ALAMO COLLEGES

SAN ANTONIO COLLEGE

Nursing Education

Nursing Student Handbook

Departmental Policies and General Information

San Antonio College Department of Nursing Education
1300 San Pedro, San Antonio, Texas

2012-2013

Dear Student:

The faculty and staff welcome you to the San Antonio College Associate Degree (ADN) Nursing Program. This orientation handbook was prepared as a means to communicate policies, procedures and information pertinent to your enrollment in the nursing program. As information changes, we encourage you to refer to the Department of nursing' website for updates throughout the year at ***http://www.alamo.edu/sac/nursing/*** *under policies. Please retain this handbook throughout the nursing program and refer to it as needed.*

You are required to attend a mandatory new student orientation in which important information pertaining to the program will be covered. It is expected that you will read this manual, refer to the Department's web site and review course content on the internet through blackboard vista (BBV). If you have questions or concerns about any of the information covered, please do not hesitate to clarify with a faculty or staff member.

Again, welcome and we wish you continued success in your educational endeavors at San Antonio College.

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The Associate Degree Nursing Program at San Antonio College is accredited by:

National League for Nursing Accrediting Center (NLNAC)

61 Broadway 33rd Floor
New York, N.Y. 10006

http://www.nlnac.org/

212.363.5555
Fax: 212.812.0390

(The NLN requires the above information to be posted.)

And approved by:

Texas Board of Nursing (BON)

333 Guadalupe #3-460
Austin, Texas 78701

http:/www.bon.state.tx.us/

512.305.7440

Alamo Colleges Emergency Numbers and Websites: DPS Emergency #:	(210) 222-0911
AC DPS Non Emergencies (General) Phone #:	(210) 485-0099
DPS Weather Phone [For information on college closures.] Alamo Colleges Information Department of Nursing	(210) 485-0189 (210) 486-2000 (210) 486-1144
San Antonio College Web site	www.alamo.edu/sac
San Antonio College Department of Nursing	www.alamo.edu/sac/nursing

General Information

SAN ANTONIO COLLEGE
DEPARTMENT OF NURSING EDUCATION

MISSION

The faculty members of the Department of Nursing Education uphold the mission of San Antonio College in supporting the educational and lifelong learning needs of culturally, ethically and socially diverse communities. The mission of the Department of Nursing Education is to prepare graduates invested in the continuous acquisition of knowledge and the commitment to serve patients and their families. The graduate provides caring, safe, evidence-based nursing care, in the pursuit of quality patient outcomes. Through an approved program of study, the faculty of the Department of Nursing Education prepares students for an Associate of Applied Science in nursing degree.

San Antonio College provides nursing education to prepare generic and career mobility students for entry into practice as registered nurses. The nursing program is accredited by the Board of Nursing (BON) for the State of Texas and by the National League for Nursing Accrediting Commission (NLNAC). Applicants who meet admission requirements may apply to one of two tracks: a generic track available to all students or a mobility track for individuals who are licensed vocational nurses. Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), and individuals who pass the NCLEX-RN may use the title registered nurse.

PHILOSOPHY OF THE NURSING EDUCATION DEPARTMENT

The faculty members of the Department of Nursing Education believe that nursing education must be dynamic and responsive in preparing students for the current and future changing health care needs. San Antonio College provides nursing education to prepare generic and career mobility students for entry into practice as registered nurses. They strive for excellence through ongoing assessment and evaluation of the program. A learner-centered environment is facilitated for students who enter the program with a variety of educational, cultural and life experiences. Faculty members encourage students to assume active roles in the learning process.
The goal of the nursing program is to help students assimilate knowledge, judgment, skills, caring, and the ethical values of the professional nurse.
In accordance with the Mission of San Antonio College, the faculty members are committed to helping students develop their full potential in nursing competencies: caring, communication skills, critical thinking, professional and civic responsibility. To ensure a dynamic nursing program, responsive to current health care needs, faculty members seek involvement with consumer, industry, and professional groups in curriculum revision.
Beliefs about nursing and the patients who are the recipients of nursing care, influence nursing education, and provide a framework with the goal of quality, safe patient care.
Specifically, the faculty members hold the following beliefs about patient and health and the associate degree nurse:

PATIENT & HEALTH

Patients, members of families and communities are viewed as culturally diverse individuals adapting to changes in their internal and external environments, across the lifespan in an effort to promote, attain, and maintain health. Patients seek health care for health promotion, when experiencing acute disruptions or chronic alterations in their lives. Patients have a right to knowledge about heath care standards and issues in support of their taking an active role in personal, family, and community health care decision-making.

NURSING AND THE ASSOCIATE DEGREE NURSE

Grounded in a multidisciplinary body of evidence based research, professional nursing is committed to providing the highest quality of safe health care for patients in diverse and challenging health care settings. Nurses conceptualize patient needs holistically and use nursing process, critical thinking and clinical judgment to structure and evaluate care for individuals and families. Ideally, all nursing care is therapeutic, ranging from simple to complex actions that integrate cognitive and psychomotor skills, communication principles, a capacity for caring, and with careful regard for ethical and legal standards. Nursing care is directed toward specific outcomes, including the prevention of heath care problems, carrying out treatment regimes to assist patients to recover from or manage illnesses with minimum residual effect, and to facilitate rehabilitative efforts.

In accordance with the Texas Board of Nursing, the Differentiated Essential Competencies (DEC) guides delivery of educational strategies to prepare graduates who provide safe, competent care (DEC, 2011). A competency is described as “an expected level of performance that integrates knowledge, skills, abilities and judgment” (ANA, 2008, p.3). The associate degree nurse functions in four roles: Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of a Health Care Team. As a Patient Safety Advocate, the associate degree nurse promotes quality and safe environments for patients, self and others in accordance with the safety requirements and standards, outlined by federal, state and local government and accreditation organizations. As a Member of a Profession, the associate degree nurse assumes accountability and responsibility for the quality of care provided to patients. As a Provider of Patient-Centered Care, the associate degree nurse develops and implements individualized plans of care for patients from diverse and multicultural populations. As a Member of the Health Care Team the associate degree nurse coordinates, collaborates and communicates with patients and their families; and members of the interdisciplinary health care team with mutually agreed upon goals to plan, deliver and evaluate patient centered care.

San Antonio College Department of Nursing Education
Organizing Framework:Conceptual Model

The curriculum is organized by concepts and roles of the nurse.

The a**ssociate degree nurse** interacts with **the patient and family** by functioning in the four roles of the nurse: **Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the** Health Care Team. The nurse assists patients across the **lifespan** in their **adaptation** to changes in their **internal and external environments** affecting **health.** The nurse views patients as unique individuals comprised of interrelated biological, intellectual, psychological, spiritual, sociocultural, and environmental components. The nurse recognizes that patients come from diverse **multicultural groups** and are **members of families and communities**.

Within the four roles, the nurse uses **communication, critical thinking and caring** to provide nursing care to patients for health promotion, health maintenance, rehabilitation, and restoration of health.

MEMBER OF THE PROFESSION

Functioning in the role of **Member of the Profession**, the associate degree nurse is accountable and responsible for the quality of nursing care by maintaining **nursing ethics and legal scope of practice**. The nurse develops **critical thinking** skills, and applies **clinical reasoning** through reflection, self analysis **and communication** skills. The associate degree nurse contributes to the profession of nursing by engaging in lifelong learning, participating in professional activities, and responding to current and future needs of a changing health care delivery system. As a **Member of the Profession**, the nurse demonstrates attributes of **caring** by committing to self care, recognizing the need for **cultural competence**, the safe practice of nursing, and projecting a professional image, by upholding professional values, and behavior.

PROVIDER OF PATIENT-CENTERED CARE

Functioning in the role of the **Provider of Patient-Centered Care,** the nurse uses **critical thinking** and **clinical reasoning** skills to facilitate clinical decision making and incorporates **evidence-based practice outcomes**. The nurse integrates knowledge from multiple disciplines and applies **nursing process, cultural competence, and nursing ethics** to determine the physical and mental status, needs, and preferences of patients and their families based on health data. Using cognitive, affective, and psychomotor knowledge and skills, the nurse analyzes assessment data to identify problems, formulate goals/outcomes, develop plans of care for patients and their families in collaboration with patients, families, and the interdisciplinary health care team. **Communication** skills are used by the nurse to verify patients' needs and to develop and evaluate mutually agreed upon goals that foster adaptation to health. The nurse provides safe, compassionate, comprehensive nursing care to patients and their families through **therapeutic nursing interventions** and incorporates **therapeutic modalities**. Using legal, ethical, and regulatory parameters and concepts of disease prevention, wellness, and promotion of healthy lifestyles, the nurse implement the plan of care for patients and their families. The nurse impacts health care behaviors by developing, implementing and evaluating **teaching** plans for patients and their families to address **health promotion,** maintenance, and restoration. Coordination of human, information, and material resources occur as the nurse provides care to patients and their families. The nurse uses benchmarks from evidence-based practice to evaluate

and report patient outcomes and response to **therapeutic nursing interventions** and plan follow-up care. As the **Provider of Patient-Centered Care** the nurse exhibits **professional attributes of caring** in the development of therapeutic nurse-patient and nurse family relationships.

PATIENT SAFETY ADVOCATE

Functioning in the role of **Patient Safety Advocate**, the nurse utilizes **critical thinking and clinical reasoning** in applying the nursing process to promote **quality patient outcomes** and **safe internal and external environments** for patients, self, and others. The nurse adheres to standards set by federal, state, local and accrediting bodies in the implementation of **therapeutic nursing interventions** and **therapeutic modalities** utilizing **evidence-based data** to **communicate** and reduce **patient** risk. Within a variety of health care settings, the nurse as a patient safety advocate also complies with mandatory reporting, assignment and delegation in accordance with the Texas Nursing Practice Act.

