon.state.tx.us](http://www.bon.state.tx.us).

### 6.11 Special Testing Circumstances for the NCLEX-PN

Testing accommodations for candidates with disabilities will be made only with the authorization of the board of nursing and the approval of the National Council of State Board of Nursing. To make sure that there is adequate time to evaluate any request for an accommodation, the candidate must **contact the board of nursing as early as possible, preferably before submitting your registration for testing.**

#### Procedures for Requesting Special Accommodations

To request special accommodations the applicant **must** do the following:

- Request information from your board of nursing concerning its requirements for requesting testing accommodations.
- Make a request for accommodations to the board of nursing. The request must comply with requirements established by your board of nursing for persons requesting testing accommodations. Typically, boards of nursing require documentation of past accommodations, if any, and a specific diagnosis by an appropriate health care professional that includes a description of the accommodations that are appropriate for the condition.

Send the request to the board of nursing as early as possible so that, if approved by the board of nursing and the National Council, the special accommodations can be made in a timely manner.

### 6.12 Written Clinical Assignments

In the interest of patient safety, all written clinical assignments are to be turned in as requested by clinical instructors. Any assignment that is not submitted on time or is submitted incomplete will result in a deduction of clinical points in the following applicable categories: Assessment, Planning, Implementation, Interpersonal Relations, Evaluation, Professional Behavior, and/or Safety. A pattern of incomplete or late assignments will result in the student being counseled as outlined in the Clinical Evaluation Process.

### 6.13 Clinical Evaluation Booklet Document

The Clinical Evaluation Booklet (CEB) is designed for the student to record a self-evaluation of the day's activity. It is a legal document that can be copied by lawyers. This is not the proper place to make negative comments regarding Texarkana College, the clinical agency, staff, other students and/or your instructor. It is also not the place to write personal feelings.

#### **6.14 Mandatory NCLEX-PN Review Course**

In an effort to maximize opportunities for students to be successful on their licensure exam, the NCLEX-PN Review Course is included as a mandatory component for completion of the Vocational Nursing program. The course is incorporated into VNSG 1219: Professional Development. The cost is included with tuition and fees.

**7.1 Philosophy****Statement**

The Emergency Medical Technology program prepares Emergency Medical Technicians at three levels to administer emergency medical care to victims at the site of out-of-hospital emergencies. Certificates of Completion are awarded for successful completion of the Basic EMT course, or the Intermediate EMT course, or the Paramedic course. Individuals who earn a Certificate of Completion are eligible to challenge State and/or National Registry exams for certification to practice at the achieved level. Interested individuals may also obtain an Associate Degree in Emergency Medical Technology with additional studies.

Because of the nature of the work, the Faculty of the Emergency Medical Technology Program believe that individuals interested in becoming an Emergency Medical Technician should have broad-based educational preparation guided by the Department of Transportation National Standard Curriculum. In addition, these individuals should have certain personal abilities which are necessary in order to work compassionately with people who are ill or injured. Since the nature of the work involves working long hours outdoors in bad weather, nights, weekends, and holidays, the work is frequently very stressful and challenging. Emergency Medical Technicians must enjoy helping others, have high ethical standards, good psychomotor skills, adaptability, flexibility, and interpersonal skills beyond reproach.

In addition, Emergency Medical Technicians must possess leadership abilities and good judgment. Emergency Medical Technicians must recognize that the person who is ill or injured is not having a good day and will frequently not be in the most affable humor. Individuals who are unable to work with people in times of crisis need not give further consideration to becoming an Emergency Medical Technician. The Faculty of the Emergency Medical Technology Program believe that the student Emergency Medical Technician must treat all people with respect and dignity including clients, other students, agency staff, and Faculty. The Faculty has adopted The EMT Code of Ethics by the National Registry of Emergency Medical Technicians as the fundamental basis for determining ethical behavior and professionalism. Emergency Medical Technician students are subject to all rules and regulations of Texarkana College as published in the Texarkana College Student Handbook, Health Occupations Division Handbook, and course syllabi, including the grievance procedure and appeal process.

The journey to become an Emergency Medical Technician is exciting, rewarding, fulfilling, and tough. Once the commitment has been made, “to persevere and prevail” becomes the motto. The Faculty of the Emergency Medical Technology Program is dedicated to assisting each individual achieve this, the loftiest of goals...helping others in their greatest hour of physical and emotional need.

