ALAMO COLLEGES DISTRICT

San Antonio College

Department of Nursing Education

Nursing Student Handbook

Departmental Policies and General Information

Associates Degree in Nursing & RN to BSN

San Antonio College
Department of Nursing Education
1819 N. Main Avenue, Building # 33, Suite 378
San Antonio, Texas 78212

2023 - 2024

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ALAMO COLLEGES DISTRICT EMERGENCY NUMBERS AND WEBSITES	
DPS Emergency #:	(210) 222-0911
ACD DPS Non-Emergencies (General) Phone #:	(210) 485-0099
DPS Weather Phone [For information on college closures.]	(210) 485-0189
Alamo Colleges Information	(210) 486-2000
San Antonio College Web site	www.alamo.edu/sac
Department of Nursing Education San Antonio College Department of Nursing website Department of Nursing Phone number Program emails: ADN BSN	 www.alamo.edu/sac/nursing (210) 486-1144 sac-aasnursing@alamo.edu sac-bsnnursing@alamo.edu

Message from the Director

Dear Student:

The faculty and staff welcome you to the San Antonio College Associate Degree (ADN) and Baccalaureate Nursing Program (RN to BSN). 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/****.*

Please retain this handbook throughout the nursing program and refer to it as needed. ***Department policy and procedure may need to be revised in order to ensure compliance with accreditation standards. In the event a revision needs to be completed the student body will be informed of the change and the department will abide by the updated policy and procedure.***

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 Canvas. 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.

Accreditations

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

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite

1400 Atlanta, GA 30326,

http://www.acenursing.org

(404) 975-5000

Fax: 404-975-5020

And approved by:

Texas Board of Nursing (BON)

1801 Congress Avenue, Suite 10-200
Austin, Texas 78701

Email: http://www.bon.texas.gov

512.305.7400

The Registered Nurse to Bachelor of Science in Nursing Program at San Antonio College is accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite

1400 Atlanta, GA 30326,

http://www.acenursing.org

(404) 975-5000

Fax: 404-975-5020

And approved by:

Texas Higher Education Coordinating Board (THECB)
1200 E. Anderson Lane, Austin Texas 78758
P.O. Box 12788, Austin Texas 78711-2788

Texas Board of Nursing (BON)

1801 Congress Avenue, Suite 10-200
Austin, Texas 78701

Email: http://www.bon.texas.gov

512.305.7400

Mission, Philosophy & Values

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 professional nurses whom as members of an interdisciplinary health care team, use nursing judgment to provide safe, evidence–based, patient-centered care to promote quality patient outcomes.

TEACHING PHILOSOPHY OF THE NURSING EDUCATION DEPARTMENT

The Concept Based Curriculum is the foundation for the Department of Nursing Education at San Antonio College. The faculty members of the Department of Nursing Education believe that nursing education must be dynamic and responsive when preparing students for current and future changes in health care. San Antonio College provides nursing education to prepare generic, career mobility, military-to-RN, and ADN-BSN students for entry into practice as registered nurses. A graduate of the Consortium to Advance Baccalaureate Nursing Education and Training (CABNET) ADN program or the Texas Concept-Based Curriculum RN-BSN Program is prepared to meet the differentiated essential competencies (DECs) at the associate degree level as defined by the Texas Board of Nursing in four major roles: Provider of Patient-Centered Care, Member of a Profession, Member of the Health Care Team, and Patient Safety Advocate.

In accordance with the Mission of San Antonio College, the members of the faculty are committed to helping students develop their full potential in nursing competencies: caring, communication, critical thinking, and professional/civic responsibility. The core values of caring, communication, and clinical judgment support the program's integrated concepts. These integrated concepts are consistent with the quality and safety education for nurses (QSEN) core competencies; Patient-Centered care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics.

The members of the faculty facilitate the student's development of clinical judgment through the development and evaluation of learning experiences. The nursing student is accountable for actively participating in their learning experiences.

VALUES

The faculty holds the following beliefs about patients, health, nursing, 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 health care standards and issues to support taking an active role in personal, family, and community health care decisions.

NURSING

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 protocols to assist patients to recover from or manage illnesses with minimum residual effect, and to facilitate rehabilitative efforts.

THE ASSOCIATES DEGREE NURSE (the Differentiated Essential Competencies)

In accordance with the Texas Board of Nursing, the Differentiated Essential Competencies (DEC) guides curriculum development and revision to prepare graduates who provide safe, competent care (DEC, 2021). A competency is described as "an expected level of performance that integrates knowledge, skills, abilities and judgment" (ANA, 2016, p.86). Our learner focused program is based on the QSEN Concepts of Patient Centered Care, Team Work and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics.

The associate degree nurse functions in four roles: Patient Safety Advocate, Member of a Profession, Provider of Patient-Centered Care, 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 the 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.

Program Overview

The ADN and BSN program utilize the concept-based curriculum to prepare nurses for healthcare and advancement.

CONCEPT-BASED CURRICULUM

The curriculum emphasizes deep learning about the discipline's most central concepts rather than content alone, which leads to the student's ability to develop habits of thought and pattern recognition and clinical judgment. The body of nursing knowledge is divided into 43 concepts. The student learns the concepts and applies them to exemplars across the lifespan; subsequently, developing a deeper understanding of prevalent health care conditions and situations. Understanding patient care on a conceptual level not only enhances clinical judgment, but helps students learn how to organize information in a logical mental structure while fostering understanding of relationships among events or conditions that impact patient care situations. The learning activities are designed to promote student engagement, self-assessment, and self-directed learning.

THE CURRICULUM IS ORGANIZED BY CONCEPTS AND ROLES OF THE NURSE: *(see diagram pg 13)*

The **associate 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 implements 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 manage 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.

San Antonio College Department of Nursing Education
Organizing Framework: Conceptual Model
Associates Degree in Nursing (ADN)

San Antonio College
Department of Nursing Education

ADN PROGRAM OUTCOMES

1. Use clinical reasoning and knowledge based on the nursing program of study, evidenced-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient care.

2. Demonstrates skills in using patient care technologies and information systems that support safe nursing practice.

3. Promotes safety and quality improvement as an advocate and manager of nursing care.

4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care.

5. Adheres to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.

6. Demonstrates knowledge of delegation, management, and leadership skills.

7. Demonstrate behavior that reflects the values and ethics of the nursing profession.

Student Learning Outcomes

Student learning outcome are identified and can be found in each course e-Syllabus.

Reviewed: June 2023

The ACEN/ADN Program Outcomes

The ADN Program Outcomes are evidence that support the program is meeting the overall goals of preparing nurses to work in healthcare. The ADN program outcomes are aligned with the Accreditation Commission for Education in Nursing. The following are the goals for the program:

Annual Licensure Examination Pass Rate

The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

Program Completion Rate

The program will have 75% of the students which will complete the program within the designated period. The generic program 150% period is 3 years and career mobility is 1.5 years.

Job Placement

The program will have 75% or greater of the SAC graduates find employment in the nursing profession as a RN.

THE BACCALAUREATE PREPARED NURSE – Program Overview and Outcomes

The **RN-BSN program** models several different types of frameworks to include the AACN Essentials of a Baccalaureate Nurse, the Differentiated Essential Competencies, and QSEN.

The **Baccalaureate** prepared nurse will be able to:

Practice from a holistic, caring framework;
Practice from an evidence base;
Promote safe, quality patient care;
Use clinical/critical reasoning to address simple to complex situations;
Assumes accountability for one's own and delegated nursing care;
Practice in a variety of healthcare settings;
Care for patients across the health-illness continuum;
Care for patients across the lifespan
Care for diverse populations;
Engage in care of self in order to care for others; and
Engage in continuous professional development

The primary intent of the Essentials is to create more consistency in graduate outcomes, influenced by the robustness of the learning experiences and demonstration of competencies. By emphasizing the attainment of competencies within an academic program, employers will have a clear expectation of knowledge and skill sets of nursing graduates. The following are the competencies for nursing education:

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Based on the Texas Board of Nursing Differentiated Essential Competencies the nurse functions as four roles similar to the ADN however within a wider scope and more leadership responsibilities. The four roles recognized by the Texas Board of Nursing are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

The Functions of the Baccalaureate Prepared Nurse is based on role:

- ***MEMBER OF THE PROFESSION***

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

Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.

Promote the practice of professional nursing through leadership activities and advocacy.

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

- **PROVIDER OF PATIENT-CENTERED CARE**

  Use clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision-making and comprehensive patient care;

  Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients, families, populations, and communities based upon interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study;

  Synthesize comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team.

  Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

  Evaluate and report patient, family, population, and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.

  Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address 12 health promotion, maintenance, restoration, and population risk reduction.

  Coordinate human, information, and materiel management resources in providing care for patients, families, populations, and communities.

- ***PATIENT SAFETY ADVOCATE***

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

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

Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.

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

Comply with mandatory reporting requirements of the Texas NPA. F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

- **MEMBER OF THE HEALTH CARE TEAM**

  Coordinate, collaborate, and communicate with patients, families, populations, communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.

  Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.

  Use multiple referral resources for patients, families, populations, and communities considering cost, confidentiality, effectiveness and efficiency of care, continuity and continuum of care, and health promotion, maintenance, and restoration.

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

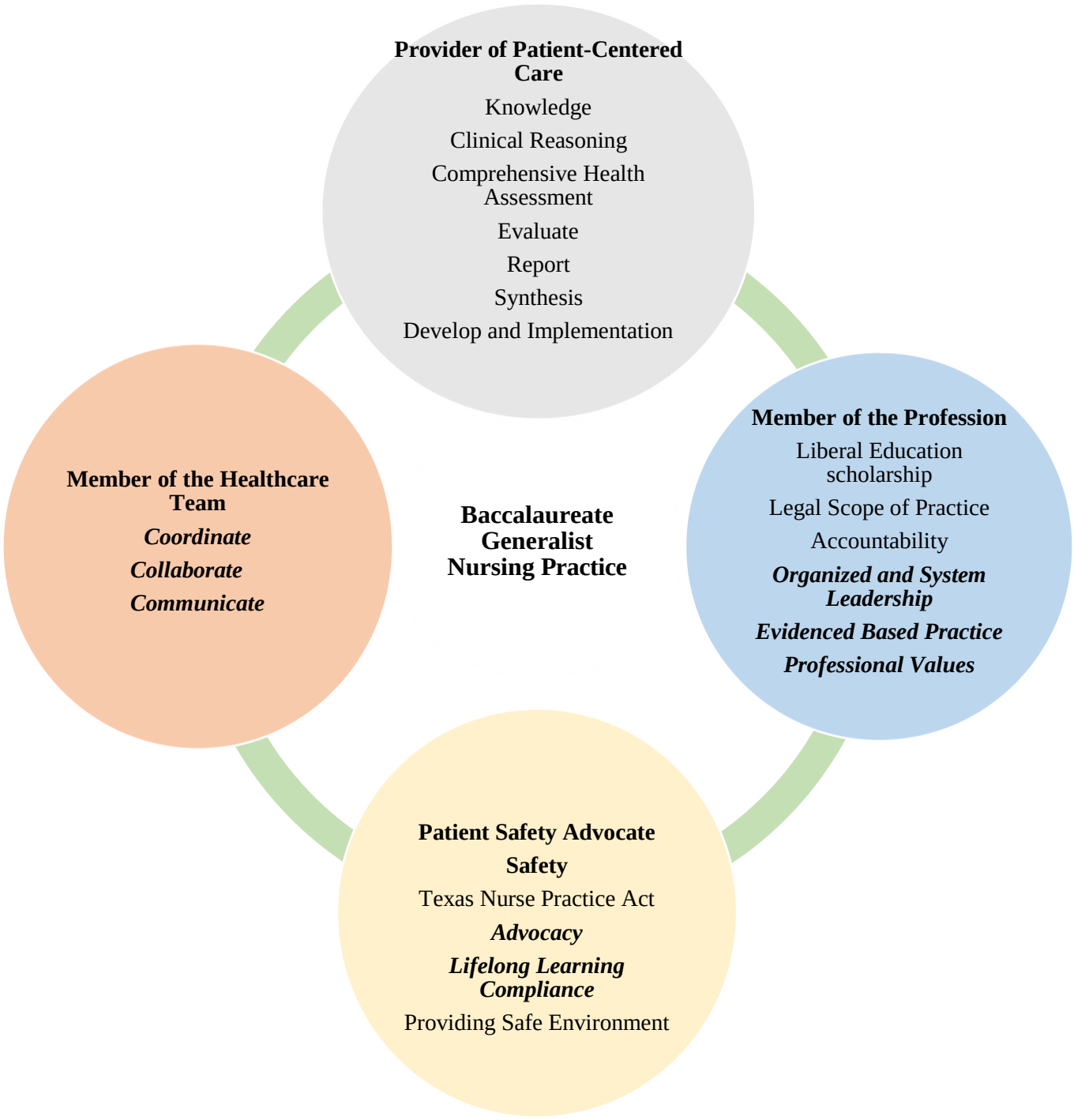
  Communicate and manage information using technology to support decision-making to improve patient care and delivery systems.

  Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or organizational need.

  Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.

The SAC Nursing department utilizes the Texas Concept Based Consortium that has all three governing bodies' competencies and essential skills needed to be able to function as a BSN nurse in any healthcare setting. The curriculum was designed utilizing the frameworks identified and has applied each theory to the course and curriculum development.

San Antonio College Department of Nursing Education
Organizing Framework: Conceptual Model
RN-BSN Degree



San Antonio College
Department of Nursing Education

RN-BSN PROGRAM OUTCOMES

1. Use clinical reasoning and knowledge based on the nursing program of study, evidenced-based practice outcomes, and research studies as the basis for decision-making and comprehensive, safe patient and population care.

2. Demonstrates inquiry and analysis in applying patient care technologies and information systems to support safe nursing practice and population risk reduction.

3. Leads safety and quality improvement activities as part of the interdisciplinary team and as an advocate and manager of nursing care.

4. Manage care transitions and promote population risk reduction with diverse communities in collaboration with members of the interdisciplinary health care team.