MEMBER OF THE HEALTH CARE TEAM

Functioning in the role of **Member of the Health Care Team** the nurse coordinates, collaborates, and **communicates** with patients, their families, integrating **cultural competence** as a member of the **interdisciplinary health care team** to plan, deliver, and evaluate patient-centered care. **Critical thinking** skills assist the nurse to **communicate** and mange information using technology to support decision making to improve patient care. Using effective **communication** skills, the nurse **communicates** and collaborates in a timely manner with members of the **interdisciplinary health care team** to promote and maintain optimal health status of patients and their families in a **variety of health care settings**. Furthermore, the nurse facilitates discharge planning by referring patients and their families to resources that facilitate continuity of care, **health promotion**, maintenance, and restoration; and ensure confidentiality. As the **Member of the Health Care Team**, the nurse uses professional attributes of **caring** by serving as a health care advocate in monitoring and promoting quality and access to health care for patients and their families. Using **evidence based practice**, the nurse supervises care provided by others.

Curriculum Concepts & Definitions

Adaption:	A dynamic process where the individual acts on and changes the internal and/ or external environment to foster optimal outcomes of health throughout the lifespan.
Caring:	Professional nursing behaviors that reflect attributes of compassion, competence, confidence, conscience, commitment, and comportment • Compassion: experiencing the feelings of the patient and family • Competence: knowing the condition of the patient, how to treat, and what is available to the patient and family • Confidence: fostering mutual respect and a trusting nurse-patient relationship • Conscience: applying ethical and legal standards of practice and maintaining professional boundaries • Commitment: being available for whatever is needed by the patient/family. • Comportment: projecting a professional image
Clinical Reasoning	The reflective, creative and critical systems thinking processes nurses use to frame the meaning and facts associated with a patient's story, juxtapose and test the differences between a patient's present story state and a desired specified outcome state; and make judgments about outcome achievements derived from reflection and self regulation of thinking.
Communication	The process by which the nurse receives, interprets, and conveys information to patients and families or collaborates with members of the interdisciplinary health care team (IHCT). The term therapeutic communication is used for the interactive process between nurse and patient or family. Nursing informatics is the integration of data, information, knowledge, and wisdom to support patients, nurses, and other providers in their decision making in all roles and settings. This support is accomplished through the use of information structures, processes, and technology.
Critical Thinking:	A purposeful, self-regulatory judgment which uses interpretation, analysis, evaluation, inference, and explanation in the cognitive and affective domains to facilitate the process of knowledge development and clinical decision making. The nurse uses critical thinking skills to facilitate clinical decision making and practice that is evidence based. Evidence-based practice is the implementation of therapeutic nursing interventions based on empirical evidence from nursing, biologic, and psychosocial sciences.
Culture Diversity	Beliefs, values, attitudes, and practices that are accepted by a population, a community, or an individual.
Cultural	The skills and knowledge necessary to appreciate, understand, and work

Competence	with individuals from different cultures.
Evidence Based Practice	Evidence-based practice is the integration of best research evidence with clinical expertise and patient values to facilitate clinical decision-making.
Health	A dynamic life experience that is expressed in terms along the continuum of wellness and illness.
Health Promotion	The implementation of an evidence-based strategy for advancing wellness or for preventing illness, disability, or premature death.
Interdisciplinary Health Care Team	All professionals who provide service or care to a patient and family for the purpose of health promotion, health maintenance, rehabilitation, ~~or~~ restoration to health and/or end of life care.
Internal/ external Environment	All internal (biological, intellectual, spiritual, and psychological) and external (socio-cultural) conditions that continually influence the lifespan and adaptation of an individual.
Legal Scope of Practice	The legally authorized parameter of activities comprising the practice of nursing as identified in the Nursing Practice Act. The practice of nursing is based on scientific processes "founded on a professional body of knowledge; it is learned profession based on an understanding of the human condition across the lifespan and the relationship of a client with others and with the environment; and it is an art dedicated to caring for others. The practice of nursing means assisting clients to attain or maintain optimal health, implementing a strategy of care to accomplish defined goals within the context of a client centered health care plan and evaluating responses to nursing care and treatment. "
Lifespan:	The length of time between the birth and death of an individual. Throughout the lifespan, an individual experiences patterned and orderly changes in physical growth and functional development.
Members of families and communities:	A community includes those individuals who share belief systems, provide mutually reinforcing support networks, and define expectations for health and illness behaviors. The family is "the basic unit of society that consists of those individuals, male or female, youth or adult, legally or not legally related, genetically or not genetically related, who are considered by others to represent their significant persons." (From Kozier and Erb's Fundamentals of nursing: Concepts, process, and practice, 8th edition, 2008, p. 429).
Nursing Ethics	Nursing ethics reflects on general moral principles addressing potential and actual ethical issues in the health care delivery system. The nursing code of ethics focuses on values and standards of conduct based on a framework for decision-making and professional integrity.
Nursing Process:	A systematic method to provide nursing care which utilizes assessment, analysis, planning and outcomes, implementation, and evaluation for clinical decision making.

Patient	A person who receives the services of a registered nurse who is qualified to provide professional nursing. According to the Texas Board of Nursing, "professional nursing means the performance of an act that requires substantial specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of professional nursing."
Quality Patient Outcomes	A set of measures that incorporate evidence-based practice standards and quality improvement strategies to achieve patient benchmarks as identified by the accrediting and approving agencies for health care facilities.
Safety	Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
Safe Environment	An environment in which nursing practices, through ongoing analysis reduce the risk of injury to patients, healthcare providers and others.
Teaching/learning process:	A dynamic interactive process that results in a change in behavior in the learner through assimilation of knowledge and development of values, skills, and competencies.
Therapeutic Modalities:	Interdependent interventions shared by the nurse and the interdisciplinary health care team. The nurse collaborates with members of the interdisciplinary healthcare team in providing skills, treatments and services to promote optimum health and support death with dignity for patients of all ages.
Therapeutic Nursing Interventions (TNI)	The actions a nurse performs, based on clinical judgment and knowledge, in eliminating or reducing the etiology of the actual nursing diagnosis, or reducing the risk factors associated with an at risk diagnosis to enhance patient outcomes.

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Pesut, D. J. and J. Herman. 1999. *Clinical reasoning: The art and science of critical and creative thinking*. New York: Delmar.

Roach, M. Simone. (2002). *Caring, the human mode of being: a blueprint for the health professions.* Ottawa: CHA Press.

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San Antonio College Department of Nursing Education

Program Learning Outcomes

Upon graduation the student will be able to:

1. Apply **evidence based practice** from nursing and other disciplines to the practice of nursing.
2. Assess the **patient'**s health status to facilitate quality **health** outcomes in a variety of health care settings.
3. Examine patients' and families' **adaptation** to changes in their **internal and external environments** affecting **health** promotion, health maintenance, rehabilitation, and restoration of health.
4. Utilize **nursing process,** the **teaching/learning process, critical thinking and clinical reasoning** to recognize the needs and values in the **individual patient and family** as affected by developmental, social, and cultural variables.
5. Implement **therapeutic nursing interventions** and **therapeutic modalities** based on knowledge, **clinical reasoning** and **cultural competence** providing a **safe environment.**
6. Apply **communication** modalities to achieve optimal outcomes with patients and their families and to insure collaboration with the **interdisciplinary health care team.**
7. Practice within healthcare settings to manage resources and coordinate care for individual and multiple patients to promote **safety** and **quality patient outcomes**.
8. Utilize **critical thinking skills, clinical reasoning** and **evidence based practice** to facilitate clinical decision making in nursing practice.
9. Recognize historical and contemporary influences, and adhere to **nursing ethics**, within the **legal** scope of practice in accordance with the Texas Board of Nursing.
10. Demonstrate the **roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the Health Care Team** that impact patients and families across the **lifespan**.
11. Promote professional behaviors that are consistent with a commitment to self and **caring** for others.

Revised August 21, 2012

Requirements for an Associate in Applied Science in Nursing

All applicants must meet the general admission requirements of San Antonio College and meet general admission requirements of the Department of Nursing Education.

Each student must select a Degree Plan option for which they meet the requirements: Generic program**,** LVN/LPN-RN Career Mobility, or Advanced placement**.** Other than the admission requirement of Anatomy/Physiology, the student may take the academic courses in any sequence. The **nursing courses** must be taken in the sequence as specified by the Department of Nursing Education**.** Make **note** that Ethics must be taken **prior** to RNSG2207.

Generic Program Option

Applicants must:

- Meet all admission requirements for the College and for the nursing program.
- Be admitted into the nursing program.

It is assumed all applicants are admitted into this program option unless the applicant indicates otherwise.

LVN/LPN-RN [Career Mobility] Option

In addition to being admitted into the nursing program, the applicant must:

- be a graduate of a LVN/LPN program and hold a current license as an LVN/LPN.
- have one year of full time LVN/LPN work experience within the last three years or graduated from a LVN/LPN program within one year of date of application.

Advanced Placement Option

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program (Transfer Student) must meet all requirements for admission and be selected for admission. In addition, the applicant submits:

- Course syllabus containing course outline(s) and course objective(s) for all earned nursing credits which are to be evaluated.
- A letter of recommendation from the Dean/Director of the nursing program previously attended.
- Transfer credit is granted only for nursing courses taken at Schools of Nursing that have NLNAC or AACN accreditation.