## 7.2 The EMT Code of Ethics

Professional status as an Emergency Medical Technician is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician at the basic or advanced level, I solemnly pledge myself to following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well being.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

The Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.

The Emergency Medical Technician adheres to standards of personal ethics which reflect credit upon the profession.

Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.

The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurse, the physician, and other members of the Emergency Medical Services health care team.

The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

## **7.3 THE NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS**

### **EMT Oath**

Be in pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

Adopted by the National Association of Emergency Medical Technicians 1978.

## **7.4 Functional Position Description**

### **Introduction**

The following general position description for the ECA, EMR, EMT, EMT-I, EMT-A, and Paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification or licensure. It is the ultimate responsibility of the employer to define specific job descriptions with each Emergency Medical Services (EMS) entity.

### **Qualifications**

To qualify for EMS certification or licensure an individual must successfully complete an Arkansas Department of Health or a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills. In addition the individual must achieve a passing score on the national written certification or licensure examination. EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patients, family members and bystanders; ability to converse in English with coworkers and hospital staff as to status of patient. EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environment conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.



## **Competency Areas**

### **ECA – Emergency Care Attendant and/or EMR – Emergency Medical Responder**

The ECA and/or EMR must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives of the course and the Federal Emergency Management Administration (FEMA) document entitled “Recognizing and Identifying Hazardous Material,” and include aids for resuscitation, blood pressure by palpation and auscultation, oral suctioning, spinal immobilization, patient assessment and adult, child and infant CPR. Automated external defibrillation is a required skill.

### **EMT - Emergency Medical Technician**

The EMT must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the EMT national curriculum. The course shall include at least 140 clock hours of classroom, laboratory, clinical, and field instruction which shall include supervised experiences in the emergency department and with a licensed EMS provider. In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum.

### **EMT-I – Emergency Medical Technician Intermediate**

The minimum curriculum shall include all content required by the portions of the current national paramedic education standards and competencies as defined by the DOT which address the following areas:

- Roles and responsibilities of the paramedic;
- Wellbeing of the paramedic;
- Illness and injury prevention;
- Medical/legal issues;
- Ethics;
- General principles of pathophysiology;
- Pharmacology;
- Venous access and medication administration;
- Therapeutic communications;
- Life span development;
- Patient assessment;
- Airway management and ventilation, including endotracheal intubation; and
- Trauma.

### **Paramedic**

A minimum curriculum shall include all content required by the current national paramedic education standards and competencies as defined by the DOT.

The course shall consist of at least 1200 hours of classroom, laboratory, clinical and field instruction that shall include supervised experiences in the emergency department and with a licensed EMS provider and other settings as judged appropriate by the Program Director. In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum. Manual external defibrillation is a required skill. Certification as an EMT is required as a prerequisite to this course.

**Description of Tasks:**

Receives call from dispatcher, responds appropriately to emergency call, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations. Determines nature and extent of illness, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care, may administer intravenous drugs or fluid replacement as directed by physician medical director online. May use equipment such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate.

Paramedics assist in lifting, carrying, and transporting patient to ambulance and on to a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, search for medical identification emblem to aid in care. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Paramedic complies with regulations in handling deceased, notifies authorities, arrange for protection of property and evidence at the scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department. Observes patient in route and administers care as directed by physician or emergency department or according to published protocols. The paramedic identifies diagnostic signs that require communication with physician while moving the patient into the emergency facility from the ambulance. Reports verbally and in writing concerning observations about the patient, patient care at the scene and in route to facility, and provides assistance to emergency staff as required.

Maintains familiarity with all specialized equipment, replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance is operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

**7.5 Re-Entry Procedure**

Candidates for re-admissions to the EMT or EMT-Advanced programs must complete the readmission procedures. Re-admission into the programs may be considered on an individual/space available basis. A student who leaves the program for any reason may be permitted ONE other opportunity to enroll. Re-enrollment must occur within 12 months after leaving the program. If the request for re-entry is greater than one year, the student will be required to re-enter as a beginning student.

1. Steps for Re-admission:
  - a. Basic: Current application for admission, current physical exam, and current American Heart Association BLS Healthcare Provider dated no more than six (6) months prior to enrollment.

