



Vocational Nursing Program Information Packet

San Antonio Campus:

1801 Martin Luther King Drive
San Antonio, Texas 78203
(210) 486-2055
Center for Health Professions
Room 100

Nursing Program Website:

<https://www.alamo.edu/spc/academics/programs/health-and-biosciences/vocational-nursing/>

Information and qualifications subject to change. Please review Documentation before submitting applications. Any questions please call the office at (210) 486-2055

12 MONTH AFFORDABLE PROGRAM

The Vocational Nursing Program is a 12-month/three semester/Level 2 Certificate program offered at St. Philip's College Martin Luther King (MLK) campus. We offer both a day and an evening program. Classes are held Monday through Friday with some courses offered on-line. New classes start in January and August at the Martin Luther King campus. Due to the full-time requirement of attending classes and clinical rotations (based on 40 hour/week schedule), it is advisable to limit full-time employment while enrolled in the program.

All admission requirements, including submission of the completed application must be met before consideration will be given for admission into the St. Philip's Vocational Nursing Program.

Information in this application packet is subject to change without prior notice as deemed necessary to comply with current State, College or Texas Board of Nursing requirements.

Curriculum

The curriculum encompasses courses in fundamentals of nursing, nutrition, gerontology, therapeutic communication, administration of medications, pharmacology, medical-surgical nursing, maternal/newborn nursing, nursing care of children, mental health/mental illness, professional development, and ethical/legal aspects of nursing practice.

The curriculum consists of 47 credit hours and reflects care of the client in a holistic, family-centered perspective throughout the lifespan. Instruction is based on a learner-oriented approach with application of knowledge in order to gain a thorough understanding of the instructional content presented in the classroom, lab and clinical that is required to become a knowledgeable, competent, and safe nursing care provider. (see Appendix A, page 11)

Clinical

Requirements

In order to fulfill the clinical requirements, students are required to attend clinical rotations in San Antonio and its surrounding areas to include but not limited to New Braunfels, Seguin and San Marcos in a variety of public and private health care settings. **Transportation to and from hospitals and other assigned medical facilities is the responsibility of the student. Students should be prepared to travel to any facility deemed appropriate to meet course objectives**

Expected Outcomes

Upon successful completion of the program, graduates are prepared to demonstrate **the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs under four main nursing roles:**

1. Member of the Profession

- a. Function within the nurse's legal scope of practice and in accordance with the regulation and the policies and procedures of the employing healthcare institution or practice setting.
- b. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- c. Contribute to activities that promote the development and practice of vocational nursing.
- d. Demonstrate responsibility of continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

2. Provider of Patient-Centered Care

- a. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis decision-making in nursing practice.
- b. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity and socially diverse patients and their families, and interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- c. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- d. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- e. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- f. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- g. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- h. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

3. Patient Safety Advocate

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

4. Member of the Health Care Team

- a. Communicate and collaborate in a timely manner with patients, their families and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- b. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- c. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- d. Communicate patient data using technology to support decision-making to improve patient care.
- e. Assign nursing activities to LVN's or unlicensed personnel based upon an analysis of patient or work place need.
- f. Supervise nursing care by others for whom the nurse is responsible.
- g. Assist health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease.

Graduates are prepared to:

- Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.
- Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- Implement measures to promote quality and a safe environment for patients, self, and others.
- Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

Upon successful completion of the program, and meeting Texas Board of Nursing requirements, Vocational Nursing graduates are issued a temporary license from the Texas Board of Nursing permitting them to seek employment as a Graduate Vocational Nurse (GVN) until successful completion of the National Council

Licensure Examination for Practical/Vocational Nurses (NCLEX- PN). Students successfully completing the first semester of the 12-month Vocational Nursing Program may apply and test for Certification as Nurse's Aide and upon successful completion of the second semester, students may apply to test for Certification as a Medication Aide through the **Department of Aging and Disability Services**.

- US dept. of labor statistics on occupational demand and average/median pay range. **May 2022**

Median Pay for LVN \$58,440.00 per year; \$28.10 per hour.

Admission Requirements / Application Process

The requirements for admission into the St. Philip's College Vocational Nursing Program are in accordance with the Alamo Colleges admission policies, admission policies of the Vocational Nursing program and policies specified by the Texas Board of Nursing (BON).

1. ***The apply Texas application is for admission to the college, not for admission to the nursing program. You will have to complete a separate application for the nursing program.***

Complete and submit the admission application to Alamo Colleges:

<http://www.alamo.edu/AlamoENROLL/> Click on the appropriate type of student you will be. You will then receive a series of e-mails with directions on how to log-in to your Alamo Colleges Education Services (ACES) account to view the "Start Here" Tab for next steps and required GO FAARR and TEST PREP modules if requested.

The St. Philip's College school code is 003608.

Admission to St. Philip's College is required before you can apply to the Vocational Nursing Program.