Upon receipt of the above information, the Admissions and Standards Committee reviews all materials to determine which, if any, credits will be considered transferable. Transferability is considered in terms of similarity in course content, course grades, course credits and course sequence. Applicants requesting consideration as a transfer student from another nursing program in which they could not progress will be considered on an individual basis. After this review, qualified transfer students are admitted on a space-available basis.

Each student must:

- complete the degree requirements for the selected option.
- possess functional psychomotor sensory skills and demonstrate intellectual and emotional stability during the entire course of the program. (See Program Requirements: Functional Capabilities)

- exhibit Math proficiency.
- maintain immunization requirements for admission and during the course of the program.
- maintain AHA CPR certification during the course of the program.
- follow departmental and course requirements.

Note: While Math is an *exit* competency for the College, the Nursing applicant must meet basic math competency as an *entry* competency which can be demonstrated with any of the following standardized tests or college mathematics courses:

- TASP mathematics score of 230 or higher.
- Accuplacer EA score of 76 or higher.
- A letter grade of C or higher in Math 1314 or Math 1332 or equivalent.

Each student must meet ongoing College and Departmental Policies

- Policies are published in variety of sources, to include the College bulletin, Nursing Department Web site, and the Student Nursing Handbook.
- Knowing what is required to successfully complete the degree program helps facilitate decision making.
- The Web has become a great communication tool. As you go through this manual you will find references to information available on the Web. Remember, all students have access to the Internet–in learning labs, college library, local libraries, and individual personal computers.
- Each nursing course utilizes Blackboard Vista (BBV) via the internet and Alamo Colleges Educational Services (ACES) as a method to distribute information.

Nursing Program Lock-step

In order to prepare the nursing students for success the curriculum was designed in a sequential fashion to support learning and enrichment. Students may not deviate from sequence.

Please note: At the discretion of the nursing administration, the sequence may be altered for extenuating circumstances.

SAN ANTONIO COLLEGE
ASSOCIATE in APPLIED SCIENCE (AAS) in NURSING
GENERIC DEGREE PLAN
2011-2012

Pre-requisites	Semester	Grade
Math 0302 Elementary Algebra*		
BIOL 2401 Human Anatomy & Physiology I		
Required Non-Nursing Courses		
BIOL 2402 Human Anatomy & Physiology II		
BIOL 2420 Microbiology & Pathology		
CHEM 1405 Introduction to Chemistry I		
ENGL 1301 Composition I		
ENGL 1302 Composition II		
PSYC 2301 General Psychology		
PSYC 2314 Lifespan Growth & Development		
PHIL 2306 Introduction to Ethics		

Required Nursing Courses		
Level One	Semester	Grade
RNSG 1309 Introduction to Nursing Theory		
RNSG 1260 Introduction to Nursing Clinical		
RNSG 1341 Common Concepts of Adult Health Theory		
RNSG 1262 Common Concepts of Adult Health Clinical		

Level Two	Semester	Grade
RNSG 1201 Pharmacology**		
RNSG 2213 Mental Health Nursing Theory		
RNSG 2260 Mental Health Nursing Clinical		
RNSG 1343 Complex Concepts of Adult Health Theory		
RNSG 1263 Complex Concepts of Adult Health Clinical		

Level Three	Semester	Grade
RNSG 2207 Transition to Nursing Practice**		
RNSG 2208 Maternal Newborn Theory		
RNSG 2261 Maternal Newborn Clinical		
RNSG 2201 Care of Children And Families Theory		
RNSG 2262 Care of Children And Families Clinical		

Level Four	Semester	Grade
RNSG 2331 Advanced Concepts of Adult Health Theory		
RNSG 2263 Advanced Concepts of Adult Health Clinical		
RNSG 2221 Management of Client Care Theory		
RNSG 2361 Management of Client Care Clinical		

*Accuplacer score of 70 or higher is acceptable.
*THEA-IBT score of 230 or higher is acceptable.
****Denotes semester long courses, remainder of flex terms, 8 weeks in length. The degree plan is based on required competence stipulated by the college and accrediting agencies. Refer to the College Catalog or the department's website. A minimum grade of "C" is required in all courses and the degree plan.**

Career Mobility

Career Mobility students are integrated with the generic students in semesters 2 and 3. The degree plan for Career Mobility students is referenced below. Students will be granted an additional 10 hours of credit for LVN experience following successful completion of RNSG1417 and RNSG1261.

SAN ANTONIO COLLEGE
ASSOCIATE in APPLIED SCIENCE (AAS) in NURSING
CAREER MOBILITY DEGREE PLAN
2011-2012

Pre-requisites	Semester	Grade
Math 0302 Elementary Algebra*		
BIOL 2401 Human Anatomy & Physiology I		
Required Non-Nursing Courses		
BIOL 2402 Human Anatomy & Physiology II		
BIOL 2420 Microbiology & Pathology		
CHEM 1405 Introduction to Chemistry I		
ENGL 1301 Composition I		
ENGL 1302 Composition II		
PSYC 2301 General Psychology		
PSYC 2314 Lifespan Growth & Development		
PHIL 2306 Introduction to Ethics		

Required Nursing Courses		
Level One	Semester	Grade
RNSG 1261 Concepts of Nursing Practice I Clinical		
RNSG 1417 Concepts of Nursing Practice I Theory		
RNSG 2213 Mental Health Nursing Theory		
RNSG 2260 Mental Health Nursing Clinical		

Level Two	Semester	Grade
RNSG 2207 Transition to Nursing Practice**		
RNSG 2208 Maternal Newborn Theory		
RNSG 2261 Maternal Newborn Clinical		
RNSG 2201 Care of Children And Families Theory		
RNSG 2262 Care of Children And Families Clinical		

Level Three	Semester	Grade
RNSG 2331 Advanced Concepts of Adult Health Theory		
RNSG 2263 Advanced Concepts of Adult Health Clinical		
RNSG 2221 Management of Client Care Theory		
RNSG 2361 Management of Client Care Clinical		

*Accuplacer score of 72 or above is acceptable.
*THEA-IBT score of 230 or higher is acceptable.
****Denotes semester long courses, remainder of flex terms, 8 weeks in length. The degree plan is based on required competence stipulated by the college and accrediting agencies. Refer to the College Catalog or the department's website. A minimum grade of "C" is required in all courses and the degree plan.**

Time limit on Nursing Courses

Nursing courses are valid for 5 years.
Students must complete the nursing courses within 5 years of date of entry in the Department of Nursing Education. Students who switch to a different program option must complete all parts of the track.

Program Scheduling /Class Enrollment

Students will register for the nursing courses during the designated time within the college enrollment time frame. The time to register for Nursing Courses will be posted in the department. [Refer to Advisement Guidelines below.] **Near enrollment time, advisors will post a sign-up list for advisement.** The student in "good-standing" is assured a space in the course, but not assured enrollment in a particular **section** of a course.

Day/Evening Classes

Content is the same for day and evening classes within a course. *Generally*, day classes with clinical laboratory begin at 0630-0645 a.m. 2 days a week. There are variances for some courses and the clinical may be one long day per week and some sections may meet on Saturday. The hours per day vary according to the course and semester hours.

The lecture hours also vary. Theory courses taken in the evening begin at 4 p.m. and end no later than 8 p.m. one or two evenings a week.

Please be advised that clinical hours and sites may change from what is posted in the catalog due to availability of clinical sites and faculty in a given semester.

Books

The required/recommended books are listed each semester in area book stores and in the course syllabus.

- Buy books listed **as required or recommended** for the **level** enrolled. Do not buy books for the whole program as specialty courses may change the required text or new additions may become available by the time you reach that course.
- Look for used books to save money.
- Additional books are available to use as reference material to facilitate understanding of a particular subject such as Care Plan books, study guides, and other medical/surgical books.

Advisement

All students enrolled in the Department of Nursing Education will be advised by a faculty member. The advisor is assigned and you will generally keep the same advisor throughout the nursing program. It is important to communicate with your Advisor to facilitate your progress and assist with problems that may arise as you proceed through the program. Contact your advisor for questions related to course selection, progression, resources available, etc**.** The student schedules an appointment with the faculty advisor prior to registration for the following term. Check the bulletin board for dates to complete this process to avoid delay in registering for the next courses.

A registration advisement hold is placed on your record until you are cleared by your Advisor. **This means that you will not be able to register for the next nursing courses unless you go**

through the advisement process. If you are registering for academic courses, you will need to request that the secretary remove the hold temporarily to register

The San Antonio College defines the two roles counselor and advisor as follows:

Counselors are professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. With students on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

Advisors specialize in matters pertaining to the educational program: college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match degree seeking students with faculty from areas of particular interest to the individual advisee.

Advisors and Counselors can help students with the following issues:

Counselors

- Provide short term personal counseling for issues that may interfere with studies
- Facilitate decision making on educational and career goals
- Facilitate college adjustment for in-coming freshmen (homesickness, time management, depression, anxiety)
- Facilitate college adjustment for returning adult students (balancing roles of student, parent, spouse, and/or employee).
- Mediate conflicts in student housing
- Teach coping skills and stress management
- Provide crisis counseling
- Develop individualized retention interventions
- Interpret career inventories
- Teach Human Development Classes

Advisors

- Help student pick classes
- Facilitate educational transactions; e.g., schedules, drop/adds, withdrawals, change of major, waivers, graduation requirements, etc.
- Clarify instructional policies, procedures and requirements
- Provide general information on special services including academic remediation, admission, placement testing, courses of study, and registration
- Explain course transfer differences between institutions
- Interpret placement scores and recommend appropriate classes.