- b. Advanced: Current application for admission, current physical exam, current EMT-Basic or EMT-Intermediate certificate, current American Heart Association BLS Healthcare Provider dated no more than six (6) months prior to enrollment.
- c. Basic and Advanced:
  - 1. Inform counselor that you were enrolled in the EMT Program previously
  - 2. Complete the Health Occupations Application for Re-Entry Counseling form.
  - 3. Have a personal guidance conference with the Division Chair or designate.
- 2. A candidate for re-admission may be asked to complete some remedial work.
- 3. The student accepted for re-entry will be under the current policy and procedures of the Health Occupations program at the time of re-admission.

## 7.6 Academic Standards

### I. Quizzes

Quizzes are given at the discretion of Faculty. A grade may be recorded at the discretion of Faculty. Quizzes are 10% of the semester grade which is computed with the Skills Exams grade.

### II. Skills Exams

- 1. Administered in the EMT Skills Laboratory.
- 2. All skills exams must be completed by the deadlines as indicated on the course calendars.
- 3. Skills exams not completed by the deadlines on the course calendar will result in an "INCOMPLETE" grade for the semester until all skills exams are completed and submitted for verification. The student will be assessed a fee of \$12.50 per hour (one hour minimum), payable in the Business Office, for the administration of overdue exams. A receipt of payment must be presented to the Examiner BEFORE skills exams will be administered. Scheduling of overdue exams will be done at the conclusion of the semester in which they are delinquent.
- 4. All invasive skills MUST be tested in the Skills Laboratory BEFORE they may be performed in the clinical agencies. Passing of individual skills exams requires a minimum score of 85% and ALL critical criteria satisfied.
- 5. Failed exams may be retested ONCE.
- 6. Maximum score possible on retest: 100%

7. Minimum skills exams established for each course as published in the course syllabi MUST be “passed” as stated in item 4 above in order for the student to successfully complete each course.
8. Minimum skills lab hours established for each course and published in the course syllabi MUST be met in order for the student to successfully complete each course.
9. Skills exam and Quizzes average is 10% of semester grade.
10. Pre-clinical skills requirements:  
Basic EMT: BCLS and vital signs  
Intermediate and Paramedic EMT: BCLS, vital signs, medical assessment.

### III. Section Exams

Primarily multiple choice exams are given at the conclusion of each section. Exams will be administered in the Texarkana College Testing Center.

1. Must be completed by the deadlines indicated on course calendars.
2. 5 points deducted for each day late.
3. Passing: Basic-EMT - 75%, Intermediate/Paramedic EMT = 80%.
4. Failing exam may be retaken ONCE.
5. Maximum score possible on retake: Basic EMT = 75%, Intermediate/Paramedic EMT = 80%.
6. Minimum section average required to be eligible to take semester exam: EMT-Basic = 75%, Intermediate/Paramedic EMT = 80%. Less than 75% average for Basic EMT student and less than 80% average for Intermediate/Paramedic EMT student: grade of “D” will be transcribed.
7. An 80% Unit Exam average for the Paramedic Program is necessary to be eligible to take the Semester Exam and the Unit Exam average will count for 50% of the overall semester grade.

### IV. Clinical

1. Must acquire minimum hours of clinical experience by deadlines indicated on the course calendars.
2. Evaluations are documented by Preceptors on Clinical Evaluation forms provided in the clinical packet.
3. Clinical is graded as “Pass” or “Fail”.
4. Any clinical skill for which the student is given an Unsatisfactory relating MUST be remediated in the Skills Laboratory under the direct supervision of the Lab Instructor. Remediation will be documented on the appropriate form and placed in the student’s permanent record.

5. All clinical documentation forms become the property of Texarkana College as required by the various regulatory agencies subject to unannounced audit visits. Documents are retained for the period of time required by regulatory agencies.
6. At the end of each semester, clinical rotations not completed by the final deadline on the Program Calendar will result in the student receiving an incomplete "I" grade. Students will receive an incomplete "I" grade until ALL required clinical rotations are completed and the proper documentation submitted and verification is performed by faculty. An incomplete "I" grade must be made up by mid-term of the next semester; otherwise, the "I" becomes an "F". A grade of "F" can only be changed by repeating that clinical course. Students are encouraged to make up clinical rotations between semesters and are allowed to get a head start on the next semester with approval of the EMT Program Coordinator.