5. Participates in monitoring institutional, professional and public policy to maintain adherence to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.

6. Demonstrate leadership skills related to financial, human resource, clinical and professional issues in providing and evaluating care.

7. Demonstrate leadership and advocacy that reflects the values and ethics of the nursing profession.

The ACEN/BSN Program Outcomes

The RN-BSN program outcomes are evaluated using the ACEN standards similar to the ADN program. Gathering data on the outcomes supports the effectiveness of the program preparation. The following are the goals for the program.

Program Completion Rate

The program will have 75% of the students will complete the program within the 150% designated timeframe.

Job Placement

At completion of the program, 75% or greater of the SAC graduates find employment in the nursing profession as a RN-BSN.

CURRICULUM CONCEPTS & DEFINITIONS

Based on the Texas Concept Based Curriculum Consortium, the curriculum is organized based on concepts. The concepts are operationally defined.

Texas Concepts Health & Alterations (rev 9.1.15	**Definitions**
Health Care Concepts Biophysical	
Acid Base Balance	The process of regulating the pH, bicarbonate concentration, and partial pressure of carbon dioxide of body fluids. (G)
Cellular Regulation	Process by which cells replicate, proliferate, and grow.
Clotting	A physiologic process in which blood is converted from a liquid to a semisolid gel. (G)
Comfort	A state of physical ease.
Elimination	The excretion of waste products.
Fluid and Electrolyte Balance	The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes.
Functional Ability	The physical, psychological, cognitive, and social ability to carry on the normal activities of life.
Gas Exchange (Oxygenation)	The process by which oxygen is transported to cells and carbon dioxide is transported from cells. (G)
Immunity	A physiologic process that provides an individual with protection or defense from disease.
Intracranial Regulation	The processes that affect intra-cranial compensation and adaptive neurological function.
Metabolism	Processes of biochemical reactions occurring in the body's cells that are necessary to produce energy, repair and facilitate the growth of cells, and maintain life.
Mobility	Factors that facilitate or impair movement of the body.
Nutrition	The process by which the body ingests, absorbs, transports uses and eliminates nutrients and foods. (NC)
Perfusion	The flow of blood through arteries and capillaries delivering nutrients and oxygen to cell and removing cellular waste.
Reproduction	The process by which humans produce a new life.
Sensory Perception	The ability to receive sensory input and, through various physiological processes in the body, translate the stimulus or data into meaningful information.
Sexuality	Factors that facilitate an individual's gender identity as well as their ability to experience and express themselves as sexual beings.
Sleep	State of rest accompanied by natural altered consciousness.
Thermoregulation	The process of maintaining core body temperature within an optimal physiological range
Tissue Integrity	The ability of body tissues to regenerate and/or repair to maintain normal physiological processes. (?)
Health Care Concepts Psychosocial	
Cognition	Process of thought by which an individual learns, stores, retrieves, and uses information. (NC)
Coping	An ever changing process involving both cognitive means and behavioral actions, in order to manage internal or external situations that are perceived as difficult and/or beyond the individual's current resources.
Diversity	The unique variations among and between individuals, variations that are informed by genetics and cultural background, but that are refined by experience and personal choice. (NC)
End of Life	Processes and issues related to death and dying across the lifespan
Grief	The multifaceted reaction to loss whether real or perceived and how this impacts health. (?)

Texas Concepts Health & Alterations (rev 9.1.15	Definitions
Human Development	The sequence of biophysical, psychosocial, and cognitive developmental changes that take place over the human lifespan that allow the individual complex adaptation to the environment in order to function within society. (H)
Interpersonal Relationships	Factors that facilitate and/or impair effective social associations, connections, or affiliations between two or more people. (K)
Mood and Affect	Emotional state and its observable expression.
Professional Nursing Concepts Professional Nursing	
Clinical Judgment	An interpretation or conclusion about a patient's needs, concerns, or health problems, and/or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the patient's response. (T)
Communication	A process of interaction between people where symbols are used to create, exchange, and interpret messages about ideas, emotions and mind- states. (G)
Health Promotion	Any activity undertaken for the purpose of achieving a higher level of health and well-being. (NC)
Patient Education	Encompasses activities designed to produce learning that alters health behaviors or improves health status. (K)
Professionalism	The assimilation of nursing skills and knowledge integrated with dignity and respect for all human beings incorporating the assumptions and values of the profession while maintaining accountability and self- awareness. (G)
Teamwork and Collaboration	The development of partnerships to achieve best possible outcomes that reflect the particular needs of the patient, family, or community, requiring an understanding of what others have to offer.
Professional Nursing Concepts Health care systems	
Ethical and Legal Practice	A system of laws and moral principles or standards governing human conduct. (NC)
Evidence-Based Practice	Integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal heath care. (Q)
Healthcare Organizations	A purposefully designed, structured social system developed for the delivery of health care services by specialized workforces to defined communities, populations or markets. (G)
Health Policy	Actions and decisions by government bodies or professional organizations that influence the actions and decisions of individuals within the health care system. (NC)
Health Information Technology	The application of information processing involving both computer hardware and software that deals with the storage, retrieval, sharing, and use of health care information, data, and knowledge for communication and decision making. (B&T)
Leadership and Management	Management is the process of coordination and integration of resources through planning, organizing, coordinating, directing, and controlling to accomplish specific institutional goals and objectives. Leadership is the process of influencing people to accomplish goals. (H)
Patient-Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care base on respect for patients' preference values and needs. (Q)
Quality Improvement	The systematic process that health care organizations and professionals use to measure patient outcomes identify hazards and errors and to improve care.
Safety	Protection from harm or injury for patients and providers through both system effectiveness and individual performance.

The Texas Concept-Based Curriculum is organized by every concept that is essential to the nursing program of study. Each concept has a diagram that is used to identify the definition, attributes, antecedents, consequences, interrelated concepts, and sub-concept (See Appendix)

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 are available to the student include:

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

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.

Admission Criteria & Process

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**,** Advanced Placement including either Career Mobility LVN/LPN-RN or Military-to-RN**, and Registered Nurse to Bachelors of Science program.** The **nursing courses** must be taken in the sequence as specified by the Department of Nursing Education**.**

1. Generic Program Track

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 the generic program option unless the applicant indicates otherwise.

2. LVN/LPN-RN Track

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

- be a graduate of an LVN/LPN program and hold a **current Texas** license as an LVN/LPN.
- have one year of full time LVN/LPN work experience within the last three years or be graduated from an LVN/LPN program within one year of date of application.
- If attended another LVN to RN program, must provide a Letter of Good Standing from the transfer college program director.

********NOTE FOR KERRVILLE EXTENSION STUDENTS:**

- Kerrville LVN/LPN-RN Track nursing theory didactic courses are hybrid.
- Kerrville co-requisite clinical/lab courses are offered in Kerrville with the exception of required Obstetric Nursing and Pediatric Nursing clinical/labs are which are face-to-face in San Antonio Texas.

3. Nursing Military to RN Track

The Military to RN Career Mobility Track program is a fast-track 1yr (3 consecutive semesters) educational approach equivalent to the LVN to RN track. The military to RN track also prepares military service members and veterans who are trained/served as Army Combat Medics, Navy Corpsmen, or Air Force Medical Technicians who have completed their program in the last 10 years to earn an AAS degree in Nursing and meet the evolving challenges presented to RNs in the modern civilian healthcare system. Earning an AAS degree in Nursing through the Military to RN Track program can help graduates apply their military medical knowledge and clinical experience to begin a career as an RN, expand their job/promotion opportunities/options, and allow them to articulate to a baccalaureate degree program in nursing.

- The nursing theory didactic courses are **hybrid.**
- The co-requisite clinical/lab courses are **face-to-face** in San Antonio and Kerrville, Texas.

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

- Meet all admission requirements for the College and for the nursing program option.
- Submit a copy of their DD214
- Be admitted into the nursing program.

4. <u>Advanced Placement/Transfer Student Track</u>

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program requires review for admission by nursing administration. 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 by the San Antonio College Department of Nursing Admissions Committee**.
- Transfer credit is granted only for nursing courses taken at Schools of Nursing that have **ACEN or CCNE accreditation**. Courses will be evaluated by the appropriate chairs on a case-by-case basis.

Upon receipt of the above information, the Admission 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.

Multicriteria Admission Policy for the ADN Program

Admission to the nursing program is competitive, with applicants providing evidence of previous successful educational accomplishments awarded higher standing in admission consideration. The Admission and Progressions committee review applicants and determine conditional admission based upon multicriteria that includes:

1. **Degree required prerequisite courses with a minimum GPA of 2.5 or higher at time of application.** We accept grades of "C" or better.

   a) *SCIENCE COURSES* to be completed **<u>PRIOR to applying</u>** with GPA 2.5 or higher. GPA calculation of science courses for admission ***<u>includes</u>*** repeated science courses:

   BIOL 2401 Human Anatomy and Physiology I - BIOL 2401 must have been completed within 5 years if transferred from another college or university.

   BIOL 2402 Human Anatomy and Physiology II - Prerequisite is completion of BIOL 2401. BIOL 2402 must have been completed within 5 years if transferred from another college or university.

   BIOL 2420 Microbiology for Nursing and Allied Health – Prerequisite is completion of CHEM 1405 ***<u>OR</u>*** CHEM 1305 and 1105. BIOL 2420 must also include a lab component. If transferring from another college or university, completion must be more than 5 years old.

   b) *GENERAL EDUCATION COURSES* required - at least 3 of the 4 courses must be completed <u>PRIOR to applying</u>. Any remaining prerequisite course needs to be completed prior to starting the nursing program. The courses required are:

   ENGL 1301 Freshman Composition I

   PSYC 2301 General Psychology

   PHIL 2306 Introduction to Ethics

   PSYC 2314 Lifespan Growth and Development

   c) GPA is calculated by course grade points added together then divided by number of courses (Course grade: A=4, B=3, C=2, D=1, F=0) = GPA

2. **Standardized entrance exam ATI Testing of Essential Academic Skills (ATI TEAS)** All applicants must take and submit an ATI TEAS Nursing assessment exam.

   a) ATI TEAS score to be submitted by deadline date of application period. APPLICATIONS WITHOUT A TEAS SCORE SUBMISSION WILL NOT BE CONSIDERED FOR ADMISSIONS.

   b) ATI TEAS score must be one-year current to deadline date of application period.

   c) **1 point** per testing category (Reading, Math, Science & Language usage) is required.

   d) Minimum of 4 points must be achieved in order to be considered for admission

   Required scores per category:

Reading	80 or above = 2 pts;	56 - 79 = 1 pt.;	55 or below = 0 pt.
Mathematics	80 or above = 2 pts;	66 - 79 = 1 pt.;	65 or below = 0 pt.
Science	80 or above = 2 pts;	46 - 79 = 1 pt.;	45 or below = 0 pt.
Language Usage	80 or above = 2 pts;	61 - 79 = 1 pt.;	60 or below = 0 pt.

3. **Career Mobility Applicants only -** All applicants applying to the Career Mobility track are required to take the National League for Nursing (NLN) NACE I: Foundations of Nursing assessment exam as part of the application process. Applicant must score a 70% or higher to be considered for admission. The email confirmation sent after applying to the SAC Nursing program contains details regarding the NLN exam and testing information. Career Mobility Applicants do not require the TEAS exam.

REQUIREMENTS FOR THE RN TO BSN PROGRAM

Applicants that are graduates of San Antonio College Nursing Program have first priority on admission. Nurses from the Bexar County service area who are not graduates from the San Antonio College Nursing Department are second priority. All applicants must be in good standing with the Texas Board of Nursing and have an active nursing license. All prerequisite courses have been completed and have earned transfer credit if individual is transferring from another institution.

In addition to the above requirements, individuals seeking admission to the program should have:

- Completed the application online and submit all required documentation.
- Complete prerequisite core requirement courses with a minimum GPA of 2.5 and a C or higher in each course. The Admission Committee will evaluate and develop a plan to ensure all degree required courses are completed prior to finishing the program.
- Provide evidence that license is unencumbered current for Texas or an Enhanced Nurse Licensure Compact RN License.
- One letter of recommendation from current employer on official letterhead.

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 American Heart Association CPR certification (BCLS) during the course of the program.
- Follow departmental and course requirements.

Nursing Program Lock-step

In order to prepare the nursing students for success, the curriculum for the program is designed in a sequential fashion to support learning and enrichment. Students may not deviate from sequence. All courses within a level must be completed before proceeding to the next level.

Articulation Agreements/ Transfer

The ADN program has articulation agreements with Texas A&M – Corpus Christi, University of Texas – Arlington, Texas Tech University and University of Texas- Tyler.

For the RN-BSN program there are articulation agreements with University of Texas – Arlington, University of Texas- Tyler and the University of the Incarnate Word.