Counseling for Nursing students will be provided by the Student Success Program Coordinator (Veronica Meraz) and the Retention Specialist (Debbie Patton)

Academic advisement of nursing students will be a shared responsibility among faculty (assigned advisors), the Student Success Program Coordinator (Veronica Meraz) and the Retention Specialist (Debbie Patton). It will be the student's responsibility to contact an advisor each semester to discuss progression. Contacts may be face-to-face meetings or electronic depending on the student's need.

In the event that a student fails or needs to withdraw from a course, the following process for re-entry into the nursing program is:

- Students will go to the Student Success Coordinator (Veronica Meraz) to initiate an application for re-entry.
- Students will be instructed to also meet with their faculty advisor as part of the reentry process. (Note: The student may meet with the course instructor if the advisor is not available.) The advisor/instructor must sign the re-entry form.
- When meeting with the student, the Student Success Coordinator and the advisor/instructor will discuss the implications of re-entry.
- The student will go to the computer lab and complete a re-entry questionnaire. When completed, the Network engineer will sign the re-entry form.
- The student will return the completed form to the Nursing office (Rocio Acevedo).

Students Requiring Disability Services

Under the American Disabilities Act of 1990, the disABILITY Support Service (dSS) serves as a point of contact for students with disabilities that request and receive authorization for reasonable and appropriate accommodations for programs provided by San Antonio College. Academic advising, degree planning, transfer information and counseling are available. (See Section 5 of the College Student handbook for more information). DisABILITY Support Services are located in room 124 of the Chance Academic Center (CAC). Hours of operation are 8:00 a.m. - 6:00 p.m. Monday - Thursday; 8:00 a.m. - 5:00 p.m. Friday. Contact us at 210-486-0020. If a student has a documentable disability that requires more time for testing or a quieter environment, one may be entitled to services provided through the disABILITY Student Services (DSS). *The student must initiate appointments for counseling/evaluation.* Please note: The faculty encourages all students who are need of DSS to apply as soon as possible. If a student qualifies, the DSS office will provide the student with a letter to give to the instructor of record stated what the special accommodations are. Students must obtain a letter for each course.

Program Requirements: Functional Capabilities

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and education process.

It is assumed that an applicant or a student enrolled in the Department of Nursing Education will be able to independently:

1. Physical senses
   - Functionally use the senses of vision, hearing, smell, and touch with or without technical (mechanical) compensation.
   - Observe a patient accurately at a distance and close at hand.
   - Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. Psychomotor skills
   - Execute functional psychomotor movements to provide general nursing care and emergency treatments.
   - Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
3. Communication abilities
   - Hear, observe, and speak to patients to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communication.
   - An applicant must be able to communicate with patients effectively and with sensitivity.
   - Communication includes not only speech but reading and writing.
   - The applicant must be able to communicate effectively in oral and written form with all members of the health care team.
4. Intellectual capabilities
   - Utilize intellectual abilities, exercise good judgment, complete task, and comprehend spatial relationships.
   - Comprehend three-dimensional relationships and understand the spatial relationships of structures.
5. Emotional stability
   - Demonstrate the emotional health required for full utilization of intellectual abilities and exercise good judgment.
   - The applicant must be able to complete promptly all responsibilities attendant to the care of patients and develop mature, sensitive, and effective relationships with them.
   - An applicant must be able to tolerate physically taxing workloads and function effectively under stress.

Declaratory Orders

The Declaratory Order process permits the BON to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Texas Board of Nursing via mail (P.O. Box 430, Austin, TX 78767-0430), telephone ((512) 305-6802) or website (www.bon.state.tx.us/). Processing your petition may take **three months to two years**, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BON website. Students who have obtained a Declaratory Order Petition must notify and inform the program administrator of the outcome of his/her petition.

Please note:

Despite having a background check prior to admission into the nursing program, local health care agencies may still require **BACKGROUND/FBI** checks on students before they are allowed into their facility during a clinical rotation and upon graduation before taking the National Council State Board of Nurses for Registered Nurses (NCLEX-RN) Exam. See Appendix for Eligibility issues and more information on Declaratory Orders.

Students and Learning

The nursing courses have a variety of methods to facilitate student learning. Each course develops an approach to the content. Some methodologies used and available to the student include:

- Lecture / Films / Electronic syllabus.
- Nursing literature findings.
- Computer assisted programs (CAIs).
- Group discussions (to facilitate critical thinking).
- Critical thinking exercises.
- Study guides.
- Experiential learning in clinical laboratory and hospital settings.
- BBV enhanced content.
- Case studies
- Simulation

Refer to the current course syllabi [electronic] for specific criteria for each course. In addition to the textbooks, one may access the Internet to look up current or new information when preparing information about your client's alteration in health. Make sure information is reliable such as content from major medical universities' sites. Some courses will have a page of links pertinent to the course on the Web site. There is a page with links to general sites of interest to nursing available on the Homepage of the Nursing Department.

Financial Concerns

While tuition is expensive, so are books, uniforms and supplies. The following college resources are available:

- Loans and grants for qualified applicants through the College Financial Aid Office.
- Project Quest (the counselor speaks at orientation.)

Nursing Department Scholarships

There are a variety of scholarships based on need and/or academic excellence. Some are on-going and others are periodically provided for nursing students. These will be posted on the Scholarship bulletin board on the second floor of Nursing Education Building.

Nursing Scholarship Information

Nursing scholarships are available for Associate Degree nursing students at San Antonio College. These scholarships are awarded by the Department of Nursing Education and are available for both financial need and academic excellence. A student may apply for any scholarship, but only one nursing scholarship award will be made to an individual student each semester. Those students who apply for academic excellence awards may also be eligible for other scholarships. Students in need of additional funding should apply to the college Financial Aid Department. All awards will be processed through the Financial Aid Office. The following general criteria apply to all nursing scholarship applicants:

1) The student must be pursuing an Associate Degree in Nursing at SAC and have completed one semester or two Flex terms in the Nursing program.
2) Be enrolled for at least 5 hours in college credit courses in the Nursing program.
3) Have and maintain a 2.0 GPA.
4) The student must maintain satisfactory academic progress as required by the Department and not be in default or owe a refund to any other college.
5) Privately funded scholarships may have additional requirements that require a separate application.
6) Applications must be **COMPLETE** and submitted before deadline along with a copy of your most recent 1040 tax return.
7) **EACH** application must include a current official transcript.
8) Students may apply for scholarships each semester.
9) Applications will be destroyed at the end of the semester.

Transportation

- The Department of Nursing Education has affiliations with many clinical facilities in the San Antonio area.
- It is the student's responsibility to have reliable transportation to and from the college and to the various clinical facilities. Due to the varied clinical hours and absence policy, it may be difficult for the student to depend upon bus transportation. Not only is the student expected to arrive on-time at the clinical site on clinical days, but travel to and from the institution may also be necessary to perform data collection.
- Parking is also a critical factor at most facilities and students may be required to pay for parking. For these reasons, it is highly recommended that students establish a reliable car pool to share expenses, for added convenience, and for greater dependability.

Communication:

Students should address their questions and concerns to the following administrative faculty and staff:

Department Chairperson: Carol Lewis NAHC 378B 486-1144.
Program Coordinator: Russell Zaiontz NACH 378C 486-1179
Program Coordinator/Clinical Liaison: Teresa McPherson NAHC 378D 486-1218
Admissions Secretary: Monica Guiterrez 486-1149
Student Advisor: Debbie Patton NACH 340 486- 1165
Education Skills Specialist: Rocio Acevedo 486-1190

Remember, if questions or conflicts arise in a particular course; please consult your instructor of record first and course coordinator first. If satisfaction is not received, please seek assistance from listed individuals above. If satisfaction is still not reached you may exercise your right to pursue an academic or nonacademic grievance. (See under grievance policy)

Program Requirements/ Policies

Immunization Requirements

The Department of Nursing Education requires compliance with the Centers for Disease Control (CDC) immunization schedule for health care workers. Please go to the following link for more information: http://www.cdc.gov/vaccines/pubs/pinkbook/pink-chapters.htm . Compliance with the guidelines is for the protection of the student and the public. Students entering the Nursing Program are required to show written evidence of immunizations. Additionally, while enrolled, students must provide documentation of a tuberculosis skin test **yearly.** Prior to admission into San Antonio College, it is required that each student receive clearance regarding the meningitis vaccination.

Students will be asked to show evidence of current immunization status to clinical instructors before the start of each clinical rotation. Failure to comply with this requirement will prevent you from attending clinical and subsequently receiving a zero "0" for every day missed.

Cardiopulmonary Resuscitation (CPR)

Prior to the first clinical day in the first semester clinical course, a student must show evidence of having completed American Heart Association (AHA) CPR certification. This certification may be obtained through an AHA approved program such as through SAC Continuing Education Department. CPR certification is renewable every two years (must be completed hands-on no internet recertification). Failure to comply with this requirement will prevent you from attending clinical and subsequently receiving a zero "0" for every day missed.

Orientation to Hospital Policies

A mandatory orientation to policies common to hospitals will be available once per semester. Policies required by the hospitals such as Infection control, fire safety, quality assurance, needle sticks, HIPAA, ethics, cultural sensitivity, etc. will be presented. The hospital orientation program is online accessible at home but the test needs to be completed at the nursing computer lab. Each student is required to participate in this orientation once per **year. Each student will be issued a card to document completion and this card must be presented to each clinical instructor.** Without evidence of completion, students will be unable to attend clinical and subsequently will receive a zero "0" for the each day missed**.**

All Nursing Students must provide proof of health/medical insurance such as Medicaid, Medicare, and Spouse/Parent/Employer Coverage/Insurance. Although your tuition covers health insurance on campus, it does not cover emergency room visit that you may encounter in the event of a needle stick while attending clinical. If you need to purchase health insurance, you may do so with Academic Health Plan at the following website: ahpcare.com/alamo and purchase plan II. AHP Insurance coverage is provided by an approved Alamo Colleges vendor.