V. Semester Exam

1. Comprehensive exams are given at the conclusion of each course.
2. Opportunities for review are provided prior to exam.
3. No retest is allowed.
4. 75% = Passing.
5. MUST pass semester exam with 75% or higher to pass the course. Grade of less than 75%: "D" will be transcribed.
6. Semester exam grade is 40% of semester grade.

7.7 Use of the Testing Center

Exams must be started a minimum of 30 minutes before closing time and must be completed by closing time. In order to take a test you will need the following:

1. Your CURRENT STUDENT PICTURE ID or valid Driver's License.
2. The name of your instructor.
3. The name and section of the course.
4. The name of the test or exam you wish to take.

**Rules**

1. No cell phones, pagers, hats, sunglasses, food or drinks in the Center.
2. No children in testing area.
3. No appointments, (first come first served).
4. The Center is equipped with cameras and audio surveillance.

**Cheating policy (from the TC Student Handbook)** "Students found guilty of academic dishonesty in the center will be dropped with an "F" from the course in which he/she is cheating. If one student is caught taking a test for another, both will be dropped from the course with an "F". **This policy will be strictly enforced and there will be no exceptions."**

## **7.8 Pre-Clinical Requirements**

### **EMT-Basic**

The following items **MUST** be signed and in the student file: student information card, student contract, handbook agreement, waivers, and BCLS credentials.

The following videos **MUST** be viewed with documentation: Injury Free, Universal Precautions, Secret Epidemic, On Guard, WRMC Safety, WRMC Orientation.

The following skills **MUST** be tested with documentation of performance: BCLS and vital signs.

### **EMT-Intermediate and Paramedic**

The following items **MUST** be signed and in the student file: student information card, student contract, handbook agreement, waivers, BCLS credentials, EMT certification, and EMS run practice documentation.

The following videos **MUST** be viewed with documentation: Injury Free, Universal Precautions, Secret Epidemic, On Guard WRMC Safety, and WRMC Orientation.

The following skills **MUST** be tested with documentation of performance: BCLS, vital signs, and medical assessment.

## **7.9 Dress Code**

- I. Classroom - comfortable clothing, no short shorts or revealing garments
- II. For hospital and EMS clinicals, the following uniform is required. If a student reports for duty and the preceptor determines their attire is not appropriate, the student must immediately correct the problem or they will not be allowed to continue the shift. The EMT Program Clinical Coordinator should be notified as soon as possible if this occurs.
  - A. Light blue polo or golf style shirt with collar and no logos or light blue uniform type shirt with Texarkana College Emergency Medical Technology Program patch sewn on left sleeve centered ½ inches below top shoulder seam. Appropriate EMS level patch on right sleeve centered ½ inches below top shoulder seam. EMT student may wear EMR patch if they possess that certification, Advanced EMT may wear EMT patch and Paramedic student may wear EMT or Advanced EMT patch if that level has been obtained.
  - B. Picture ID name tag provided by the college must be worn in clear view at all times.
  - C. Black or Navy uniform style pants (EMS six-pocket pants are optional).

- D. Black leather belt and black leather shoes or boots: NO CANVAS TENNIS OR SPORTS SHOES & NO WESTERN STYLE POINTED-TOE BOOTS.
- E. Watch with a sweeping second hand, stethoscope, and personal protection equipment (exam gloves and eye protection at a minimum).
- F. Uniform must be clean and pressed and boots or shoes must be polished at all times NO EXCEPTIONS.

IV. Personal Appearance:

- 1. clothing: clean, neat, and pressed. Shirts are to be buttoned or zipped and tucked in at all times.
- 2. shoes or boots: polished and clean. Laces also are to be kept clean.
- 3. hair: must be clean, cut short or pulled away from the face in a pony-tail, braid, or bun to ensure that hair remains behind the shoulders throughout patient contact. No hair ornaments. Beards and mustaches are to be clean and well groomed.
- 4. fingernails: short and clean with NO nail polish or ornaments.
- 5. cosmetics: make-up should be conservative. Avoid perfumes and aftershave lotions.
- 6. jewelry: **NO** jewelry with the following exceptions: plain watch with sweep second hand, one plain band ring may be worn on one finger, one stud or button style earring per earlobe, religious or medic-alert medals should be on a chain long enough to be concealed under the uniform. This includes **NO** jewelry on the face or tongue.
- 7. Scrubs: scrubs are to be worn in designated areas only (i.e. OR, OB/Delivery, etc.). Lab coats or surgical gown should cover scrubs when leaving the area for breaks, meals, etc.