Degree Plans

Alamo Colleges San Antonio College
Associate in Applied Science (AAS) in Nursing Fall 2018
Generic Program

Degree Requirement:	**SCH**	**Semester**	**Grade**
ENGL 1301 Composition I	3		
BIOL 2401 Human Anatomy & Physiology	4		
PSYC 2301 General Psychology	3		
PHIL 2306 Introduction to Ethics	3		
BIOL 2402 Human Anatomy & Physiology II	4		
PSYC 2314 Lifespan Growth & Development	3		
BIOL 2420 Microbiology & Pathology/BIOL 2421	4		
Total Semester Credit Hours (SCH) for Degree Requirements	**24**		

Level One	**SCH**	**Semester**	**Grade**
RNSG 1128 Intro Health Care Concepts I	1		
**RNSG 1125 Professional Nursing Concepts I	1		
*RNSG 1430 Health Care Concepts I	4		
**RNSG 1216 Professional Nursing Competencies I	2		
*RNSG 1161 Clinical-RN: Health Care Concepts I	1		
Total Semester Credit Hours (SCH)	**9**		

Level Two	**SCH**	**Semester**	**Grade**
*RNSG 1533 Health Care Concepts II	5		
RNSG 1126 Professional Nursing Concepts II	1		
*RNSG 2362 Clinical-RN: Health Care Concepts II	3		
Total Semester Credit Hours (SCH)	**9**		

Level Three	**SCH**	**Semester**	**Grade**
*RNSG 1538 Health Care Concepts III	5		
RNSG 1137 Professional Nursing Concepts III	1		
*RNSG 2363 Clinical-RN: Health Care Concepts III	3		
Total Semester Credit Hours (SCH)	**9**		

Level Four	**SCH**	**Semester**	**Grade**
*RNSG 2539 Health Care Concepts IV	5		
RNSG 2138 Professional Nursing Concepts IV	1		
*RNSG 2360 Clinical-RN: Health Care Concepts IV	3		
Total Semester Credit Hours (SCH)	**9**		

TOTAL PROGRAM SEMESTER CREDIT HOURS = 60

- Indicate courses are co-requisites and must be taken together

** Indicate these courses are co-requisites and must be taken together

Alamo Colleges
San Antonio College
Associate in Applied Science (AAS) in Nursing Fall 2018
Career Mobility, LVN to RN & Military to RN Program

Degree Requirement:	**SCH**	**Semester**	**Grade**
ENGL 1301 Composition I	3		
BIOL 2401 Human Anatomy & Physiology	4		
PSYC 2301 General Psychology	3		
PHIL 2306 Introduction to Ethics	3		
BIOL 2402 Human Anatomy & Physiology II	4		
PSYC 2314 Lifespan Growth & Development	3		
BIOL 2420 Microbiology & Pathology/BIOL 2421	4		
Total Semester Credit Hours (SCH) for	**24**		

Level One	**SCH**	**Semester**	**Grade**
*RNSG 1424 Concept-based Transition to Professional Nursing Practice	4		
**RNSG 1216 Professional Nursing Competencies	2		
**RNSG 1128 Introduction to Health Care Concepts I	1		
*RNSG 1263 Clinical-RN: Concept-based Transition to Professional Nursing Practice	2		
Note: An additional 9 hours of credits (RNSG 1533, 1126, 2362) will be granted for the Career Mobility student upon admission and successful completion of the first 9 nursing course credits (RNSG 1424, 1216, 1128, 1263) in the Nursing Career Mobility Program.	9		
Total Semester Credit Hours (SCH) for Degree Requirements	**18**		

Level Two	**SCH**	**Semester**	**Grade**
RNSG 1137 Professional Nursing Concepts III	1		
*RNSG 1538 Health Care Concepts III	5		
*RNSG 2363 Clinical-RN: Health Care Concepts III	3		
Total Semester Credit Hours (SCH)	9		

Level Three	**SCH**	**Semester**	**Grade**
RNSG 2138 Professional Nursing Concepts IV	1		
*RNSG 2539 Health Care Concepts IV	5		
*RNSG 2360 Clinical-RN: Health Care Concepts IV	3		
Total Semester Credit Hours (SCH)	**9**		

TOTAL PROGRAM SEMESTER CREDIT HOURS = 60

*Indicate courses are co-requisites. Courses must be taken together and passed together for credit.

Alamo Colleges
San Antonio College
Bachelor of Science in Nursing Fall 2021
RN-BSN Program

Degree Required Prerequisites:	**Credit**	**Term**	**Grade**
BIOL1322 Nutrition Introduction	3		
CHEM 1405 Intro. to Chemistry (CHEM 1305 and CHEM 1105 or CHEM 1411)	3		
ENGL 1302 English Composition OR ENGL 2311 Technical Writing	3		
GOVT 2305 US Government	3		
GOVT 2306 Texas State and Local Government	3		
HIST 1301 US History I * or American History (60) Core 2 Courses (6 credit hours)	6		
Math 1342 Elementary Statistics or OR any 1 course* (3 credit hours) from Mathematics (20) Core	3		
SPCH 1318 Interpersonal Communication OR any 1 course* (3 credit hours) from Additional Communication (90) Core	3		
One* 3 credit hours course from the Additional Language, Philosophy, and Culture (90) Core	3		
One* 3 credit hours course from the Creative Arts (50) Core	3		
Total Credit Hours	**30**		
ADN Credit hours	**60**		

RN to BSN Semester 1			
NURS 3351 Research and Evidence-Based Nursing Practice	3		
NURS 3313 Pathophysiology	3		
NURS 3350 Transitions to the Baccalaureate Nursing	3		
NURS 3352 Health Assessment Across the Lifespan	3		

RN to BSN Semester 2			
NURS 3354 Legal & Ethical Issues in Healthcare	3		
NURS 4301 Leadership & Management Principles for Nursing	3		
NURS 4161 Leadership & Management Clinical	1		
NURS 4356 Health Promotion Across the Lifespan	3		

RN to BSN Semester 3			
NURS 3353 Informatics & Technology in Healthcare	3		
NURS 4355 Community & Public Health	3		
NURS 4160 Community & Public Health Clinical	1		
NURS 4146 Capstone Project	1		
Total Credit Hours	**30**		
Total BSN Degree Plan Credit Hours	**120**		

AAS Total Credit Hours (60)

AAS prerequisite courses (24): Biol 2401, Biol 2402, Biol 2420, Engl 1301, Phil 2306, Psyc 2301 and Psyc 2314
Nursing (RNSG) courses **Note: Students earn up to 36 semester credit hours of advanced placement credit for successful completion of nursing courses from their A.A.S or diploma program and a subsequent unencumbered, current Texas Registered Nurse license.

Additional list of acceptable courses can be found on the SAC Catalog Core Curriculum Selection List, https://mysaccatalog.alamo.edu/content.php?catoid=250&navoid=19202.
Search for the Core subject (ie. Mathematics (20) Core) you are wanting to fulfill.

PROGRAM OF STUDY & APPLICATION PROCESS

General Admission Requirements to the College

Applicants to all Nursing program tracks must meet the following minimum requirements:

1. Application and current admission to San Antonio College through www.applytexas.org.
2. If you have been away from our college for longer than one year you will have to reapply for admission to San Antonio College.
   a. Meet college admission requirements in the Alamo Colleges District as outlined in the official college catalog at www.alamo.edu.
   b. Have earned either a high school diploma or General Education Diploma (GED)
   c. Comply with Texas Success Initiative (TSI) requirements (2.0 GPA)
   d. Send official copies of college work outside of the Alamo Colleges District to the San Antonio College Admissions and Records Office.

Students should consult the college advising office to determine their TSI status prior to applying to the Nursing Program.

TO APPLY FOR ADMISSION INTO ADVANCED PLACEMENT IN THE CAREER MOBILITY MILITARY TO RN TRACK:
Send official copies of Military transcripts awarding credit for training as Army Combat Medics, Navy Corpsmen, or Air Force Medics and college work pertaining to outside the Alamo Colleges to the College Admissions and Records Office and the Department of Nursing Education.

3. **Apply to the Nursing Program**. The online application will be available only during open application periods and will be inactive after the deadline. Acceptance to all program tracks is via a **competitive ranking process for selection based on a point award system for designated criteria.**

For the Associate Degree in Nursing Generic Track the ranking process is based on:

a. Standardized entrance exam (TEAS)
b. Degree requirements GPA (science GPA must be a 2.5 or higher)
c. Complete of Chemistry 1405 or higher Chemistry course with lab.
   ****** If you previously attended another RN program you must submit a letter of "Good Standing" from the previous nursing program you attended.

For the Associate Degree in Nursing Career Mobility Track the ranking process is based on:

a. Degree requirements GPA (science GPA must be a 2.5 or higher)
b. NLN NACE I: Foundations of Nursing score of 70% or higher
c. Completion of Chemistry 1405 or higher Chemistry course with lab.
   ****** If you previously attended another LVN to RN program you must submit a letter of "Good Standing" from the previous nursing program you attended.

***Official school transcripts** must be submitted to San Antonio College Office of Admissions and Record to become part of your student official school record. Unofficial transcripts can be uploaded to the nursing application with SSN "blacked out."*

For the Bachelor of Science in Nursing the ranking process is based on:

a. Degree requirements GPA 2.5 or above.
b. Nursing Courses Cumulative GPA 2.75 or higher.
c. One Letter of Recommendation

APPLICATION TO THE ASSOCIATE DEGREE NURSING PROGRAM REQUIRES:

Degree Requirement Courses

The degree requirement courses GPA is considered in the point award ranking process. Applicants must complete the degree requirement courses listed below with a minimum cumulative grade point average of **2.50 or higher** to apply for the nursing program. A **science GPA of a 2.5** or higher is also required to be considered for admission.

Degree requirements (*)
BIOL 2401 Human Anatomy & Physiology I*
BIOL 2402 Human Anatomy & Physiology II*
BIOL 2420 Microbiology & Pathology*
Non-Nursing course requirements
ENGL 1301 Composition I
PSYC 2314 Lifespan Growth & Development
PHIL 2306 Introduction to Ethics
PSYC 2301 General Psychology

All science coursework (anatomy; physiology; and microbiology) transferred from outside of Alamo Colleges must have been completed less than five (5) years prior to applying to a Nursing program.

APPLICATION TO THE BACHELOR OF SCIENCE NURSING PROGRAM REQUIRES:

Prerequisite Courses

Complete prerequisite core requirement courses with a minimum GPA of 2.5 and a C or higher in each course. The Admission Committee will evaluate and develop a plan to ensure all degree required courses are completed prior to finishing the program.

RN to BSN Degree Required Prerequisites (Credit)

- BIOL 2401 Human Anatomy & Physiology
- BIOL 2402 Human Anatomy & Physiology II
- BIOL 2420 Microbiology & Pathology/BIOL 2421
- ENGL 1301 Composition I
- PHIL 2306 Intro.
- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development

AAS prerequisite courses (24)
Nursing (RNSG) courses **Note: Students earn up to 36 semester credit hours of advanced placement credit for successful completion of nursing courses from their A.A.S or diploma program and a subsequent unencumbered, current Texas Registered Nurse license.
AAS Total Credit Hours (60)

BSN Prerequisite Courses (Credit)

- BIOL 1322 Nutrition Introduction
- CHEM 1405 Intro. to Chemistry, CHEM 1305 and CHEM 1105, CHEM 1411 Gen. Chemistry
- ENGL 1302 English Composition **OR** ENGL 2311 Technical and Business Writing
- GOVT 2305 US Government
- GOVT 2306 Texas State and Local Government

Other Core Required courses:

Mathematics (20) Core

1 Course (3 credit hours)

- MATH 1342 - Elementary Statistical Methods
- MATH 1314 - College Algebra
- MATH 1442 - Elementary Statistical Methods
- MATH 1414 - College Algebra (Precal Track)

- MATH 2412 – Precalculus
- MATH 1324 - Mathematics for Business & Social Sciences
- MATH 2413 - Calculus I
- MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)

American History (60) Core

2 Courses (6 credit hours)

Select any combination from the following:

- HIST 1301 U.S. History I & HIST 1302 U.S. History II
- HIST 1301 U.S. History I & HIST 2328 Mexican-Amer. History II
- HIST 1301 U.S. History I & HIST 2382 African Amer. History II
- HIST 2327 Mexican-Amer. Hist. I & HIST 2328 Mexican-Amer. Hist. II
- HIST 2327 Mexican-Amer. History I & HIST 1302 U.S. History II
- HIST 2327 Mexican-Amer. Hist. I & HIST 2382 African Amer. Hist. II
- HIST 2381 African-Amer. Hist. I & HIST 2382 African Amer. Hist. II
- HIST 2381 African-Amer. History I & HIST 1302 U.S. History II
- HIST 2381 African-Amer. Hist. I & HIST 2328 Mexican-Amer. Hist. II
- HIST 2301 Texas Hist. & any Amer. Hist. (60 Core) course listed here.

Creative Arts (50) Core

1 course (3 credit hours)

- ARCH 1301 - History of Architecture I
- ARCH 1302 - History of Architecture II
- ARCH 1311 – Intro. to Architecture
- ARTS 1301 - Art Appreciation
- ARTS 1303 - Art History I (Prehistoric - 14th century)
- ARTS 1304 - Art History II (14th century - present)
- COMM 2366 – Intro. to Cinema
- DANC 1305 - World Dance
- DANC 2303 - Dance Appreciation
- DRAM 1310 – Intro. to Theatre-Theatre Appreciation
- HUMA 1311 - Mexican-American Fine Arts Appreciation
- HUMA 1315 - Fine Arts Appreciation
- MUSI 1306 - Music Appreciation
- MUSI 1310 - American Music

Additional Communication (90) Core

1 course (3 credit hours)

- SPCH 1311 - Intro to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1321 - Business & Professional Comm.

Additional Language, Philosophy and Culture (90) Core

1 course (3 credit hours)

- ARAB 2311 - Intermediate Arabic I
- ARAB 2312 - Intermediate Arabic II
- CHIN 2311 - Intermediate Chinese I
- CHIN 2312 - Intermediate Chinese II
- ENGL 2322 - British Lit. I: Anglo Saxon-Neoclassical
- ENGL 2323 - British Lit. II: Romanticism to Present
- ENGL 2327 - American Lit. I: Precolonial to Romantic
- ENGL 2328 - American Lit. II: Realism - Present
- ENGL 2332 - World Lit. I: Antiquity thru Renaissance
- ENGL 2333 - World Lit. II: Neoclassical to Present
- ENGL 2341 - Forms of Literature
- ENGL 2351 - Mexican American Literature
- FREN 2311 - Intermediate French I
- FREN 2312 - Intermediate French II
- GERM 2311 - Intermediate German I
- GERM 2312 - Intermediate German II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- HUMA 1301 – Intro. to the Humanities I
- HUMA 1302 – Intro. to the Humanities II
- HUMA 1305 – Intro. to Mexican-American Studies
- HUMA 2319 - American Minority Studies
- HUMA 2323 - World Cultures
- ITAL 2311 - Intermediate Italian I
- ITAL 2312 - Intermediate Italian II
- JAPN 2311 - Intermediate Japanese I
- JAPN 2312 - Intermediate Japanese II
- LATI 2311 - Intermediate Latin I
- LATI 2312 - Intermediate Latin II
- PHIL 1301 – Intro. to Philosophy
- PHIL 1304 – Intro. to World Religions
- PHIL 2303 – Intro. to Logic
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II

BSN Prerequisite & Core Courses (30)
BSN NURS Courses (30)
Total Credit Hours for BSN Degree (120)

All prerequisites course must be completed with a grade of "C" or better prior to enrollment.