Note: It is advisable to make copies of your CPR card, completion of hospital orientation card, immunization and evidence of insurance. Keep these documents in a secure location and have readily available at the beginning of each new clinical rotation.

Current Address and Phone Numbers

It is **imperative students keep th**e Department abreast of changes in address, phone numbers, and email addresses in the event of an emergency, changes in scheduling or other communication that becomes necessary to convey.

Ethics and Student Behavior

It is expected that students will maintain the integrity of exams administered in the Nursing program and that students will perform their own work. Turning in another student's work as one's own is plagiarism, highly unethical and is grounds for nonacademic dismissal. The student is also expected to maintain confidentiality of patient information. It is understood that the discussion between students and instructor regarding the client is not a breach of confidentiality, but is relevant to the teaching/learning process.

Any student caught cheating; plagiarizing or breaching patient confidentiality may be grounds for dismissal. For further information, refer to the college **Student Code of Conduct**.

Electronic Syllabus

The college's required information for each course and instruction credentials is accessible through e-Syllabus
http://netapps.alamo.edu/eSyllabus/(S(myewuh55hh54ab55otp5g545))/frmLogin.aspx.

- Some instructors will post information via BBV and email. ALL students have an email address through ACES. It is your responsibility to check your email daily for updates and/or other communication.

Expectations for Students:

Nursing students are expected to:

- use recommended learning activities to prepare for class and clinical.
- be interactive in the learning process.
- contribute to learning based on their diverse backgrounds.
- identify their own specific class/clinical learning needs.
- devote full attention to learning and practice opportunities in class and clinical.

Attendance Policy

- First day of classes are mandatory for attendance. The San Antonio College policy states that students may be dropped from class by the instructor if not present on the first day of class. For special circumstances/emergencies notify your instructor in advance of your absence to make necessary arrangements.
- Regular and punctual attendance to all classes, laboratories, and clinical *day and/or evening*, is required.
- A student absent for any reason is responsible for all work missed. **Acceptance of late assignments is at the discretion of the instructor of record.**
- Absences of each student are recorded without exception from the official date of his/her enrollment.
- A student arriving late must see the instructor at the end of class to be counted present.
- *Tardiness and early departure are a form of absenteeism.*
- **Three (3) occurrences equal one absence**.
- A student who has accumulated absences equivalent to one week of flex term or 2 weeks for a semester of instruction may be dropped from the course with a **W**.

Course Information

Faculty is responsible for posting pertinent communication to students on BBV and will generally post clinical course information by the Friday before class begins. Students are responsible for checking BBV for information pertinent to the course **and** the Department of Nursing Education.

Assignments

Students must follow published criteria.

To ensure confidentiality, client names or identifiers should be removed from submitted work. [Use initials.]

Journal articles used for written or oral assignments should meet the following criteria:

- no more than four years old or be identified as a *classic*
- contain a bibliography
- length of 3 or more pages
- published in the United States.

Late assignments may not be accepted. If accepted, five (5) points per class/clinical day will be deducted. Each course establishes written work to be submitted for grade. Written work will be submitted in a protective folder.

Theory Examinations

All test questions correlate to unit/course objectives.

- Questions are derived from any *required* student learning activities.
- The student is responsible for material from prerequisite courses.
- A student must notify the instructor of record **prior** to the examination if absent. *Make-up*

examinations will be scheduled at the discretion of the instructor of record.

- **If the student is unable to take the examination at the scheduled time and fails to make arrangements for postponement of the examination, he/she will receive a "0" for the examination grade.**
- The "0" will be averaged with the student's other exam grades for the course grade.
- Examinations are timed. Each course designates the time limit for the particular exam/quiz.
- Each theory nursing course will have a final exam.
- A key room **may** be provided.
- Examination grades will be available from the instructor of record one week following the examination date.
- Student request for review of a specific exam should be scheduled with the instructor of record within one week following the exam date.

Final Exam

- A written, comprehensive final exam, not to exceed 2.5 hours in length, shall be given at the end of each semester for each course at the regularly scheduled time.
- A student who must be absent from a final examination should petition that instructor for permission to postpone the examination.
- A student absent without permission from a final examination is graded "F".
- Postponed examinations result in a grade of "I".
- The final examination must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook)

Standardized Exams

- Students in the Nursing Program will be required to take a national standardized test throughout the curriculum.
- In the last semester of the Nursing Program curriculum, students will be required to take a comprehensive exit exam.
- If a satisfactory score is not made, the student will be required to participate in remediation before all requirements are met for eligibility in taking the National Council Licensure Examination for Registered Nurses (NCLEX-RN) examination.

Minimum Safe Nursing Standards (MSS)

One of the department's goals is to foster professionalism in the nursing student. Some of those ideals are inherit in Safe Nursing Standards for student nurses. For grading purposes, the following applies to clinical.

A violation of minimum safe standards occurs if a student fails to:

1. Demonstrate respect for and maintenance of the nursing chain of authority.
2. Maintain confidentiality with regard to information received about clients during the clinical assignment.
3. Make decisions about client care when failure to make that decision would endanger the client.
4. Maintain communication that promotes continuity of client care.
5. Ensure that correct performance of skills is validated by each clinical instructor.
6. Recognize own limitations.
7. Recognize that previously learned knowledge is required to properly implement nursing care in the clinical setting.
8. Recognize that specific information about the assigned client(s) is required to provide safe client care.
9. Maintain vigilance toward client, agency, and/or staff needs.
10. Demonstrate professional comportment in demeanor, dress and language.

Violation of one of the above minimum safe nursing standards reflects failure of the student to meet safe nursing practice and the student will receive a zero "0" for that clinical day's performance.

Clinical Course Evaluation

A minimum grade of 70% is necessary to receive a (passing) course grade of "C".

Students are expected to attend all clinical experiences.

- A student absent from clinical will receive a grade of zero ("0") for the day.
- A clinical absence cannot be made up.
- A student who will be late or absent should call the assigned unit and the instructor of record at least 30 minutes prior to the beginning of the clinical day.
- If the instructor is not available, leave a message in the Department of Nursing Education.
- Students will receive a daily/weekly grade.
- A violation of Minimum Safe Standards will result in a grade of zero ("0") for that clinical day.

Students are expected to respond to the instructor's request for conferences regarding performance.

Alternative clinical assignments such as orientation or observation experiences will be calculated according to those objectives that apply for the day. At the end of the course, students should schedule an appointment with the instructor of record to review the clinical evaluation.

Personal Business

The following activities relating to conducting personal business during class or clinical hours are prohibited:

- Using the facilities' fax/phone. (Students are not to use the facilities' fax machine to make copies or to transmit material.)
- Using personal pagers/cellular phones.
- Messages may be received through the instructor.

It is also a violation of college policy to use cell phones during class.

Students as Committee Members

The bylaws of the Nursing Faculty Association allows for student representation on certain committees in the Department of Nursing Educations' Faculty Association. Watch the bulletin boards for information regarding selection of the student representatives.

Nursing Student Employment Policy

Although not recommended we understand that it is sometimes necessary for students to work therefore:

- It is highly recommended that nursing students work no more than twenty (20) hours per week while enrolled in the nursing program.
- Scholastic standards must be maintained and course requirements must be met during periods of employment.
- The performance of the student when working for remuneration is the legal responsibility of the employing agency and the individual student.

- The nursing student will **not** wear the San Antonio College Nursing badge or name pin as a work uniform during the course of employment.

Dress Code Policy:

The uniform that will be used throughout the nursing program consists of a white top, black bottoms, and black shoes. Uniforms should be clean, neat, and professional reflecting the high standards of the nursing program. The student uniform requirements should be equivalent to the following:

Unisex

Landau 7502 scrub top
Landau Scrub Zone 71221

Ladies Tops

Landau 8219.

Uniform Bottoms

Unisex

Landau Scrub Zone 85221
Landau 7602

Ladies

Landau Scrub Zone 83222

- Skirt length will be no shorter than the middle of the knee or longer than 4" below the knee.
- Appropriate undergarments will be worn and will not be visible by style or color. White hosiery must be worn. White socks are acceptable with pant style uniforms.
- All jewelry is highly discouraged. If jewelry is worn, it must be restricted to a watch, one pair of stud earrings, and/or a wedding band.
- No visible piercings other than earrings as mentioned above and no visible tattoos
- Clean, black uniform shoes must be worn enclosed no slip on clogs or crocs. All black leather tennis shoes are acceptable.

- White lab coats with the SAC patch and a name tag must be worn when selecting patients and over street clothes, scrubs or uniforms in selected agencies.

- Print or colored tops may be worn with white pants or skirts in the Pediatric clinical area.

Note: Specific agency dress code policy requirements will take precedence over this dress code including policy regarding attire, hair length, beards, mustaches, side burns, and tattoos.