**7.10 Attendance**

Students are expected to regularly attend all classes for which they are registered. Responsibility for work missed because of illness, school business, and/or other circumstances is placed on the student. Poor class attendance may result in the student being dropped from a course by an instructor with a grade of "F".

Students who return to class/clinical following delivery, surgery, infections or major illness MUST bring a release verification form from a medical doctor approving full functioning in the student role. Release for “light duty” is not acceptable. The college is not responsible for exacerbation of illness, injury, or infectious contact while enrolled in a Health Occupations course. Failure to meet class requirements, protracted fatigue, and sleepiness can lead to omissions in learning and errors in performance of care. Such circumstances may lead to being dropped from the course.

I. Classroom Attendance

Students must attend at least 80% of scheduled lecture classes in order to receive credit for each course. More than two (2) absences from a course may result in dismissal from the course/program. The student will be provided with notification in writing that he/she has been dropped from the course/program. If the final absence occurs after the official drops date for the course, a grade of “F” will be transcribed.

Students must be present in the classroom for at least 80% of each lecture class in order to be counted as present for the class. Six hour lecture = 4 hours and 45 minutes, 4 hour lecture = 3 hours and 15 minutes. If more than 1 hour and 15 minutes is missed from a 6-hour lecture or 45 minutes from a 4-hour lecture, the student will be counted ABSENT for that class.

Tardy is defined as being more than 5 minutes late. Three (3) tardies = 1 absence. Absences are excused at Faculty discretion for hospitalization, military service, jury duty, or a birth/death in the family. Documentation should be provided to Faculty.

Students experiencing difficulty with attendance should consult Faculty before dropping a course. What the student perceives as an insurmountable problem may, with the help of Faculty, have a workable solution.

II. Skills Laboratory Attendance

Skills Lab attendance is individually scheduled by students on master skills lab calendars which are made available during regular hours. Each student should plan to participate in at least the minimum number of skills lab hours specified for each course. Failure to complete the minimum number of skills lab hours specified for each course will result in an “I” for the course. Certificates of Completion for a course are NOT issued with unresolved incompletes.



Students are expected to successfully test all skills exams for each course BEFORE the deadline on the course calendars. Failure to do so will result in an "I" for the course. Certificates of Completion for a course are NOT issued with unresolved incompletes.

Skills exam(s) not completed by the final deadlines on the course calendars must be completed at the end of the semester in which they are delinquent. Schedules are provided to sign up for delinquent skills testing. The student will be assessed a fee of \$12.50 per hour (minimum of one hour), payable to the Texarkana College Business Office, for the administration of delinquent skills exam. A receipt must be presented to the examiner BEFORE skills exams will be administered.

### III. Clinical Attendance

Clinical experience consisting of EMS and hospital is individually scheduled by students on master clinical calendars which are made available during regular class hours. Each student should plan to participate in at least the minimum number of clinical hours specified for each course. Failure to complete the minimum number of clinical hours will result in an "I" for the course. Certificates of Completion are NOT issued with unresolved incompletes.

The clinical calendars are delivered to agencies on Friday of each week for the upcoming week beginning on Monday. Anticipated tardies or absences from clinical during the posted week should be reported directly to the clinical agency in which the student is scheduled. Telephone the assigned unit and ask the person to leave a written note for Faculty. Make a note of the person's name with whom you spoke. Reporting absent or tardy should be done NO LATER than 30 minutes prior to the beginning of the scheduled shift. If circumstances are such that the student will be more than 30 minutes late for a clinical assignment, the student should call in an absence.

Clinical assignments not completed by the final deadlines on the course calendars must be completed at the conclusion of the semester in which they are delinquent. A clinical make-up week will be scheduled between semesters to provide students with an opportunity to complete required clinical assignments. The student will be assessed a \$20.00 fee payable at the Texarkana College Business Office for each 8-hour shift of clinical that needs to be made up. This time will be provided for make-up of incomplete time only. It will NOT be allowed for getting a head start on the next semester. No student will be allowed to make-up any clinical assignments until the fee is paid and the receipt is submitted to Faculty for verification. **CERTIFICATES OF COMPLETION ARE NOT ISSUED WITH UNRESOLVED INCOMPLETES.**

UNDER NO CIRCUMSTANCES WILL STUDENTS MAKE THEIR OWN CLINICAL ARRANGEMENTS WITH EMPLOYEES OF THE VARIOUS CLINICAL AGENCIES. Clinical assignments are completed only with the agencies which hold contractual agreements with Texarkana College Health Occupations Division. Scheduling clinical assignments other than through Faculty on the clinical calendars will result in disciplinary counseling and possible PROBATION or SUSPENSION from the course/program.