Dual Credit and Advanced Placement Credit:

Credit, through High School Dual Credit or Advanced Placement Credit by documented Military Medical Service and Training through Military Transcripts, may be awarded. However, testing policy states that a "CR" credit for exam cannot be counted towards your composite score for ranking since there is no letter grade present.

Alamo Colleges District Center of Student Information (CSI) awards all transferrable credit. 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 not be** considered for admission. After this review, qualified transfer students are admitted on a space-available basis.

Course regulations student must meet:

- degree requirements for the selected option.
  - Non nursing course requirements must be completed by **Generic track students prior to entering Level IV semester**
  - Non nursing course requirements must be completed by **Career Mobility students at the end of Level II semester.**
  - Non nursing course requirements **for the BSN program must be completed by the third semester.**
- possess functional psychomotor sensory skills and demonstrate intellectual and emotional stability during the entire course of the program. (*See Program Requirements: Functional Capabilities pg. 38*)
- exhibit math proficiency through medical calculations examination in each clinical course.
- maintain immunization requirements for admission and during the course of the program. **Submit copy of updated flu and TB vaccinations (annually) to Nursing Dept.**
- maintain American Heart Association CPR & BCLS certification during the course of the program. If renewal is required during the program, submit a copy of new card to the Nursing Dept.
- follow departmental and course requirements.
- **For BSN candidates only**: Texas Board of Nursing licensure with no restrictions or disciplinary actions.

Each student must meet ongoing College and Departmental Policies

- Policies are published in variety of sources, to include the College e-catalog, Nursing Department Website, and the Nursing Student Handbook.
- Knowing what is required to successfully complete the degree program and clear communication with faculty and administration helps facilitate decision making. The website for San Antonio College Nursing Department has become a great communication tool. As you go through this manual you will find references to information available on the website, here is the link to refer to https://www.alamo.edu/sac/academics/program-index/nursing-education/nursing/
- Remember, all students have access to the Internet–in learning labs, college library, local

libraries, and individual personal computers.

- Each nursing course utilizes Canvas via the internet and Alamo Colleges Educational Services (ACES) as a method to distribute information.

Application Filing Periods

Associate Degree tracks:

Official period for FALL semester admission: November 15 – February 15

Official period for SPRING semester admission: June 1 – August 31

Official period for SUMMER (Career Mobility ONLY) admission: September 01 – November 30

BSN Degree track:

To start in Fall semester, students would apply January 15 – July 31

To start in Spring semester, students apply August 15 – December 31

Admission Requirements of Selected Candidates

Initially, notification letters will be sent to the personal email address provided on the Nursing application. All subsequent emails will be sent to ACES email address (@student.alamo.edu). It is the responsibility of the applicant to maintain appropriate contact information at all times.

After the applicant is notified of ***conditional acceptance*** by the Department of Nursing, the candidate must:

1. accept or decline invitation to Nursing program by the given deadline. Failure to respond by deadline will result in candidate losing their spot.
2. candidate must complete and submit the admission packet items before the indicated deadline. To complete health and safety requirements, students will be required to create an account in CastleBranch. Instruction to creating an account will be in the admission packet. MyCB is a secure, online platform that allows students to order a drug test and set up your medical document manager. Students are responsible for the purchase any purchases reg. Once you have placed your order at mycb.castlebranch.com, you will use your login information to access your MyCB account to upload and maintain requirements. The document manager will house all of your immunizations, licensure and certifications. The platform includes an iPhone App for those with Apple devices. Instructions are below.

   Once all required documents are submitted within the time frame given the **conditional** accepted candidate will have a **permanent file initiated to include proof of current:**

   - **Immunizations** required for admission into the program (Please see immunization requirement page)
   - **Photocopy of the applicant's current American Heart Association Health Care Provider level BLS card.** The expiration date of the card must not occur before the end of the first semester of potential entry to the Nursing Program.
   - **Documentation of the applicant's personal healthcare insurance coverage** such as a photocopied insurance card.
   - **Associate Degree Applicants only: Clear FBI background check This process will begin with the Nursing Department submitting you name to the Texas Board of Nursing (TX BON).** Once you name is submitted, correspondence will be between the student and the TX BON. *(SEE DECLARATORY ORDERS PG. 37-38)*

- **Applicants for the BSN program track need the above requirements as well as submit:**
    - **Photocopy of Texas Board of Nursing RN Licensure**
    - **Copy of official transcripts and all official transcripts need to be sent to Admissions and Records**
    - **One Letter of recommendation**
    - Proof of completion at an Associate Degree in nursing from a regionally accredited institution of higher education that is accredited by a national nursing accrediting agency or a Diploma in Nursing from an institution that is accredited by a national nursing accrediting agency
    - Licensure- All applicants must have a current, unencumbered Texas or an Enhanced Nurse Licensure Compact RN license to begin the program.

3. **Failure to notify program of previous enrollment to the San Antonio College Department of Nursing Education nursing tracks or in another nursing program will disqualify the application for admission.**

It is the student's responsibility to maintain copies of any documentation needed throughout their time in the Department of Nursing Education program. It is departmental policy that the nursing staff is not permitted to release or make copies of any documentation submitted in their packet.

NOTE: *Incomplete applications will not be considered. Submitting incomplete, misleading, or fabricated information on the student admission application or any admission document is reason for dismissal of the student from the nursing program at the time the breach is discovered. Students must retain original copies of all documents submitted as part of the application packet.*

IMMUNIZATION REQUIREMENTS

The Department of Nursing Education requires compliance with the Centers for Disease Control (CDC) immunization schedule for health care workers and our partnering clinical facilities. Please go to the following link for more information: https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html. 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 test **yearly.** In the event a student has tested positive on TB test, an X-ray is required and is good for 2 years**.**

Prior to admission into San Antonio College Department of Nursing students must submit verification of immunization for: Meningitis, Influenza, Hepatitis B series, MMR, Varicella, Tetanus and Diphtheria (Td).

To complete health and safety requirements, students will be required to create an account in CastleBranch (CB). Instructions to creating an account will be in the admission packet. MyCB is a secure, online platform that allows students to order a drug test and set up the medical document manager. Students are responsible for all fees associated with CastleBranch.

Uploading required documentation to CastleBranch:
The most efficient way to upload information is to scan the document as a pdf file. Please note when uploading the photo/file must be clear and legible, or it will be rejected by CastleBranch.
To upload the corrected information submitted, you must include all pages together for that item. For example, if you are submitting your MMR 2 series shot record and it is not listed on the same page, both pages need to be uploaded together or that item will be rejected.

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.

Many of the community area hospitals and extended care facilities are mandating that nursing students show proof of vaccinations. If the student is not vaccinated, the clinical site may deem the student as ineligible for clinical rotation where he/she may not be able to complete the clinical requirement and therefore will not be able to complete the nursing program requirements required by the Texas Board of Nursing.

CARDIOPULMONARY RESUSCITATION (CPR & BCLS)

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. 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.

HEALTH INSURANCE

All Nursing Students must provide proof of health/medical insurance such as Medicaid, Medicare, and Spouse/Parent/Employer Coverage/Insurance. In case you encounter an accidental needle stick while attending clinical, your insurance should cover an emergency room visit. Insurance through the Affordable Care Act is acceptable insurance.

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.

BACKGROUND CHECK

The Texas Board of Nursing determines eligibility requirements for applicants for the initial licensure by examination. Background Checks according to the Texas Board of Nursing regulations are required prior to admission. All Nursing Students must provide a clear background check or submitted a declaratory order to the Board of Nursing prior to starting the nursing program.
If any criminal behavior occurs post entry into the Nursing program, you are required to file a Declaratory Order petition immediately with the Texas Board of Nursing. Students are encouraged to refer to the Texas Board of Nursing website to ensure the most up to date information. If at any time during enrollment in the nursing program the student's eligibility status changes with the BON where they would need to submit another Declaratory Orders to the board, the student must notify the Associate Degree Nursing Department Chair immediately. Failure to do so could result in dismissal from the nursing program. Do not wait until prior to graduation. *See Declaratory Orders on pages 36 and 68.*

BSN PROGRAM REQUIREMENTS

- ***Texas Board of Nursing RN license***
  All RN-BSN nursing students will need to submit a copy of their license to the nursing office.
- ***Official Transcripts***
  All course work needs to be documented in official transcripts from all institutions attended. **Official school transcripts** must be submitted to San Antonio College Office of Admissions and Record to become part of your official student school record. The nursing department requires a copy for departmental records.
- ***Letters of Recommendation***
  One letter of recommendation on the agency letterhead is required as part of the admission and application process. One letter should be from a previous instructor and the other should be from a current employer.

NEW STUDENT ORIENTATION

Prior to beginning the program, it is **mandatory** that new students attend the new student orientation program. The orientation provides an opportunity for students to attain information specific to the nursing department**. Failure to attend the new student orientation will result in your termination from San Antonio College nursing program.**

New Student Orientation Post Test

To assess and evaluate student understanding of the policies specific to the department, students are required to take a new student orientation posttest the day of orientation. Students must score an 80% or better prior to starting the program.

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 Handbook is available online at home through the SAC Nursing website. However, the test needs to be completed at the nursing computer lab. Each student is required to participate in this orientation **once per year.** At the beginning of each semester, the computer lab designates for the first 6 weeks testing from 1pm -2 pm. **Students with a score of 85% or better 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 each day missed**.**

DECLARATORY ORDERS

The Declaratory Order process permits the Texas Board of Nursing (BON) to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. The student 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 the 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 (Nurse 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. A Texas Board of Nursing (BON) background clearance is mandatory for all nursing students in the Nursing Department.**

Please note:

A background check prior to admission into the nursing program is required. In addition, local health care agencies 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.)

FUNCTIONAL CAPABILITIES: A PROGRAM REQUIREMENT

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. Students are required to meet these basic functional capabilities in order to be accepted into the program.
It is assumed that an applicant or a student enrolled in the Department of Nursing Education will be able to independently:

1. Physical Functioning abilities
   - 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 by independently reading, writing, and reasoning, understanding logic, and asking questions for clarification.
   - 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.

Academic Course Policies

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.

- 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 will incur a 10% deduction per day up to 5 days. Assignment not accepted after 5 days.**
- 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) tardies equal one absence**.
- A student who has accumulated absences equivalent to **2 weeks** in a semester of instruction prior to the College's official withdrawal date may be dropped from the course.

ELECTRONIC SYLLABUS

The college's required information for each course and instruction credentials is accessible through Concourse.

EMAIL

Instructors will post information via Canvas and email. ALL students have an email address through ACES account. Check your ACES email periodically for communication from the Nursing Department office and official school postings. It is your responsibility to check your email daily for updates and/or other communication.

PATIENT CONFIDENTIALITY

To ensure confidentiality, patient names or identifiers should be removed from submitted work. [Use of a number or use the phrase "the patient"]

ASSIGNMENTS

Students must follow published criteria or rubric.

When using citations from journal articles the following criteria should be met:

- no more than five years old or be identified as a *classic or seminal document*
- contain a bibliography written in APA format

Acceptance of late assignments will incur a 10% deduction per day up to 5 days. Assignment not accepted after 5 days. Each course establishes written work to be submitted for grading.

COURSE INFORMATION

Faculty is responsible for posting pertinent communication to students on Canvas and will post clinical course information prior to the beginning of class. **Students are responsible for checking ACES and Canvas for information pertinent to the course and the Department of Nursing Education.**

TESTING POLICIES

Delivery method of all exams administered are computer-based testing in order to adequately prepare for the NCLEX method of testing and to adhere to best practice.

Computer Lab Testing Rules

1. When entering the room, do so in a quiet and respectful manner. Others may still be testing.
2. You will be randomly assigned to a computer station.
3. Computer privacy screens are NOT to be removed.
4. Personal belongings should NOT be brought into the testing room.
5. No cell phones, smartwatches, Fitbit or other web interface devices can be on your person. Place them with your personal belongings.
6. Cell are to be placed at the front of the testing room. **They must be off**.
7. No caps or hoodies are to be worn during testing.
8. No headphones, especially Bluetooth are to be worn during testing. Use headphones provided in the lab for "noise reduction."
9. No food, drinks, gum, candy or lip balm are allowed around the testing computers. Keep covered drinks in the front of the room. No eating or drinking by the computer.
10. The only calculator to be used in the testing room is the one on the computer located under the Assessment Navigator key.
11. A blank sheet of paper and a pencil will be provided. You must turn in the paper at the end of the exam.
12. No other papers can be used in the testing center.

Theory Examinations

All test questions correlate to unit, course, and student learning outcomes.

- A minimum grade of **75 %** is necessary to receive a passing grade.
- There will be **no rounding**.
    - **Department of Nursing Education Grading Rubric:**
        - **100 – 90 A**
        - **89 – 80 B**
        - **79 – 75 C**
        - **74 – 60 D**
        - **59 – 0 F**
- 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 may receive a "0" for the examination grade. The student may request a make-up exam provided that a request is submitted within 24 hours of absence. The student need will be considered by faculty of record and the course coordinator/program coordinator**
- The "0" will be averaged with the student's other exam grades for the course grade.

- Examinations are timed. For each item, 1.5 minutes are allowed per question. Each nursing theory course will have a final exam during the Colleges finals week schedule.
- 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.
- Students that score a 75 or below are **required** to schedule an appointment for remediation of the exam.

Course Final Grade

- A minimum grade of **75 %** is necessary to receive a (passing) course grade. There will be **no rounding**.