This is UNACCEPTABLE presentation for clinical

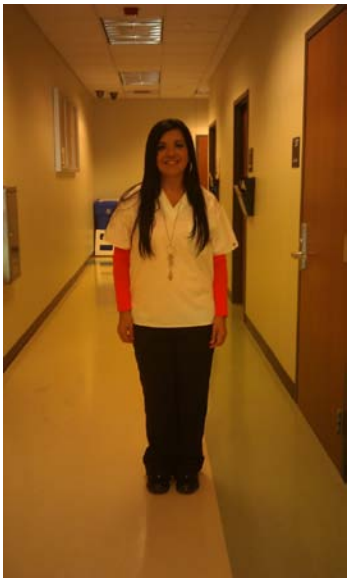

Photo ID and Patches

- The SAC Photo ID is to be worn on all attire while in the student role including clinical hours and while collecting data.
- The SAC patch should be worn on the left chest of uniform and two inches below the shoulder seam of the left sleeve of the lab coat. The SAC patch can also be placed 5 inches below the midclavicular line.
- The uniform with the SAC patch is not to be worn as a work uniform during the course of employment.
- The SAC Photo ID must say Nursing Student. If not, then the student must obtain one.

Personal Hygiene

- Body and hair must be clean and odor free. Hair should be no longer than shoulder length and worn off the face, secured and not extend below the collar. Barrettes and hair combs in neutral colors (black, brown, beige) may be worn. Faddish hair color (e.g. bright reds, greens, blues, etc.) is unacceptable and not permitted.
- Beards and mustaches are acceptable if neatly trimmed.
- Make-up should be conservative and well applied.
- Fingernails should be clean and no longer than one quarter inch beyond the tip of the finger. Absolutely no nail polish is acceptable during clinical.

****Because of CDC and Joint Commission recommendations related to infection control, most hospitals have a policy against artificial nails. ****

Process of Remediation:

1. A student who scores below a 70% on an exam in theory is identified as being at-risk.
2. A plan for remediation must be initiated by the student and evaluated and verified by the instructor of record.
3. A counseling form will be initiated by the instructor and the student. Both student and faculty will sign the form and the student will be given a copy.
4. Student is advised by theory instructor of record to participate in remediation ***prior*** to the next exam.
5. Once the remediation plan is implemented various remediation strategies can be utilized. Remediation strategies may include but not limited to the following.
    - Review exams
    - Time management / Review of study habits
    - Content review
    - Read and review the required course books
    - CAIs with documentation that they have been completed successfully
    - Work book sheets
    - Student/faculty weekly conferences with documentation
    - Films / Case Studies

Required Posting of College Policies

A. Diversity

San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with respect to access, employment programs or services.

B. Children on Campus

"Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus." College Academic Council, April 1998. Children of any age are not allowed in Nursing Courses class or labs.

C. Students with Special Needs

ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, if accommodation is needed, contact the Office of Disability Student Services, CAC 124, telephone number: (210) 733.2347.

D. Emergencies

A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, CAC 124C, Phone (210) 733-2347.

E. Academic Dishonesty:

Students may be subject to disciplinary proceedings resulting in an academic penalty or

disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but it not limited to, cheating on a test, plagiarism, and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.

F. Electronic devices

Students are required to silence **all** electronic devices (e.g. pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.

G. San Antonio College Attendance Policy:

- Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed.
- Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each.
- Attendance will be taken for each course meeting. Absences of each student are recorded without exception. The counting of absences begins on the first day of class.
- A student absent the equivalent of **two weeks** of instruction in a 16 week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.

H. Smoking on Campus

San Antonio College is a smoke-free, tobacco-free campus.

I. ACCD DPS Emergency Phone Numbers:

ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS Non emergencies (210) 485-0099
ACCD DPS Weather Phone (210) 485-0189 [For information on college closures]

J. Student Code of Conduct

Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.

Progression in the Nursing Program

Each course has specific requirements that are in detail on the syllabus. In order to progress through the program, it is necessary that all course specific requirements are achieved. There are two components that are required in every course for progression which are the following:

Math Proficiency

- Students are expected to have pharmacology math skills.
- Traditional calculators may be used for the mathematics examination.
- If the student is unsuccessful on the first exam, the student must meet with the instructor to develop a plan for remediation. The retake exam will be in week 3 or later after the student has completed the remediation.
- Opportunities to enhance pharmacology math skills include:
- Computer programs in basic drug calculation available in the Computer Lab.
- Pharmacology mathematics course offered through Continuing Education.
- Practice math may be in the course syllabus.
- Web-based Pharmacology math (link from Nursing Department home page).
- The student may not administer medications until successful completion of the math competency. Points will be deducted IAW the clinical evaluation tool for the course until successful completion of the math competency.

Skills Performance Evaluation

Clinical skills (related psychomotor skills) must be demonstrated for the student to progress.

- Lack of achieved standards of competency will preclude the student from successful completion of the course and progression to the next course. Skill proficiency testing to include math and psychomotor may be evaluated in either clinical or theory courses.
- Each course determines how skill performance will be evaluated.
- Evaluation of skill performance will be graded according to identified critical criteria.
- See the specific requirement for Clinical Skills Performance in each designated course.
- Dates will be posted.

Summary of Progression Grading Policy

Students must attain the following to progress to the next course:

- a minimum theory grade of 70%
- a minimum clinical grade of 70%
- a minimum pharmacology math grade of 80% [only one retake permitted] (Math Proficiency).
- pass course-identified Clinical Skills competencies (Skills Performance Evaluation).
- A student **cannot** petition to withdraw from a course once a final grade is received.

Course Withdrawal

Since most courses are on a flex semester, the **date for withdrawal without penalty** is important.

- It is the student's responsibility to check the College *Bulletin* and Class Schedule for the date.

- If the student is unsuccessful for whatever reason (illness, accident, personal problems, failure to achieve passing grade, etc.), complete the course withdrawal procedure.
- As soon as you are aware that you will not successfully complete a course, you should:
- Read the Readmission Policy and see how the policy affects you.
- As applicable, petition the Admissions Committee for readmission by completing a Re-entry Form available in the NAHC (Room 342).
- Complete the form and submit copy of current transcript
- Readmission is on space availability.
- Make note of the deadline for each semester.

Refer to college handbook for specific guidelines for the academic standards.

Readmission Policy

Students who have an interruption in the normal progression of nursing studies may apply for readmission.

- **An interruption is defined as inability to achieve a passing grade, withdrawal, drop or non-enrollment. A student may not progress in the nursing program** following an interruption without applying for readmission.
- To be considered for readmission, the student must submit a packet with a current SAC transcript and a complete application by the posted deadline. (An application for Readmission is available in NAHC 342).
- The Admissions Committee will consider complete applications *only*.
- Qualified applicants will be readmitted to the appropriate nursing course on a *space available basis* according to the following criteria:
  1) A cumulative GPA of 2.0 or greater in **all** San Antonio College work and meet academic standards of the college.
  2) Not on Scholastic Probation.
  3) No nursing course more than 5 years old at time of projected graduation.
  4) No action pending for dismissal.
  5) No more than ten (10) nursing course credit hours of interruption
     - The interruption hours are limited to and computed as follows:
     - "**W**" counts one-half (½) of course hours.
     - "**D**" or "**F**" counts full value of course hours.
     - No more than two (2) "W"s in that course.
     - No more than one failure (D or F) in that course.

  6) Why is it important to keep track of interruption points [IP]?

  7) Accumulation of > 10 IPs results in dismissal from the program.

  8) Be prudent in accumulating Interruption Points so as not to jeopardize your standing.

NOTE: The student who applies for readmission is responsible for calling the department to determine the findings of the Admissions committee.

Nursing Program Dismissal Policy

- San Antonio College has on file in the administrative offices copies of the official "Student Code of Conduct" as adopted by the college. It can also be found on the San Antonio College Website.
- The fundamental aspects of this code are condensed and printed each semester in the college class schedule.
- Violations of this code may result in disciplinary actions against the student.
- Dismissal of a student currently enrolled in the San Antonio College Department of Nursing Education results in the formal termination and severance of the relationship between the student and the program. Students are expected to know and observe the Alamo Colleges and Department of Nursing Education (DNE) policies concerning conduct and discipline.
- A student enrolled in the SAC DNE can be dismissed from the program based on failure to maintain:

  -academic standards

  -acceptable student conduct

Academic Dismissal

Automatic academic dismissal from SAC DNE will occur in any of the following circumstances:

1. A student who accumulates more than ten (**10**) nursing course credit hours of interruption points (IP) as defined in the readmission policy.
2. A student who withdraws three (**3**) times from the same nursing course.
3. A student who fails the same nursing course **twice** (less than a grade of C).
4. Any combinations of three interruptions in the same nursing course will result in dismissal of the student from the nursing program.
5. A student may not appeal an academic dismissal.

Student Conduct Dismissal

A student may be subject to dismissal when in the judgment of the faculty, the good of the client, or of SAC, or the public welfare is threatened. No student shall be dismissed except for cause and after being given an opportunity to be heard by the Admissions and Standards committee. The grounds for dismissal include, but are not limited to, the following:

1. Demonstrable behavior(s) contrary to those taught within the curricula and contrary to generally accepted ethical and professional nursing standards.
2. Lack of professional character indicators, integrated pattern of personal, academic and occupational behaviors that are inconsistent with requirements of the Nursing Practice Act, the State Board of Nursing Rules and Regulations and generally accepted standards of nursing practice including, but not limited: to behaviors of honesty, accountability, trustworthiness, reliability and integrity.

3. A pattern of neglect of clinical responsibilities or failure to act in the best interest of clients and the public in any practice setting.
4. Consistent evidence of a lack of caring behaviors in interactions and administration of therapeutic modalities across any practice setting.
5. Violating the Student Code of Conduct published by San Antonio College.

Student Organizations

Texas Nurse Student Association (TNSA)

The Texas Student Nurse Association (TNSA) is a pre-professional association for nursing students. Involvement in TNSA prepares students for involvement in professional associations upon graduation.