Students who are employed with an EMS clinical agency with which Texarkana College holds a contractual agreement must schedule clinical assignments on the master clinical calendar and ride “third man out” during EMS clinical assignments. When scheduling ED or ICU clinical assignments, it is recommended that students acquire no more than 60% of their assignments in one agency. Students having difficulty managing their time or scheduling clinical assignments are encouraged to seek assistance from Faculty or a Texarkana College counselor.

REMEMBER: WE ARE GUESTS IN OUR CLINICAL AGENCIES. PLEASE HELP US MAINTAIN OUR WELCOME!

### 7.11 Documentation

#### I. Skills Laboratory

Successful testing of the required skills for each course is documented on the Skills Exam sheets which are provided in the syllabus for each course. All Skills Exam sheets are to be submitted immediately on completion for recording and placements in the student file. A locked box is provided in the Skills Lab for storage of Skills Exams submitted to Faculty. Students are encouraged to maintain copies of Skills Exams for his/her own personal records. ALL ORIGINALS MUST BE SUBMITTED as part of the student’s permanent record.

Attendance in Skills Lab is documented on the Skills Lab Attendance sheet provided in the syllabus for each course. The Skills Lab Attendance sheet MUST be submitted for verification/documentation of acquisition of the minimum number of Skills Lab hours. Failure to submit the Skills Lab sheet with the minimum number of Skills Lab hours specified for each course will result in an “I” for the course.

Skills Exam sheets must include all information requested: name, date, initial or retest, Faculty signature, points achieved, and percent score.

All documents will remain in the student’s file for a period of five (5) years during which time they are subject to random audit by the State Departments of Health and/or National Registry.

## II. Clinical

Attendance for clinical assignments is documented on the clinical documentation forms provided in the syllabus for each course. The clinical documentation forms **MUST** be submitted for verification/documentation of acquisition of the minimum clinical assignments and clinical hours. Clinical assignment documentation forms are to be submitted immediately upon completion of the clinical assignment. A locked box is provided in the campus Skills Lab for storage of clinical assignment documentation forms submitted to Faculty. Students are encouraged to maintain copies of clinical assignment documentation forms for his/her own personal records. **ALL ORIGINALS MUST BE SUBMITTED** as part of the student's permanent record.

Clinical assignment documentation forms **MUST** have a valid preceptor signature where indicated, as well as the student's time in and time out initialed by the preceptor. **DOCUMENTATION SUBMITTED WITHOUT A VALID PRECEPTOR SIGNATURE WILL NOT BE ACCEPTED.**

All documentation must be completed in **BLACK INK**. Any error should be corrected by drawing **ONE LINE** through the error and initialing it. Late entries should be noted with the time, date, and initials.

### 7.12 Certification

When all course requirements have been achieved, EMS students may challenge state or National Registry certification testing at the appropriate level. Course completion documents are provided to the student indicating the level of preparation completed as well as to state Health Departments and the National Registry. Course completion documents are required by all agencies in order to be eligible to challenge certification exams either written or practical. Course completion documents are **NOT** available until the student has met **ALL** the requirements for successful completion.

It is to the advantage of the student to complete each course as scheduled. The intricacies of scheduling delayed certification exams because the student did not complete the course requirements on time are prohibitive beyond imagination. Requirements for challenging certification exams vary from state to state and whether or not the National Registry is involved. Due to the continuously changing nature of certification requirements, the Faculty will provide information concerning fees, applications, and test dates early during the semester of anticipated completion.

### Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”



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Student's Name (PRINTED)

SECTION 8.0  
HANDBOOK AGREEMENT

I have read the Texarkana College Health Occupations Division Handbook and understand the policies and procedures stated therein. I agree to comply with all of these policies and procedures in order to meet the requirements for course completion.

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Student's Signature

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Date