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 **MUST** petition the **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."
- If the student is in good academic standing they may petition for an incomplete. The incomplete "I" 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 national standardized tests throughout the curriculum. San Antonio College Department of Nursing Education utilizes ATI standardized examinations in its nursing program. **The ATI examinations are intended to measure, document and track NCLEX-RN readiness. In addition, the ATI assists in evaluating how well the student is retaining essential nursing knowledge and skills for safe practice in the healthcare environment while progressing in the program.**

  There are two types of standardized tests content and concept assessments. These assessments given throughout the entire program measure student's understanding of content. The ATI Comprehensive Predictor Exit Exam predicts the probability of the graduate's success on the NCLEX-RN licensure examination. ATI examinations are standardized similar to the NCLEX-RN examination. The exam data is reported using the NCLEX nomenclature.

  Remediation:

  Students are required to complete the focused review which is an overview of the content missed on the assessment. Points are given for students that complete the focused review that achieve greater than a level 2 on the assessment. If the student did not meet the level 2 on first attempt, it is required the student submit designated hours required for remediation prior to testing.

  Standardized exams are based on foundational knowledge and skill of the nursing curriculum level courses. The material taught to students is sufficient in giving the student enough knowledge and skill to make safe clinical judgments or to utilize their clinical reasoning skills in making practice decisions resulting in safe nursing. The following use of ATI Standardized Examinations apply to students in the Associate of Applied Science Nursing Degree Program at San Antonio College.

- Faculty will explain ATI assessments and scoring of individual student performance as part of the course grade.
- Course grading summaries require a signature of understanding indicating the student is aware for grading.

ATI STANDARDIZED EXAMINATIONS

ATI examinations, proctored or customized will be administered in all Concept-based Curriculum (CBC) levels for both Generic and Career Mobility tracks. ATI exams provide a guideline range as to the proficiency level achieved by the student. The ATI examinations will be administered and students achieving less than a **Level II (2) proficiency** are **required** to remediate for the examination to be administered a second time. See below for details of level proficiency grading policy for ATI CBC Assessment Grading and required assessment remediation.

ATI Concept Based Curriculum Grading Scale

Level Achieved	Grade Score Achieved	Proctored Retake	Remediation	Points Gain for Remediation Completion
Level 3	90%	Optional	1-hr completion ATI remediation with Active Learning Template complete for each topic below 60%	Additional 10 pts. Grade = 100%
Level 2	80%	Optional	2 hours completion ATI remediation with Active Learning Template complete for each topic below 60%	Additional 10 pts. Grade = 90%
Level 1	0%	Mandatory	**Required minimum 3 hours completion** ATI Focused Review with Active Learning Template completed for each topic below 60% **AND** ATI Proctored Retake	Upon retake AND required remediation Grade = 70%
Below Level 1	0%	Mandatory	**Required minimum 4 hours completion** ATI Focused Review with Active Learning Template completed for each topic below 60% **AND** ATI Proctored Retake	Upon retake AND required remediation Grade = 60%

ATI Practice Assessments

Practice A and B are to be given at least 4 weeks prior to the actual assessment. Based on the practice scores, the student is required to complete focused review hours

Practice Score	100-85%	85-70%	69-50%	Below 50%
Number of Hours Remediating	1	2	3	4

*For remediation it should be highly recommended that students complete the active learning templates to prepare for actual examination but not required.

ATI Proctored Assessment Remediation

Based on the level score, the student will be required to complete hours of remediation and active learning templates based on their individual score.

Level Earned	Hours of Focused Review with Active Templated Required
Level 3	1
Level 2	2
Level 1	3
Below level 1	4

All ATI Proctored assessments should be administered when at least 75% of the content has been covered in the course.

ATI COMPREHENSIVE EXIT EXAM[REM1] ***(updated 09/29/2023)***

The **ATI Comprehensive Predictor Exam** is an assessment that provides a probability score to the student indicating how successful the student may perform on the NCLEX – RN licensure examination. The higher the score, the greater the likelihood the student will pass on first attempt for the NCLEX-RN. The examination is scheduled in the last level of the Generic or Career Mobility track.

All Associate of Applied Science in Nursing students in their last level will have an opportunity to take a practice assessment to identify gaps in nursing knowledge. All students completing the ATI Comprehensive Predictor have a goal of achieving the national average of 92%. Should the student not achieve a 92% or greater score on the Predictor, the results identify the student's strengths and weaknesses of areas needing further review. To assess for improvement, a second opportunity is given to retake the Comprehensive Predictor Exam and score a 92% or greater. Should the 92% or greater score not be achieved, the student is required to work with the faculty to provide faculty developed/guided remediation. The overall goal for the assessment is to gauge for readiness on the NCLEX-RN and provide additional review.

Three-Day Live Review

The San Antonio College Department of Nursing Education arranges a **three (3) day** live review **and all graduating students are required to attend**. The three-day live review is a program requirement for each graduating student to attend the **entire** 3- day program. The live review is an added tool to aid in the student's success of passing their licensure exam.

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.

CLINICAL/LAB COURSE EVALUATION

A minimum grade of **75 %** is necessary to receive a (passing) course grade. There will be **no rounding** to 75% minimum grade. Each clinical course has a co-requisite theory course that requires a successful achievement of a 75% or greater to be able to pass both courses.

DEFINITION OF CLINICAL DAY:

- Most commonly there are 12 hours in a clinical assignment which can be
  - 2 days of 6 clinical hours per day **OR**
  - 1 day of 12 clinical hours
- There are two other clinical track assignments that differ.
  - One, for RNSG 1161, is 4 hours in length
  - The other, for RNSG 1263, is 8 hours in length.

** Absence/tardiness for RNSG 1161 and RNSG 1263 will be evaluated individually

Students are expected to attend all clinical assignments.

TARDY POLICY

1. First tardy
   a. All CETs have the following criteria under Member of Profession – "Complies with professional appearance and behaviors in accordance with school, hospital and departmental policies and procedures."
      - If the student notifies the instructor prior to the scheduled start of clinical, -2 points from this criterion.
      - If the student does not notify the instructor prior to the start of clinical, -5 points from this criteria.
      - Between 30 minutes – 2 hours late – a 10% reduction per hour or any part thereof.
2. Second tardy
   a. Same as first tardy.
   b. In addition, the student must write a 1-page, APA format paper with 1 U.S. nursing journal reference on professionalism/attendance due before the next clinical day. If the student does not submit the paper before the next clinical day they will receive a 0 for their daily grade for the day the tardy occurred.
3. Third tardy
   a. Loss of 50% of their daily grade.
   b. Must write a 2-page, APA format paper with 2 U.S. nursing journal references on professionalism and/or attendance due before the next clinical day. If the student does not submit the paper before the next clinical day they will receive a 0 for their daily grade for the day the tardy occurred.
4. Fourth and subsequent tardiness
   a. Same as third tardy.
   b. Must also meet with instructor and director to discuss plans for remediation and penalties for future tardiness.

LEAVING EARLY

1. If leaving within 3 hours of start of clinical – counted as an absence
2. 1st occurrence
   a. 10% reduction of grade per hour or any part thereof.
3. 2nd occurrence
   a. Same as 1st occurrence
   b. Must write a 1-page, APA format paper with 1 U.S. nursing journal reference on professionalism/attendance due before the next clinical day. If the student does not submit the paper before the next clinical day they will receive a 0 for their daily grade for the day the tardy occurred.
4. 3rd occurrence
   a. Same as 1st occurrence, with grading starting at 50% instead of 100%.
   b. Must write a 2-page, APA format paper with 2 U.S. nursing journal references on professionalism/attendance due before the next clinical day. If the student does not submit the paper before next clinical day they will receive a 0 for their daily grade for the day the tardy occurred.
5. 4th and subsequent occurrences
   a. Same as 3rd occurrence
   b. Must also meet with instructor and director to discuss plans for remediation and penalties for future occurrences of leaving early.

- A student absent from clinical/lab will receive a grade of zero ("0") for the day. In addition, the clinical course has 2 grades that are used to evaluate the student each day of clinical. The focus activity grade is course work that is aligned with the objectives, concept, and patient focus for that day. The clinical performance grade is based on the student's efforts made during clinical to provide care for the patient selected. Therefore, if a student is absent a zero for both clinical performance and the clinical focus activity is given.
- Students will only be allowed to have 2 excused absences with a provider's excuse for an alternative assignment.
- Any absence above the 2 excused will receive a zero for the clinical day
- A student who will be late or absent should call the instructor of record at most 30 minutes prior to the beginning of the clinical/lab day.
- Students will receive a daily/weekly grade.
- A violation of Minimum Safe Standards will result in a grade of zero ("0") for that clinical/lab day. Students are expected to respond to the instructor's request for conferences regarding performance.

The grade for alternative clinical/lab 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 **will** schedule an appointment with the instructor of record to review the clinical/lab evaluation.

EVALUATION OF TEACHING EFFECTIVENESS

The instructor is evaluated at the end of the course via college survey sent to student email by District office.

GRADING POLICIES FOR RN-BSN PROGRAM

Consistent with the ADN grading policies, the RN-BSN follows the same expectations for testing, grading, and clinical.

Grade Range	*Letter Score*
100-90	A
89-80	B
79-75	C
74-60	D
59-0	F

There is no rounding in the program. A minimum grade of **75 %** is necessary to receive a (passing) course grade. There will be **no rounding**.

For course grades less than a C, student is required to repeat the course. In order to prepare our graduates for lifelong learning, it is recommended that the student maintain an overall grade point average of a 3.0. No more than **five (5) interruption points** can be earned for unsuccessful course achievement within the BSN nursing courses. If a student earns more than **five interruption points**, they are **academically dismissed** from the program.

SUMMARY OF PROGRESSION GRADING POLICY

For all program tracks, students must attain the following to progress to the next course:

- a minimum theory grade of 75%
- a minimum clinical grade of 75%

➢ For ADN STUDENTS in addition to the above mentioned:

- a minimum pharmacology math grade of 90% [only one retake permitted] (Math Proficiency). However, in level 1 generic and career mobility, students will receive a math test grade for the introduction of pharm math. Subsequent semesters students will follow the math proficiency guidelines.
- pass course-identified Clinical Skills competencies (Skills Performance Evaluation).
- Once a final exam is taken a student **cannot** petition to withdraw from a course.

PROCESS OF REMEDIATION:

1. A student who scores below a 75% 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 course exams
   - Content review
   - Time management / Review of study habits
   - Mentoring with faculty member
   - Completion of course objectives/student learning outcomes
   - Read and review the required course books
   - Student/faculty weekly conferences with documentation
   - ATI activities and practice exams **/** Case Studies

Conduct and Discipline

ETHICS AND STUDENT BEHAVIOR

San Antonio College subscribes to an Academic Honor Code that requires honesty of the individual and the reporting of dishonesty in another. The Department of Nursing requires the highest level of integrity in all student actions. Any nurse or student nurse capable of dishonesty is also capable of endangering patient well-being. It is required that students will maintain the integrity of exams administered in the Nursing program and that students will perform their own work. **Any act of plagiarism or academic dishonesty is and will be grounds for dismissal**. The student is also expected to maintain confidentiality of patient information. It is understood that the discussion between students and instructor regarding the patient 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**.

EXPECTATIONS OF STUDENTS:

Nursing students are expected to:

- use recommended learning activities to prepare for class and clinical.
- be active and 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.
- fully participate in reflective practice and reflective journaling.

PHOTO ID AND SAC NURSING EMBLEM

- The SAC Photo ID is to be worn at all times while in the student role including clinical hours and while collecting data.
- The SAC Nursing embroidered emblem should be worn on the left chest of uniform and two inches below the shoulder seam of the left sleeve of the lab warmup jacket. The SAC Nursing embroidered emblem can also be placed 5 inches below the mid-clavicular line on the left side of the chest.
- The uniform with the SAC Nursing embroidered emblem 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.

DRESS CODE POLICY:

The interpretation of dress of a San Antonio College student made by healthcare agency staff, patients, and residents of the healthcare agencies represents the college, student, and nursing profession. The following guidelines are addressed to facilitate appropriate professional attire at all times while the student is in the classroom, lab, and in community healthcare agencies assigned.

Classroom Attire and Decorum:

San Antonio College Department of Nursing Education Program is a professional nursing program and development of professional demeanor for presentation is a part of attaining the Board of Nursing Differentiated Essential Competencies (DEC) Standard as member of the profession. Clothing worn to classes at San Antonio College may range from dressy to casual. Fashion excesses must be avoided. Tight clothing, hats, pajamas, offensive/obscene sayings on clothing, etc. are not appropriate. Use of perfume and cologne in excess is inappropriate since others may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.). Unclean, unkempt appearances and unpleasant body or breath odors are not acceptable. This also includes the odor of tobacco products. Students enrolled in the San Antonio College Department of Nursing Education program are expected to observe the following guidelines for classroom behavior. Street clothes (collared shirt) may be worn to clinical agencies in certain circumstances (e.g., Mental Health Nursing units, healthcare agencies and data collection). Student name tags must be visibly worn at all times while at the facility site.

Students not in compliance with dress code policy may be asked to leave the learning environment.

1. Cell phones and other devices capable of producing sound must be on mute or vibrate. No audible beepers in class.
2. Professional behavior includes students notifying the faculty when audio taping the lecture.
3. Neither children nor pets may be brought to classes. Children must not be left unattended in any area in the school.
4. Students are expected to be seated by the designated starting time for class. If late or missing lecture, it is the student's sole responsibility to receive missed lecture content from peers.

San Antonio College Clinical and Simulation Attire

Guidelines for professional attire:

Students arriving to the clinical agency **must** be in compliance with the dress code policy, including color badges indicating level status as: Red – beginner, Yellow – intermediate, and Green – advanced.

The dress code guidelines, as described under clinical attire, apply to students when they are assigned to hospital or simulation activities. When in simulation laboratory to practice skills, the **black** uniform jacket must be worn over **non-uniform clothing**.