The mission of the TNSA is to:

- organize and represent students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs;
- promote development of the skills needed as responsible and accountable members of the nursing profession;
- advocate high quality health care.

Curricular themes

Some course may make reference to curricular themes. In case you do not remember, here are some that evolve from the organizing framework.

Nursing Process	Communication
Problem solving	Teaching / Learning process
Critical thinking	Therapeutic modalities
Therapeutic nursing interventions	Health
Caring	Environment
Culture	Adaptation
Growth and development	Members of Families, Groups, Communities

Graduation

Check the college catalog for the date in which you must apply for graduation from the college. It is also linked from the Web (under Information).

You are strongly encouraged to participate in the San Antonio College graduation ceremony.

Check with Admissions and Records during the third semester to see if your credits are acceptable to graduate by your target date.

The graduating class plans their "Pinning" ceremony. Information of interest related to this may be found on the following web site: http://www.alamo.edu/sac/nursing/honorsinfo.html

Helpful Resources

1. **Financial Assistance**

   a. If you find that you are in need financial assistance, contact the Financial Aid Office at 486-0600 to see if you qualify for financial aid.

   b. Apply EARLY.

2. **Women's Center**

   a. The Women's Center offers the following services:

   b. Textbooks and transportation assistance for qualified OCC-Tech majors

   c. Child care referrals

   d. Personnel counseling

   e. Call 486-0451 for more information.

Health Issues

911 will be called for all emergency situations. It is the responsibility of the student to follow the policy of the clinical facility in which they are assigned for all non-emergencies and/or illnesses. If a student incurs a ***needle stick* or *injury*** during clinical, they are to report to the emergency department of their assigned clinical site. Make sure you report to your clinical instructor of record too. Follow-up will be done by the student's personal PCP.

Continuing Education

Courses such as Pharmacology Math, EKG Interpretation, CPR, and Drug Classification are offered by Continuing Education Department. Call 486-1220 for information.

Computer Lab

There are numerous computer labs on campus, sufficient to meet the needs of students. You can use these computers to type your papers, do research, and explore course-related content the graduate may return and use the lab to study for the NCLEX. There are practice exams, review courses, etc. that are also available to assist you in studying for the licensure exam.

Remember the computer lab is networked and is for nursing related issues only, not for personal use. Abuse may result in denial of services.

Help with multimedia presentations

In some courses such as RNSG2207 and RNSG2221, you will be required to do presentations. There is assistance available on campus to help you complete a quality product.

Contact the Educational Multimedia Center by checking out the services at
http://www.alamo.edu/sac/media/emc_about.htm

The SLAC is there to help you, the student:
http://www.alamo.edu/sac/acad_dev/slac/default.htm

Other resources:

Skills Internet Center: Located in Early Childhood Building

The college library also offers many resources for the student:
http://www.alamo.edu/sac/library/default.htm

Periodically, check the Links page from the Nursing Department for helpful resources:
http://www.alamo.edu/sac/nursing/links.htm

Appendices

Student Academic Grievance Procedure

Source: San Antonio College Student Handbook

From time to time, conflicts and disagreement may arise between a student and his/her instructor. The grievance procedure is intended to provide equitable and expeditious resolutions. Keeping in mind that instructors are in charge of classroom management, teaching methods, testing, and the evaluation of student performance, students are encouraged to use this procedure only for adequate cause (i.e., only when there is clear and convincing evidence that the instructor has treated the student unfairly, or arbitrarily, or capriciously). The student begins the process by meeting with the instructor. If the student is not satisfied with the instructor's decision, the student may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean of the department.

Definition of Terms

"Student" means the person enrolled at a college of the Alamo Colleges.
"Instructor" means the person primarily responsible for teaching the class.
"Chairperson" means the direct instructional supervisor of the instructor in whose department or area of the student grievance arose.
"Dean" means the direct instructional supervisor of the chairperson in whose department or area the student grievance arose.
"Days" means weekdays during which the college is in session.
"Adequate cause" means clear and convincing evidence that the instructor acted unfairly, or arbitrarily, or capriciously in classroom management, teaching methods, testing, or the evaluation of student performance.

Procedure

1. If a situation occurs in which a student believes that he or she has been treated unfairly by an instructor, the student should attempt to schedule a conference with the instructor in attempt to resolve the problem.
2. A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student must seek a conference with the instructor within 10 days of the incident.
3. If, after a conference with the instructor, the student believes that the matter is unresolved, he or she may consult with the department chairperson. Such consultation shall take place within 5 days of the student's conference with the instructor.
4. A Student Academic Grievance Form (http://www.alamo.edu/sac/pte/Documents/PDF/acadgrv.pdf) must be filed with the department chairperson. Copies of the form will be retained by the student and the instructor.
5. The chairperson will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the chairperson may request that the student and the instructor meet with the chairperson in order to reach an acceptable solution.

6. If an agreement is not reached in the hearing or conference, the chairperson will affirm or deny the grievance within 5 days. If the decision is to affirm the instructor's position, the student may then appeal to the dean. If the decision is to affirm the student grievance and to recommend that the instructor reverse his or her decision, the chairperson must meet with the instructor and provide a written explanation. To affirm a student grievance, the chairperson must have adequate cause.
7. If either the student or the instructor is not satisfied with the chairperson's decision, he or she may appeal to the appropriate academic dean within 5 days of the chairperson's decision. A complete record of the grievance will be forwarded to the dean by the chairperson. The dean and the chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record the dean will render a decision, in writing, affirming or denying the grievance within 5 days. The dean's decision is final.
8. See Flowchart of Student Academic Grievance Procedure http://www.alamo.edu/sac/pte/Documents/PDF/acadgriev.pdf

Student Non-Academic Grievance Procedures

Source: San Antonio College Student Handbook

SAC acknowledges the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a College employee. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's educational progress. This policy does not apply to decisions regarding financial aid and eligibility, student disciplinary actions, or those pertaining to academic matters (See Academic Grievance Procedure).

Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance. If the complaint is not resolved to the student's satisfaction, a formal grievance procedure can be initiated.

See Flowchart of Student Non-Academic Grievance Procedure (http://www.alamo.edu/sac/pte/Documents/PDF/nonacadgriev.pdf). For a complete description of the procedure, go to the SAC Student Handbook.

Requirement for Initial Licensure by NCLEX-PN® or NCLEX-RN®

- The Boards application fee for Initial licensure by NCLEX examination is $139.00.
- **For applicants residing in Texas**, schedule Livescan Fingerprinting to complete mandatory Criminal Background check requirements (Online scheduling is optional). In order to be eligible for an electronic fingerprint submission, allow three business days to elapse before scheduling an appointment with L-1 Identity Solutions. (Note: L-1 Identity Solutions charges a separate fee for this service.) You may schedule an appointment online, www.l1id.com, or by phone at 1-888-467-2080.
  For applicants residing outside Texas, attach one (1) completed FBI fingerprint card. A fingerprint card can be requested from our website at www.bon.state.tx.us/olv/web-requests.asp. Fingerprinting should be conducted by a person who is appropriately trained to collect them. Your local law enforcement agency should be willing to assist you.
- You must fulfill the requirements of:
- Rule §217.2 Licensure by Examination for Graduates of Nursing Education Programs Within the United States, its Territories, or Possessions, or;
- Rule §217.4 Requirements for Initial Licensure by Examination for Nurses Who Graduate from Nursing Education Programs Outside of United States' Jurisdictions

Background Checks

- Applicants seeking licensure in Texas by Endorsement or Examination are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code)
- All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

If you do not meet the requirements for initial licensure, then you are Not Eligible for Licensure in the State of Texas.

Texas Nursing Jurisprudence Examination

All applicants by endorsement must pass the Texas nursing jurisprudence examination. You must pass this examination prior to being issued a permanent license. **Instructions on taking the Texas nursing jurisprudence examination:** Ten days after you have filed an application with the Texas Board of Nursing, you will be eligible to take the online nursing jurisprudence exam at www.bon.state.tx.us/olv/je.html. Follow the instructions to log on and complete the examination. The examination is based on the Texas Nursing Practice Act (NPA) and the Texas Board of Nursing Rules and Regulations. We recommend that you download a copy of the NPA and Board Rules and Regulations from our website by going to www.bon.state.tx.us and click on "Nursing Law and Rules". You may also purchase a hard copy of the NPA and Rules and Regulations by contacting the Texas Board of Nursing. The examination is a maximum of two hours in length. If you are not successful in passing the examination, you may take the

examination again after seven working days have elapsed from the previous attempt. The cost of the examination is included in your application fee. Again, you must pass the jurisprudence examination before the Texas Board of Nursing will issue the permanent license.

Eligibility Issues

Applicants must be able to answer "No" to the following questions in order to use the online application. All other applicants may download a complete application packet. Review of applicants with eligibility issues can take three (3) to six (6) month to complete.

- 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 have 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 any conduct that raises issues of character.

- Are you currently the target or subject of a grand jury or governmental agency investigation?

- 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?
- *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

  *Pursuant to the Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

The Declaratory Order process permits the BON to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Texas Board of Nursing via mail (P.O. Box 430 , Austin , TX 78767-0430), telephone ((512) 305-6802) or website (www.bon.state.tx.us/). Processing your petition may **take three months to two years**, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BON's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of his/her petition.

Sec. 301.257. Declaratory Order of License Eligibility.

(a) A person may petition the board for a declaratory order as to the person's eligibility for a license under this chapter if the person:

(1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license as a registered nurse; and

(2) has reason to believe that the person is ineligible for the license.

(b) The petition must state the basis for the person's potential ineligibility.