The uniform that will be used throughout the nursing program consists of a white top, black bottoms, and black shoes. Should a jacket be purchased it must be black and NOT worn in patient care areas. Adherence to full uniform dress code is expected at all nursing department functions **inclusive of the Pinning Ceremony.** Uniforms should be clean, neat, and professional reflecting the high standards of the nursing program. The student uniform requirements should follow what has been provided to them by the admission secretary or be equivalent to the following:

WOMENS TOP - White	***Item#***	**MENS TOP - White**	***Item #***
Cherokee Infinity	*2624A*	Cherokee Infinity	*CK910A*
Dickies Dynamix	*DK730*	Dickies Dynamix	*DK610*
Cherokee Revolution	WW620	Cherokee Revolution	WW690
WOMENS PANT - Black		**MENS PANT - Black**	
Cherokee Infinity	1123A	Cherokee Infinity	CK220A
Dickies Dynamix	DK130	Dickies Dynamix	DK110
Cherokee Revolution	WW120	Cherokee Revolution	WW140
WOMENS WARM UP JACKET - Black		**MENS WARM UP JACKET - Black**	
Cherokee Infinity	CK370A	Cherokee Infinity	CK332A
Dickies Dynamix	DK310	Dickies Dynamix	DK310
Cherokee Revolution	WW310	Cherokee Revolution	WW320
Larger Sizes Available at An Additional Cost than the XXS - XL			
EMBROIDERED LOGO		Purchased through specified vendors	

- Student ID will be worn at all times while on the property owned or under the control of San Antonio College and in the clinical setting. Student ID will be clearly visible; it is required to be placed on the upper chest.
- The SAC Nursing embroidered emblem needs to be completed by specified vendor sent to accepted students by the admission secretary.
- Plain **white** undershirt or **white** turtle neck shirt may be worn under the scrub top. No writing, pictures, graphics or logos may be worn on or under uniform clothing.
- Hair needs to be up and off the collar.
- Undergarments should be worn and not conspicuous. White socks are acceptable with pant style uniforms.
- Uniforms must be properly fitted to size; **pants do not touch the floor**. **No jogger style pants allowed**.
- **No** sweaters, hoodies, **jackets**, etc. are to be worn while in delivery of patient care.
- All jewelry is not permissible in clinical. 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**
- Skirt length will be no shorter than the middle of the knee or longer than 4" below the knee. White hosiery must be worn.
- Shoes should be black, conservative, closed toe and non-porous. Black leather athletic shoes may be worn. Shoes should be clean and in good condition, with clean black shoelaces without attachments. No slip-on clogs or crocs.

- Plain black socks are to be worn. Decorative hosiery, pom-pom attachments, etc. are **not** acceptable.
- Jewelry should be conservative and limited to school or service pins, a wedding band, and small stud earrings (no more than one in each ear lobe is acceptable). Visible piercing in any other site while in clinical is unacceptable (including but not limited to tongue, lip, eyebrow, and nose). Ear gauges/disk **must** be **removed** during clinical and lab time. Additionally, all students are expected to have a watch with a second hand. Bracelets, large or dangling earrings, and large or long necklaces are not acceptable. Both professionalism and safety should be considered when selecting and wearing jewelry.
- Visible body art should be **covered** and all visible piercing items must be **removed**.

***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 an

UNACCEPTABLE

presentation for clinical

PERSONAL HYGIENE

Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are unacceptable. This includes the odor of tobacco products.

- Hair should be neat, clean, dry, and worn in a conservative style. Long hair must be restrained, so that the hair does not come into contact with patients. All hair must be out of the students face, hair that hangs below the collar should be pulled back and off the collar.
- Mustaches and beards should be clean and trimmed within ¼ inch of facial skin; otherwise face must be clean shaven.
- *Artificial lashes (permanent, semi-permanent or strip-lash) are not allowed during the clinical/lab day.*
- Use of perfume and cologne is inappropriate since patients may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.).
- 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.
- Artificial nails are not allowed during the clinical/lab day.

Individual healthcare agencies may determine further dress code requirements at their discretion.

PERSONAL BUSINESS

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

- Using the facilities' phone/fax. (Students are not to use the facilities to make copies or to transmit material.)
- Using personal cellular phones/pagers/tablets

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

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 patients during the clinical assignment.
3. Make decisions about patient care when failure to make that decision would endanger the patient.
4. Maintain communication that promotes continuity of patient 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 patient(s) is required to provide safe patient care.

9. Maintain vigilance toward patient, agency, and/or staff needs.
10. Report and transfer care when leaving unit.
11. 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.

HEALTH ISSUES

In emergency situations 911 will be called. 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 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. Follow-up will be done by the student's personal Primary Care Provider (PCP) and a certificate of clearance must be turned in to the course instructor before the student is allowed to return to clinical.

Student absence due to a health treatment, procedure, delivery of infant, etc. will **require a release from a medical physician** to return to the classroom, lab and/or clinical without accommodations and/or limitations.

HOLIDAYS

The nursing program observes the Alamo Colleges District calendar for holidays and school closures.

Academic Progress

CLASS OFFERINGS

Content is the same for all sections within a course. Currently, *the program does not offer any evenings. Generally*, day classes with clinical laboratory begin between 0630-0645, two (2) days a week. There are variances for some courses, usually clinical days consists of six (6) hours two (2) days per week or twelve (12) hours one (1) day per week. Some clinical sections may meet on Saturday or Sunday. The hours per clinical day vary according to the course and semester hours.**

The lecture hours also vary. The didactic classes may begin as early as 0800.
****Please be advised that clinical hours and sites may change from what is posted in the catalog; due to availability of clinical sites allowed by clinical partners in healthcare agencies and faculty in a given semester**.

INSTRUCTIONAL MATERIALS AND TEXTBOOKS

The required/recommended e-textbooks and textbooks are listed on each course's syllabus. You may select to purchase the required textbooks from several options made available to you. At the new nursing student orientation, a textbook list will be distributed to you as well as options to purchase the text.

It is the student's responsibility to purchase course textbooks indicated in the course syllabus.

- Should any additional text be required that is not listed, it is the student's responsibility to purchase.

When purchasing books:

- Buy books listed as required or recommended for the level enrolled.
- Additional books are available, but not required, to use as reference material to facilitate understanding of a particular subject such as Care Plan books, study guides, and other medical/surgical books.

Disclaimer: The San Antonio College Nursing Department strives to prepare students for successful outcomes on licensure examination and advancing nursing practice, the curriculum committee meets regularly to modify program as needed. For this reason, the list of required books is subject to change.

INSTRUCTIONAL EVALUATION OF TEACHING EFFECTIVENESS

At the end of the course, students from all program tracks are given a opportunity to evaluate instructional methods via email survey. The college generates course specific surveys to assess and evaluate what was effective or not for future coursework.

In addition, the department offers students in the last semester to evaluate the overall program preparation received and how well it prepared them to meet the program outcomes.

ADVISEMENT WITHIN THE NURSING PROGRAM

All students enrolled in the Department of Nursing Education will be advised by the embedded nursing advisor. Communications between the embedded advisor and student is important to facilitate progress through the program and assist with problems arising throughout the semester. Contact your embedded advisor for questions related to course selection, progression, and available resources**.**

Academic advisement of nursing students will be a shared responsibility among faculty. **It will be the student's responsibility to contact a faculty 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 Nursing Department Office to initiate an application for re-entry.
- Students will be instructed to also **meet with the section faculty advisor** as part of the re-entry process. The faculty advisor must sign the re-entry form.
- When meeting with the student, the faculty advisor will discuss the implications of re-entry and the interruptions points.
- **The student will return the completed form to the Nursing office**.

Should the student have a failure or some other reason for an academic hold to be placed on the records, that hold will remain in place until advisement has occurred. **This means registration for the next nursing courses cannot happen until completion of the advisement process.**

PROGRESSION IN THE NURSING PROGRAM

Each course has specific requirements that are detailed in the syllabus. In order to progress through the program, it is necessary that **all course specific requirements are achieved**. Students are expected to attend all theory and clinical sessions of the nursing program. Specific absence policies are outlined under attendance policy located on pages 29 and 52.

The curriculum of the **ADN** and **BSN** program is **sequential**; therefore, a student must achieve a grade of "C" (a "C" equals a 75 - 79) in **each nursing course** to receive credit for the course and progress to the next sequential level of courses. Failure of a nursing course requiring co-requisite enrollment will require repeating both the failed course and the required co-requisite course. Failure of a course that is a co-requisite equals failure in the course co-requisite.

Students must take all required external examinations as scheduled by the all program tracks department in order to progress in the program. DSS (Disability Support Services) special accommodations are available. Student exam schedules are arranged by the department faculty only. In order to qualify for DSS services, the students should seek further information from the DSS services regarding process. Once services are approved, the student is scheduled for the assessment first with the instructor, get DSS form signed, then go to the DSS services to submit and set appointment for examination. Once this is done, the student needs to consult with Richard Diaz in the Nursing department to notify of examination time and date. All parties need to be involved in the process. It is the responsibility of the student to ensure that all appropriate documentation is submitted.

Students are required to remain **continuously** enrolled in the Associate Degree nursing program.

Students who withdraw from the Associate Degree Nursing Program for any reason must abide by the withdrawal policy of the college as stated in the catalog and student handbook.

There are standards required in every course for progression which are:

Standard 1 Math Proficiency

Math proficiency is a standard that will be evaluated in the clinical courses. Students must make a grade of **90% or higher** on the pharmacology math examination with only **one** retake option. If the student is unsuccessful in retake of pharmacology math exam, student will withdraw from the clinical course if he/she is still in the course after the drop date.

Standard 2 Course/Co-requisite

When initially attempting nursing courses, the student must take level theory course and clinical course as a co-requisite*. *Co-requisite course is defined as: "A formal course of study required to be taken simultaneously with another" Merriam-Webster Online www.merriam-webster.com/dictionary. When a student is unsuccessful in a co-requisite course, the student must retake both level courses identified as co-requisites together to progress to the next program level. For example: If a student is unsuccessful in RNSG 1430 the student will have to retake RNSG 1430 and its co-requisite course RNSG 1161.

Level One

**RNSG 1430: Health Care Concepts I

** RNSG 1161: Clinical – RN: Health Care Concepts I

Legend: Indicates these courses are Co-requisites (*) or (**)

Standard 3 Course Drop

The student is allowed to drop any nursing course. However, the co-requisite course must be concurrently dropped.

Standard 4 Course Progression Protocol (ReEntry)

The student must complete both the theory and clinical courses (co-requisites) before the student progresses to the next level. A student is eligible for consideration to repeat courses in which they were unsuccessful one time only.
Ability to repeat the required courses is dependent on:

1. Written request submitted to the nursing main office of 378 E.
2. Based on space availability
3. No civility violations
4. Meet with Program Coordinator or designee to develop remediation plan prior to enrollment
5. Successful completion of remediation plan by specified date

If the student is unable to attend the next sequential semester, student will have to reapply to the program as a new student.

Student will abide by curriculum requirements of the program according to the date of semester that courses are being repeated.

Students who have been out of the nursing program for more than one semester must reapply as a new applicant to the ADN program and begin the program from the first semester. The application will be considered in the applicant pool to the class in which they are seeking admission.
Applicants selected for re-admission will abide by admission and curriculum requirements of the program according to the date of admission. These requirements will take precedence over the requirements under which the student first entered the program. Readmission to the generic program is limited to one time only.

Standard 5 Theory Final Grade

The Course final grade is based on percentages allocated by the faculty of the course and are published in the course syllabus.

The final grade in the theory course includes the following learning activities and evaluation methods:

Unit exams

Final Exam

Quizzes, Oral Presentations, Written Assignments

Assessment/Standardized Exams

The average final grade should be 75 % or greater with no rounding.

Standard 6 Clinical Final Grade

Successful completion of the clinical course supports the individual's understanding and application of theory co-requisite objectives. Student work supports the clinical final grade including clinical performance and projects. **Failure to achieve a passing grade of "C" in the theory co-requisite will result in a grade less than "C" the clinical course.**

The percentages should be decided and stated in each course syllabus:

Clinical performance
Other Projects

MATH PROFICIENCY

- Students are expected to achieve and maintain pharmacology math skills.
- Traditional calculators may be used for the mathematics examination. **No telephone (cell phone) calculators are to be used.**

For Level 1, during the skill lab course, the instructor will teach math concepts, review common formulas, math conversions, and equivalencies for medication administration. The first math exam will be administered during the semester concurrently with the medication proficiency skill. A pharm math grade will be given as an assignment grade and will not require retake

In Levels 2, 3, and 4, The math proficiency will be administered the second week of clinical. No new math will be taught in the first week.

- **If the student is unsuccessful on the first exam (<90%) the student must meet with the clinical instructor to develop a plan and remediate for meeting the math proficiency requirement.**
- The retake exam will be by the 4th week after the student has completed remediation.
- If unsuccessful with the second attempt, the student will be withdrawn from the clinical and co-requisite course by the instructor.
- The student may administer medications after math proficiency is passed.

ELECTRONIC PORTFOLIO REQUIREMENTS FOR NURSING STUDENTS

Each course must be represented by at least one artifact in your ePortfolio. You may add additional information and or documentation of skills that allow the reviewer to see specific examples of your uniquely personal examples of your preparation for the nursing profession. Be creative in displaying your accomplishments toward gaining marketable skills from the beginning of the nursing program to program completion. Both tracks have a list of required uploads as indicated below.

GENERIC TRACK

LEVEL I – REQUIREMENTS

- **Create your Portfolio in eLumen**
- Professional Photo
- Establish a Personal Profile – Be Creative
- Create a Reflective Journal

Upload a minimum of one of the following:

- RNSG 1430 – The Course Exemplar Presentation
- RNSG 1125 – "Why I Chose Nursing as a Career"; A 2-page Evidence Base Practice Assignment
- RNSG 1161 – Upload the Patient Teaching PROJECT

LEVEL II – REQUIREMENTS

Upload a minimum of one of the following:

- RNSG 1533 – Exemplar Presentation
- RNSG 2362 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level III – Requirements

Upload a minimum of one of the following:

- RNSG 1538 – Exemplar Presentation
- RNSG 1137 – "Professionalism in Nursing Practice; A Personal Reflection" – A 2-page Evidence Base Practice Assignment
- RNSG 2363 – Patient Teaching Project

Level IV – Requirements

Upload a minimum of one of the following:

- RNSG 2539 – Exemplar Presentation
- RNSG 2138 – The "Evidence Base Practice Paper" Assignment (that demonstrates clinical reasoning and evidence-base practice outcomes as the basis for decision-making and comprehensive, safe patient-centered care
- RNSG 2360 – Patient Teaching Project
- ***MANDATORY- Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education***

CAREER MOBILITY TRACK

Level I CM – Requirements

- Professional Photo
- Establish a Reflective Journal

Upload the following:

- RNSG 1424 –
- RNSG 1216 – A 2 -page entry on "Why I Decided to Go Back to Nursing School"
- RNSG 1128 – Students will post a video of one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- RNSG 1263 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level II CM – Requirements

Upload the following:

- RNSG 1533 – Exemplar Presentation
- RNSG 1137 – an assignment from the Communication Concept

- RNSG 2362 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level III CM – Requirements

Upload the following:

- RNSG 2539 – Students will post a video of a Head-to-Toe assessment with one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- RNSG 2138 – Clinical Reasoning paper
- RNSG 2360 – Teaching Project
- ***MANDATORY- Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education***

TIME LIMIT ON NURSING COURSES

Nursing courses are valid for 3 years.
Students must complete the nursing courses within 3 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. There is no transfer credit of nursing courses between tracks.

PROGRAM SCHEDULING /CLASS REGISTRATION

Students will be registered for the nursing courses during the designated time within the college enrollment time frame. While in the Nursing Program, registration for nursing courses is done by the department office personnel. Advisement/mentoring for student success will be by the course faculty for which the student is enrolled. The student in "good-standing" is assured a space in the course, but not assured enrollment in a particular **section** of a course. No class changes cannot be done after the first-class meeting has occurred.
***Class and clinical assignments are subject to change at any time. There are many factors as to why changes must be made.**

DECLARATION

Need for accommodation for religious practices must be disclosed to the personnel of the Nursing Education Department in room NAHC 378.

STUDENTS REQUIRING DISABILITY SERVICES

Under the American Disabilities Act of 1990, San Antonio College Office of disABILITY Support Service (dSS) acts as a point of contact for students with disabilities in need of reasonable and appropriate accommodations for programs at San Antonio College. dSS services are available upon request from the student and accommodations must be supported by documentation supplied by a credentialed or certified person. Students must have services/accommodations approved each semester. The student must initiate contact with dSS by calling to set up an appointment with an advisor at (210) 486-0020 or visiting dSS on the first floor of the Moody Learning Center. After meeting with an advisor, the dSS office will email the instructor of record for the semester. It is the responsibility of the student to complete the necessary steps to make appointments for testing with the faculty, dSS, and the computer assessment facilitator in the Nursing department.
"Letters of Accommodation" to the instructor of record through their ACES email account.

Accommodations cannot and will not be made without "Letter of Accommodation" sent by dSS to the instructor of record.

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.

CURRENT NAME, ADDRESS, EMAIL, AND PHONE NUMBERS

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

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. No accommodations will be made due to the reason of work responsibility.
- 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, name badge, or nursing school uniform as a work uniform during the course of employment.

COURSE WITHDRAWAL

Courses are on a semester basis therefore the **date of withdrawal without penalty** is important.

- It is the student's responsibility to check the College and Course Calendar for the date.
- If the student is unsuccessful or struggling with the course requirements for whatever reason (illness, accident, personal problems, failure to achieve passing grade, etc.), the student is to 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 for readmission by completing a Re-entry Form available in the NAHC room 378.
  - Complete the form with faculty signature. It will not be accepted without a faculty signature.
- **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/PROBATION POLICY

Students who have an interruption in the normal progression of nursing studies may apply for readmission. **Probation is managed as interruption points.**

Failure or withdrawal of a course and/or a course having a clinical co-requisite requires the student to submit a re-entry form for admission for the next semester in which the course(s) is/are offered with space availability. In that semester the student would repeat those courses but **is not allowed to enroll in the next level** courses because the criteria for progression would not have been met. Upon passing the courses after the second attempt the student would be allowed to enroll for the next level when it is offered. Reapplication is not necessary for that to occur.

- **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.
- Qualified applicants for the ADN program will be readmitted to the appropriate nursing course on a ***space available basis*, GPA ranking, and interruption points** 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 credit hours.
     - No more than two (2) "W"s in the same course.
     - No more than one failure (D or F) in that course.
  6) **It is important to keep track of interruption points [IP].**
  7) **Accumulation of more than 10 IPs results in dismissal from the program.**

For the BSN program, qualified applicants will be readmitted to the appropriate nursing course on a ***space available basis*, GPA ranking, and interruption points** according to the following criteria:

A cumulative GPA of 2.5 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.

NURSING PROGRAM DISMISSAL POLICY

- San Antonio College has on file in the administrative office's copies of the official "Student Code of Conduct" as adopted by the college. It can also be found on the San Antonio College Website.
- 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 Department of Nursing Education will occur in any of the following circumstances:

1. A student in the **ADN program** who accumulates more than **ten** (****** nursing course credit hours) interruption points (IP) as defined in the readmission policy. For the **BSN program**, a student that accumulates more than **five** interruption points is **academically dismissed**.
2. A student who withdraws two (**2**) 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. This is a definitive/final ruling.

STUDENT CONDUCT DISMISSAL

A student may be subject to dismissal when in the judgment of the faculty, the good of the patient, or of San Antonio College, 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 Admission 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 patients 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 academic/practice setting.
5. Violating the Student Code of Conduct published by San Antonio College.

NOTE: A student who is dismissed from the program will receive a letter of notification regarding their dismissal.

SEPARATION FROM THE PROGRAM

- Should an enrolled student be a **No show / No call** (communication) in registered level courses within one (1) week, the student is withdrawn from the nursing level.

- Should an illness/injury occur upon notification of inability to complete clinical and lab assignments, the student will be withdrawn from the level. A re-entry may be applicable depending on time-frame away from program.
- Abandonment of the program:
  - if the student was in good standing, the student will have to reapply to the program and may be required to take additional courses prior to being admitted into the nursing program
  - if the student was not in good standing, the student will not be allowed to continue with the nursing program.

COMMUNICATION:

Students should address their questions and concerns to the following administrative faculty and staff: ***Executive Director of the Associate of Applied Sciences:*** *Dr. Tonya Maunsell,* DNP, RN. NAHC 378C 486-1144.

Executive Director of the Registered Nurse to Bachelor of Science: *Dr. Eve M. Rodriguez PhD, 378F-210-486-1217*

Academic Program Director: *Rocio Antillon,* M.Ed. NAHC 378E 486-1190

Coordinator of Records and Reports: *Elida Connell* NAHC 378G

Remember, if questions or conflicts arise in a particular course; please consult your **instructor** of record **first** and **then course coordinator**. 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)*

GRADUATION

The Department of Nursing requires you to complete a San Antonio College Graduation Application at the beginning of the semester in which you plan to graduate. An email will be sent to you regarding graduation application.

The graduation application initiates the process for the department to complete a degree audit to ensure that the student has completed all prerequisites and coursework to be able to graduate. Students will receive an email notification indicating whether the student is lacking courses or has completed all the necessary coursework to earn a degree and graduate.

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. 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). The graduating class plans their “Pinning” ceremony.

Student Concerns

STUDENTS RIGHTS: WHAT IS FERPA?

FERPA stands for "*Family Educational Rights and Privacy Act*" of 1974, as amended. It is commonly known as FERPA, the privacy act or the buckley amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows release of specified items but does not require it. Items that may be released are called directory information. San Antonio College has classified these items as directory information: student's name, dates of attendance, major, classification, enrollment status (full-time or part-time), previous institution(s) attended, degree(s) awarded, academic honors/awards.

Students may place a directory hold on any or all of this information by completing the "Withholding of Information Form" and turning it in to the Admissions Office, Room 216, Fletcher Administration Center. After this information is entered into the system the student's information will be blocked. Student information may not be released without a signed "*FERPA Consent Form*" from the student.

Items that can never be identified as directory information are a student's social security number or institutional identification number, address, telephone number, date of birth, race/ethnicity, citizenship, nationality, gender, grades, grade point average or class schedule.

For Further information on the FERPA regulations instituted by San Antonio College refer to:
http://alamo.eduhttps://www.alamo.edu/sac/about-sac/compliance/ferpa//sac/admissions/FERPA/

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Source: San Antonio College Student Handbook

If a student feels that he/she feels that they were treated unfairly for any reason the student has the right to file an academic grievance. 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 director. 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.
"Director" 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 director 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.

Steps in Academic Grievance Process

No more than 5 days per step.

Step 1: Initiation of the grievance by filing with the Office of the VP for Academic Success

A Student Academic Grievance Form (https://alamo.guardianconduct.com/incident-reporting/new?incident_type=Academic%20Grievance) must be filed with the department director. Copies of the form will be retained by the student and the instructor.
Refer to webpage for more information: https://www.alamo.edu/sac/experience-sac/current-students/student-conduct--title-ix-office/sac-cares/academic-grievancesintegrity/

Step 2: Grievance is addressed by Instructor in which the incident occurred via meeting with student; Faculty makes a determination within allotted time.

Step 3: If not resolved, grievance is addressed by Chair for that program via conference with student; Chair makes a determination within allotted time.

Step 4: If not resolved, grievance is addressed via an inclusive conference with student, faculty member, and Chair; Determination is made within allotted time.

Step 5: (Final appeal) Grievance is addressed by Dean for that program via conference with student; Dean makes FINAL determination within allotted time.

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 director. Such consultation shall take place within 5 days of the student's conference with the instructor.
4. The director will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the director may request that the student and the instructor meet with the director in order to reach an acceptable solution.
5. If an agreement is not reached in the hearing or conference, the director 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 director must meet with the instructor and provide a written explanation. To affirm a student grievance, the director must have adequate cause.
6. If either the student or the instructor is not satisfied with the director's decision, he or she may appeal to the appropriate academic dean within 5 days of the director's decision. A complete record of the grievance will be forwarded to the dean by the director. The dean and the director 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.**

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 Student Non-Academic Grievance Procedure (https://www.alamo.edu/sac/experience-sac/current-students/student-conduct--title-ix-office/sac-cares/non-academic-grievances/.

FINANCIAL CONCERNS

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

- Grants and loans for qualified applicants through the College Financial Aid Office.
- Project Quest (the counselor speaks at orientation; visit website www.questsa.org)
- City of San Antonio - Jobs for Success Program
- Scholarships

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. Application for Nursing scholarships can be done through the Alamo College Foundation website, https://www.alamo.edu/foundation/scholarships/.

Nursing Scholarship Information

Nursing scholarships are available for Associate Degree nursing students at San Antonio College. These scholarships come from various community agencies to the Department of Nursing Education and are available for both financial need and academic excellence. A student may apply for any scholarship. 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 been accepted into 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.

Resources

HELPFUL RESOURCES

1. **Financial Assistance**
   a. If you find that you are in need financial assistance, contact the Financial Aid Office at 210-486- 0600 to see if you qualify for financial aid.
   b. Apply EARLY.

2. **Empowerment Center**
   The Empowerment Center offers the following services:
   a. Textbooks and transportation assistance for qualified OCC-Tech majors
   b. Child care referrals
   c. Personal counseling
   d. Call 486-0451 for more information.

3. **Counselors and Advisors**
   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.

   Students in need of counseling should contact the **Advocacy Center**, https://www.alamo.edu/sac/about-sac/college-offices/student-advocacy-center/.

   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 specialize in matters pertaining to the educational program: college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks.

Students applying to the Nursing Program will see advisors of the Health and BioScience Institute located in NAHC 109, https://www.alamo.edu/sac/about-sac/college-offices/advising/advising-centers/hbsi/.

Advisors

- Help student pick classes (once in Nursing Program, Nursing personnel will register your 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.

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

STUDENTS AS COMMITTEE MEMBERS

The bylaws of the Nursing Faculty Association allow for student representation on certain committees in the Department of Nursing Educations' Faculty Association. Students will be invited to Friday committee meetings for student input. Students that can attend will meet for a time frame and then they will be dismissed for faculty only agenda items.

COMPUTER LAB

Computer labs NAHC 338 and 339 are utilized to schedule course unit testing and final exams. No food or drinks are permitted in the Computer labs. Across San Antonio College campus there are numerous computer labs that are sufficient to meet the needs of students. You can use these computers to type your papers, do research, and explore course-related content. The nursing graduate may return and use the third floor computer lab in NAHC 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.

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 may **not bring children to either a class or a lab**. Children may **not** be left unattended on campus at any time.

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.

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.

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 website.

Use of electronic resource such as "google" while taking an examination is considered academic dishonesty. Which will be interpreted as academic dishonesty and will result in dismissal from the program!

F. Electronic devices

Cellular devices (cell phones) **are not permitted at the computer terminal** during testing. Students are required to silence/mute **all** electronic devices (e.g. pagers, cellular phones, etc.) when in classrooms, laboratories, clinical units, and the library.

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 website.

LICENSED CONCEALED CAMPUS CARRY

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

DISCIPLINARY SANCTIONS

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

HELP WITH MULTIMEDIA PRESENTATIONS

Courses that may require presentations by students may obtain assistance from the following:

Contact the Mega Computer Lab located in MLC 502 and check out their services at

http://www.alamo.edu/sac/megacomputerlab/

The Student Learning Assistance Center (SLAC) is there to help you, the student:

http://www.alamo.edu/sac/slac/

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/

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Nursing Practice

- Directed toward what contributes to a normal concept and is thereby related to all factors involved in or with the concept. Not always needed to have a normal outcome.