(c) The board has the same powers to investigate the petition and the person's eligibility that it has to investigate a person applying for a license.

(d) The petitioner or the board may amend the petition to include additional grounds for potential ineligibility at any time before a final determination is made.

(e) If the board proposes to find that the petitioner is ineligible for a license, the petitioner is entitled to a hearing before the State Office of Administrative Hearings.

(f) The board's order must set out each basis for potential ineligibility and the board's determination as to eligibility. In the absence of new evidence known to but not disclosed by the petitioner or not reasonably available to the board at the time the order is issued, the board's ruling on the petition determines the person's eligibility with respect to the grounds for potential ineligibility set out in the order.

(g) The board may require an individual accepted for enrollment or enrolled in an educational

program preparing a student for initial licensure as a registered nurse to submit information to the board to permit the board to determine whether the person is aware of the conditions that may disqualify the person from licensure as a registered nurse on graduation and of the person's right to petition the board for a declaratory order under this section. Instead of requiring the person to submit the information, the board may require the educational program to collect and submit the information on each person accepted for enrollment or enrolled in the program.

(h) The information required under Subsection (g) must be submitted in a form approved by the board.

(i) If, as a result of information provided under Subsection (g), the board determines that a person may not be eligible for a license on graduation, the board shall notify the educational program of its determination.

Sec. 301.252. License Application.

Each applicant for a registered nurse license must submit to the board a sworn application that demonstrates the applicant's qualifications under this chapter, accompanied by evidence that the applicant has:

(1) good professional character; and

(2) successfully completed an accredited program of professional nursing education.

Sec. 301.253. Examination.

Sec. 301.452. Grounds for Disciplinary Action.

Sec. 301.453. Disciplinary Authority of Board; Methods of Discipline.

Sec. 301.454. Notice and Hearing.

§213.27. Good Professional Character.

(a) 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 Nursing 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.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education and experience necessarily affect the nature and extent of behavioral history; and, therefore shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;

(B) is able to think and act rationally;

(C) is able to keep promises and honor obligations;

(D) is accountable for his or her own behavior; is able to practice nursing in an autonomous role with patients/clients, their families and significant others and members of the public who are or who may become physically, emotionally or financially vulnerable;

(E) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and

(F) is able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

(3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.

(4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.

(c) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) An individual guilty of a felony under this rule is conclusively deemed not to have present good professional character and fitness and should not file a Petition for Declaratory Order or Application for Endorsement for a period of three years after the completion of the sentence and/or period of probation.

(3) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann. § 301.452(b)(3) and (4), Texas Occupations Code chapter 53, and § 213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. § 3 01.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

(d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice professional nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing professional nursing in any jurisdiction or an or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.

(3) The only defenses available to a Petitioner, Applicant, or Licensee under section (d) are outlined below and must be proved by clear and convincing evidence:

(A) The procedure followed in the disciplining jurisdiction was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process.

(B) There was such an infirmity of proof establishing the misconduct in the other jurisdiction as to give rise to the clear conviction that the Board, consistent with its duty, should not accept as final the conclusion on the evidence reached in the disciplining jurisdiction.

(C) The deeming of lack of present good professional character and fitness by the Board during the period required under the provisions of section (d) would result in grave injustice.

(D) The misconduct for which the individual was disciplined does not constitute professional misconduct in Texas.

(4) If the Board determines that one or more of the foregoing defenses has been established, it shall render such orders as it deems necessary and appropriate.

(e) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional nursing in Texas after the expiration of the three-year period in ©)(2) above and subsection (f) of this rule, or after the completion of the disciplinary period assessed or ineligibility period imposed by any jurisdiction under subsection (d) above shall be required to prove, by a preponderance of the evidence:

(1) that the best interest of the public and the profession, as well as the ends of justice, would be served by his or her admission to practice professional nursing; and

(2) that (s)he is of present good professional character and fitness.

(f) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional nursing in Texas after a negative determination based on a felony conviction, felony probation with or without an adjudication of guilt, or professional misconduct, or voluntary surrender in lieu of disciplinary action and whose application or petition is denied and not appealed is not eligible to file another petition or application for

licensure until after the expiration of three years from the date of the Board's order denying the preceding petition for licensure.

§213.28. Licensure of Persons with Criminal Convictions.

§213.29. Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters.

§**213.30**. Declaratory Order of Eligibility for Licensure.

(a) An individual enrolled or planning to enroll in a basic 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.

(b) The individual must submit a petition on forms provided by the Board which includes:

(1) a statement by the individual indicating the reason(s) and basis of potential ineligibility;

(2) if the potential ineligibility is due to criminal conviction, any court documents including, but not limited to, any indictments, judgments, probation records and evidence of completion of probation, if applicable;

(3) if the potential ineligibility is due to mental illness, evidence of evaluation, including a prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;

(4) if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and

(5) the required fee which is not refundable. Notwithstanding any provision to the contrary, no fee will be required for petitions submitted pursuant to this section when the potential ineligibility is due to mental illness only.

(c) An investigation of the petition and the individual's eligibility shall be conducted.

(d) The petitioning individual or the Board may amend the petition at any time before a final determination is made.

(e) If the executive director proposes to find the petitioning individual ineligible for licensure, the petitioner may obtain a hearing before an ALJ by making such a request in writing to the executive director. The hearing shall be conducted in accordance with §213.22 of this title (relating to Formal Proceedings) and the rules of the SOAH. When in conflict, the SOAH rules governing hearing procedure will prevail. The decision of the Board shall be rendered in accordance with §213.23 of this title (relating to Decision of the Board).

§**217.11.** Standards of Professional Nursing Practice.

§**217.12**. Unprofessional Conduct.

For full information regarding the Declaratory Orders, go to http://www.bon.state.tx.us/forms.htm.

Board of Nursing for the State 0f Texas
P.O. Box 430
Austin, Texas 78767-0430

Licensure Eligibility Notification Form

I hereby verify I have received and have had the following documents regarding licensure eligibility for registered professional nurses in Texas explained to me:

1) § 301.257 of the Nursing Practice Act,

2) §§ 213.27-213-30 of the *Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice*;
3) §§217.11 and 217.12 of the *Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice*;

4) Declaratory Order Petition request form.

_____

(PRINT name legibly.)

_____ _____

(Social Security #) **(Date of Birth)**

_____ _____

(Signature) **(Date signed)**

CLINICAL PRACTICE REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

Alamo Community College District (the "District") is allowing the undersigned student (the "Student") to participate in one or more clinical practice rotations at one or more health care facilities (the "Program") as part of the Student's curriculum. The District has potential liability to such health care facilities based upon the actions and behavior of the Student. In order to induce the District to allow the Student to participate in the Program, the Student hereby agrees as follows:

1. **Property Damage**. In the event that the District must pay any amounts to any health care facility because the Student negligently damages any property of any health care facility, including but not limited to, medical equipment, the Student hereby agrees to reimburse the District for any amounts so paid.
2. **Confidential Information.** In the event that the Student discloses any confidential patient information to an unauthorized party, and in the event that the District must pay any amounts to any health care facility or any other person or entity in connection therewith, the Student hereby agrees to reimburse the District for any amounts so paid.
3. **Negligence.** Student hereby agrees to reimburse the District for any and all costs and expenses which may be incurred by the District which are caused in whole or in part by the misbehavior or negligence of the Student and which are related in any way to the Program.
4. **Health Insurance**. Student hereby represents to the District that the Student is covered by health insurance for treating any injuries which the Student may experience at any of the health care facilities, and for treating illnesses that the Student may contract while present at any of the health care facilities.
5. **Treatment for Injury or Illness.** Student hereby agrees to pay any health care facility for any treatments provided to the Student due to injury or illness experienced by the Student while at any of the health care facilities, and hereby agrees to reimburse the District for any amounts paid by the District to any health care facility for health care provided to the Student.
6. **Risk of Exposure.** Student understands that a risk of exposure to blood, body fluid pathogens, stray radiation, and other potentially harmful agents is associated with the Student's clinical experience, whether or not the same includes a lab rotation.
7. **Indemnification**. Student hereby agrees to indemnify and hold harmless the District and its trustees, employees, agents, and volunteers (collectively, the Indemnities") from all claims, causes of action, liability, costs, and expenses which are related to, arise from, or are connected in any manner with actions taken or omissions made by the Student, except to the extent caused by any of the Indemnities.
8. ***Release.*** Student hereby agrees to and does hereby release the District and its trustees, employees, agents and volunteers from any and all claims and causes of action which the Student may have now, or may have in the future, whether or not the same may be ascertained at this date, relating to, or arising from, or connected in any manner with, the Student's participation in the Program.

DATED and EFFECTIVE as of the _____ day of _____, 20_____

_____
Signature of Student

_____
Printed Name of Student

I understand that I am to keep this manual for the duration of my nursing courses. I am responsible to review the department's web site [http://www.accd.edu/sac/nursing/dnepol/polindex.html] for new policies pertaining to departmental requirements.

_____ _____
Date Signature of Student

San Antonio College Department of Nursing Education
New Nursing Student Orientation Evaluation

Date of session: _____

Instructions: Please check the box indicating your rating of each of these items:

Item	Excellent	Above average	Average	Unsatisfactory
1. Were the program objectives met?				
2. Did the speakers keep your interest?				
3. Were the physical facilities satisfactory?				
4. Was this session helpful?				
5. What is your overall rating of the session?				

Comments:

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What do you think would be helpful to add?

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PARTICIPANT PROFILE: (Please check one)

☐ Student ☐ Spouse

☐ Parent ☐ Guest _____