Attributes

- Defining characteristics of the concept
- What property, quality, or data must be present for the concept to exist

Antecedents

- What precedes the concept for it to exist
- Events or incidents that must happen before the concept

Consequences

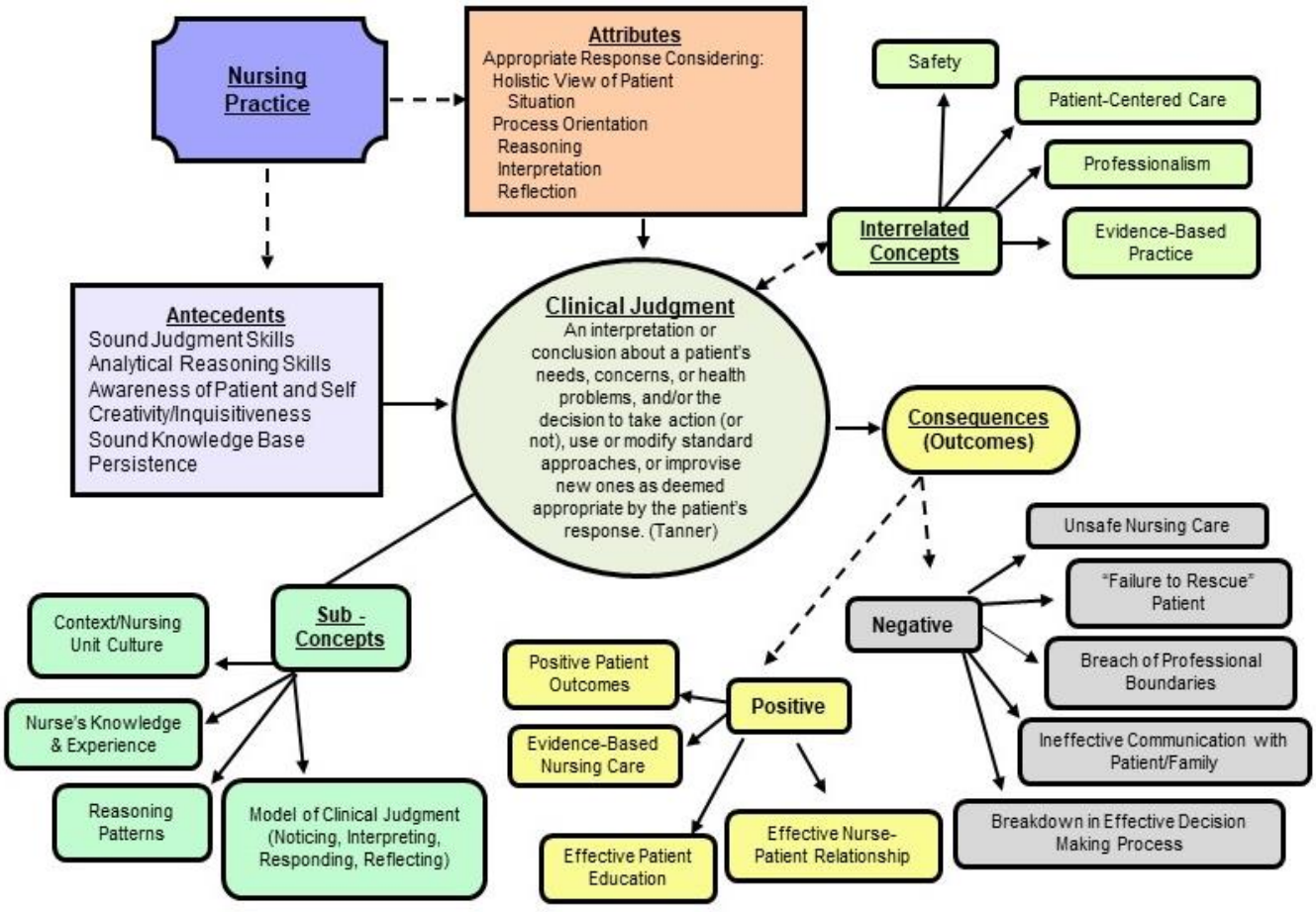
- Untoward events or outcomes that occur due to malfunction within the concept
- Positive events or outcomes that occur due to proper functioning within the concept

Interrelated Concept

- Concepts which can affect change in the other
- Concepts which work together to ensure a normal process
- Concepts which if depleted or impaired can cause a negative consequence in the other

Sub-Concept

- Critical components of major concept



EXPLANATION OF THE ANALYSIS DIAGRAM FOR **CLINICAL JUDGMENT** CONCEPT. The definition of the concept is written in the middle (circle) of the diagram.

Nursing Practice is printed slightly above the rest of the Concept Diagram because it incorporates all aspects of the diagram prior to determining the care required. There are dotted arrows going out from Nursing Practice because nursing interventions are not always needed.

Before a concept exists, certain entities must exist. These entities are called Antecedents (ante means before). If these do not exist or are malfunctioning then the concept either does not exist or it does not exist at its optimal level. As shown, t*he Antecedents* for Clinical Judgment Concept are sound judgment skills, analytical reasoning skills, awareness of patient and self, creativity/inquisitiveness, sound knowledge base, and persistence.

To determine the level of effectiveness of Clinical Judgment the nurse assesses for certain concept Attributes. The assessment which would support optimum function for this concept would include *the Attributes of* appropriate response considering: holistic view of patient situation, process orientation, reasoning, interpretation, and reflection. Depending on the quality of the Attribute (assessment) findings, positive or negative consequences will occur. *Positive Consequences* for Clinical Judgment Concept might include effective nurse-patient relationship, effective patient education, evidence-based nursing care, and positive patient outcomes*. Negative Consequences* might include unsafe nursing care, "failure to rescue" patient, breach of professional boundaries, ineffective communication with patient/family, and breakdown in effective decision making process. .

Interrelated Concepts are concepts which either affect or are affected by the Concept being defined in the diagram. Therefore, the arrow between Interrelated and the defined Concept goes both ways. *The Interrelated Concepts* for the concept of Clinical Judgment might include Safety, Patient-Centered Care, Professionalism, and Evidence-Based Practice.

Sub-Concepts are teaching points regarding the Concept being defined thus just a line is printed between the Concept and Sub-Concepts. The need for Nursing Care is triggered by: Compromised Antecedent(s), Decreased quality of Attribute(s), Negative Consequence(s), and/or a potentially negative impact from an Interrelated Concept(s).

When a Negative Consequence occurs, the nurse will re-evaluate the Antecedents with the intent of identifying which Antecedent was compromised and then direct nursing interventions to strengthen the weakened Antecedent. The intervention would be considered effective when the Attribute(s) reaches optimal measurement and the outcomes are positive. Of course, some will always have compromised Antecedents and therefore the Nursing Practice and Attributes would be modified accordingly. Nursing Practice would also take in consideration Interrelated Concepts to either strengthen the positive affect or limit the negative.

Nursing interventions are not always needed. However, continual assessment to determine if pro-active or follow-up interventions are required is ongoing.

REQUIREMENT FOR INITIAL LICENSURE BY NCLEX-PN® OR NCLEX-RN®

- The Boards application fee for Initial licensure by NCLEX examination is **$139.00**. You may need to provide a Criminal Background Check with your Board of Nursing application *if you incurred legal issues while in nursing school*. If directed by the Board of Nursing, schedule a criminal background check with fingerprinting through MorphoTrust USA at least three (3) days after filing the application and then call 1-888-467-2080 for an appointment or make an on-line appointment at www.morphotrust.com. The cost is $9.99 for fingerprinting. When you call for an appointment, ask for information about the preferred payment process. The additional background check information becomes a part of your Board of Nursing application.
- 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

***Please note that the exam can be taken every 45 days for a four-year period of time. This is governed by Rule 217.2 which states in part: *(c) An applicant for initial licensure by examination shall pass the NCLEX-PN or NCLEX-RN within four years of completion of requirements for graduation.(d) An applicant who has not passed the NCLEX-PN or NCLEX-RN within four years from the date of completion of requirements for graduation must complete a board approved nursing education program in order to take or retake the examination.*

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 Nurse 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 (https://www.bon.texas.gov/licensure_eligibility.asp)

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

https://www.bon.texas.gov/forms_declaratory_order.asp

https://www.bon.texas.gov/rr_current/213-30.asp

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.

Occupation Code Title 3. Health Professions

https://statutes.capitol.texas.gov/Docs/OC/htm/OC.301.htm#301.452

Sec. 301.252. License Application.

https://www.bon.texas.gov/applications_graduates_and_nclex_examinations.asp

https://www.bon.texas.gov/licensure_examination.asp

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.

SAN ANTONIO COLLEGE
DEPARTMENT OF NURSING EDUCATION
PREPARATIONS FOR GRADUATION & REGISTERED NURSE LICENSURE
15- STEP CHECKLIST

The following checklist is offered to students preparing for graduation and the licensing process:

STEP 1: _____ Obtain, complete, and submit a San Antonio College **Application for Graduation**. The Application for Graduation form is attached to the email. Once completed, **email back to the sender**.

STEP 2: ____ One-hundred & twenty (120) days prior to graduation, complete a **Texas Board of Nursing Examination Application** (accessed through www.bon.state.tx.us, select "The Texas Nurse Portal and create an account.) Here is a video https://www.bon.texas.gov/texasnurseportal/createaccountnewapplicant.asp.html, that shows how to create an account. After your account has been created, you will select, "Apply for License." You will select the NCLEX-RN Application – US Graduates (RN). Read the directions and complete the online form. Declare Texas as your primary state of residence. **The school code is US27400800**. You must also remit a credit card payment of current fee requested.

STEP 3: _____ You will complete the "**Affidavit**" portion of the Examination Application that is **attached** to the email. Once completed, **send form to the sender of the email**. Please remember to keep the Texas Board of Nursing informed of any name or address changes after you submit your on-line examination application. If you have health or learning disabilities and qualify for testing accommodations, please contact the TxBON at least six months prior to graduation and follow their procedures for obtaining such accommodations for NCLEX-RN testing.

STEP 4: _____ You may need to provide a Criminal Background Check with your Board of Nursing application
if you incurred legal issues while in nursing school. If directed by the Board of Nursing, schedule a criminal background check with fingerprinting through MorphoTrust USA at least three (3) days after filing the application and then call 1-888-467-2080 for an appointment or make an on-line appointment at www.morphotrust.com.
The cost is $9.99 for fingerprinting. When you call for an appointment, ask for information about the preferred payment process. The additional background check information becomes a part of your Board of Nursing application.

STEP 5: _ Register with Pearson/VUE 90-120 days prior to graduation. Use the link on the Texas Board of Nursing web site or use www.vue.com/nclex. Read the current information bulletin and complete the on-line application. You will remit a credit card payment of $200.00 (or current fee) with this application.

STEP 6: __ Attend the 3-Day Mandatory ATI Live Review, which will take place at the end of your last nursing program semester at San Antonio College. *Students must **attend ALL THREE DAYS of the Review, arrive on time, and Do not leave early** as this is one of the requirements.*

STEP 7: ___ Once you successfully complete (a) all general education courses, (b) all nursing courses, & (c) completed the exit examination (passing with an ATI grade of 90% or better), (d) attended ATI Live Review, the "Affidavit" verifying your graduation will be completed and sent to the Texas Board of Nursing. Your Board application will not be activated until the completed affidavit certifying graduation is received in Austin.

STEP 8: ___ When the Texas Board of Nursing, upon receipt of the completed affidavit, is satisfied you are a graduate of the SAC nursing program, you become a "candidate for licensure" and will be sent an e-mail notice of "Authorization to Test (ATT)," including an identification code. You will be directed to a testing site, with a date and time for NCLEX testing. The ATT will NOT be issued until you (a) have registered with Pearson/VUE, (b) clears the criminal background check, (c) have program graduation verified through receipt of the "Affidavit," and (d) successfully complete the Jurisprudence Examination. You will need some of the ATT materials to be admitted to the NCLEX-RN, so read through the information sent and print off whatever you will need.

STEP 9: ____Study for and pass the Texas Board of Nursing **Jurisprudence Examination**. You are eligible to take the jurisprudence on-line examination ten (10) days after you complete the Online Examination Application with the Board of Nursing. Study the latest edition of Texas Nurse Practice Act (accessible in printed format or from the Board web site as *Texas Occupations Code and Statutes Regulating the Practice of Nursing*). You can also access through the web site and for a nominal fee a "prep course" to help you prepare. The examination is "open book." *Remember: you cannot take the NCLEX-RN without first passing the Jurisprudence Examination.* If you are unsuccessful the first time you take the examination, you can re-take after seven (7) business days. To register for the Nursing Jurisprudence Exam, there is a link at the bottom of your Texas Nurse Portal page within the "Nursing Board Link," click on Texas Nursing Jurisprudence Exam-NJE to go to the site. Follow the instruction on the page to register.

STEP 10: _Within five days of the issuance of the ATT, you will receive a "temporary permit" to work as a graduate nurse. This permit expires 75 days from the date of issue or once you pass the NCLEX-RN or if you fail the NCLEX-RN. Health care organizations employing nurses are often reluctant to hire new graduates who have not taken the NCLEX- RN. Therefore, it is important to take and pass the NCLEX-RN as soon after graduation as possible to facilitate employment as an RN.

STEP 11: ___Study for the NCLEX-RN examination.

STEP 12: ____Show up at the NCLEX-RN testing site on the day and at the time scheduled. Bring your Authorization to Test information and at least two forms of identification, including at least one photo-ID. Make certain all identifying information matches for all forms of identification selected and the Board of Nursing application you completed. You can expect a palm scan before testing. **DO NOT:** bring cell phones; take breaks unless scheduled; leave the testing site; in any way violate testing rules. *You can be dismissed for any hint of a breach in test security*, a costly and regrettable mistake.

STEP 13: ____NCLEX-RN examination results are usually posted within three days to a week of testing. Verify licensure on-line through the Texas Board of Nursing web site. You will receive a diagnostic profile if you fail and information regarding retesting. If you fail, you need to take this as a serious challenge, study, and retake the examination as soon as possible. You will have to pay application fees each time you retest.

STEP 14: ____Your RN licensure has to be renewed every two years by the end of your birth month and in odd or even years based on your birth year. You are required to complete 20 hours approved CEUs per two-year period, complete a professional information up-date form, and remit a renewal fee by the deadline. You must also stay current repaying federal student loans. Loan default will result in RN license suspension.

STEP 15: ____Use sound nursing principles in your care of patients, follow the highest standards of nursing practice, and enjoy a long and successful nursing career! **CONGRATULATIONS!** ☺

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

_____

Student Banner ID

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.alamo.edu/sac/nursing/] for new policies pertaining to departmental requirements.

_____ _____

Date Signature of Student