2. After completing number 1 above, download and print the application from the nursing department website. <https://www.alamo.edu/spc/academics/programs/health-and-biosciences/vocational-nursing/>
3. Complete the application packet. The completed application packet and required documents must be placed in a 9 x 12 brown envelope and **mail or walk in** to the St. Philip's College, Nursing Education Department to the address listed below

**St. Philip's College
Vocational Nursing Program
Admissions Committee
1801 Martin Luther King Dr. CHP 100
San Antonio, TX 78203**

Applicants must have a **High School diploma or GED (must show official transcript) and be 18 years of age or older upon completion of the program.** Individuals who have completed High School requirements in a foreign country must submit an official High School Transcript translated in English. For information regarding foreign transcript evaluation, contact the International Student Services Office at (210) 486-2876. CLEP (College Level Examination Program) Credit will not be accepted. VNSG and RNSG courses are not transferrable. Applicants must have a minimum cumulative **GPA of 2.5**, or the equivalent of a “C” average, in all college course work and/or high school.

4. All applicants must take the **ATI TEAS NURSING or ALLIED HEALTH** assessment.

All applicants must be pretested (Board of Nursing Rule 214.8-c4). No exceptions to pretest requirements will be granted to applicants with previous college credit or college degrees (*Board of Nursing Rule 214.8 - c4*). http://www.bon.texas.gov/rr_current/214-8.asp. **This program only accepts the ATI TEAS NURSING or ALLIED HEALTH assessment test within 1 year from date of examination.** Applicants must take the ATI TEAS assessment and submit scores to St. Philip’s College Vocational Nursing Program by the application deadline.

The Essential Academic Skills (TEAS) NURSING or ALLIED HEALTH assessment is a multiple-choice assessment of basic academic knowledge in reading, essential math, basic science, and English and language usage. The objectives assessed on the ATI TEAS exam are those which nurse educators deem the most appropriate and relevant to measure entry-level skills and abilities of nursing program applicants. This allows St. Philip's College to have the pertinent information needed to make normative comparisons.

Information on the ATI TEAS NURSING or ALLIED HEALTH assessment test, how to prepare and where to take the test can be found at: <https://www.atitesting.com/Solutions/pre-program/TEAS.aspx> Information on the ATI TEAS NURSING assessment test, how to prepare and where to take the test can be found at: <https://www.atitesting.com/teas/register>

ATI TEAS NURSING Admission Examination: Overall score will be utilized as part of the admission points in a ranking system:

**YOU MUST MEET A PROFICIENT SCORE TO QUALIFY FOR ENTRY.
(A score of DEVELOPMENTAL OR BASIC will not be ACCEPTED)**

• Exemplary	90.7% to 100.0 %
• Advanced	78.0% to 90.0%
• Proficient	58.7% to 77.3%

5. A student enrolled in the Vocational Nursing Program **MUST** be able to meet the following standards:
- Use the senses of vision, hearing, speech and touch. Use of the senses enhances the nurse’s abilities to accurately observe the patient.
 - Perform psychomotor movements that require coordination of gross and fine muscle movements and equilibrium. Good coordination is necessary for patient safety.
 - Communicate orally and in writing as well as demonstrate behavior that indicates sensitivity to others. Nurses are required to function in highly compassionate areas where integrity, interpersonal skills and concern for others are all desirable personal qualities.
 - Demonstrate stable emotional health and intellectual activities required to exercise sound judgment.

The applicant must be flexible and able to adapt to change and stress.

- e. Demonstrate adequate decision-making and critical thinking skills.
 - f. Demonstrate physical health necessary to perform strenuous activities related to patient care which includes moving and lifting (**must be able to lift or move MORE than 50 pounds**), standing, stooping, bending, and walking for prolonged periods of time.
 - g. Provide nursing care to patients with all types of health problems, including communicable diseases such as tuberculosis and HIV/AIDS.
6. The following items must be submitted, along with the completed application, to the Vocational Nursing Program:
- a. **Printout from your ACES GPS showing proof of TSI: College Ready from your ACES account click on GPS, (submit the first page only).**
 - b. **Level/TSI complete in all three areas of math, reading, and English (obtain from campus testing center)**
 - c. **ATI TEAS Nursing Test Scores not more than 1 year old (submit 1st page only)**
 - d. **Official Transcripts:**

Submit a copy of official transcripts, including high school and college. **Official transcripts are required from other college/university attended outside of Alamo Colleges.**

Unofficial transcript is acceptable for courses taken at Alamo Colleges.

If college transcript indicates name of High School attended and graduation date, it is not necessary to submit an official High School transcript.

You **MUST** be a High School graduate or have GED Certificate with GED scores.

- e. **Physical Examination Form** (with business card of clinic performing the exam)
A Physical examination by a licensed Physician, Physician's Assistant or Nurse Practitioner must be submitted. The form is in the application packet.
- f. **Immunization Record (copy): All students enrolled in health-related courses, including nursing students, which will involve direct patient contact must meet the following Texas Department of State Health (DSHS) immunization requirements:** Packets must include documentation of all required immunizations.

The immunization record must be on 1 consolidated record from physician office, health department, or military record. Multiple separate pages of immunization records are accepted.

All immunizations must be complete upon submission of the application.

Immunizations that are over 10 years check with your doctor. If titers are required.

- Tetanus (within 10 years),
- MMR (measles, mumps, rubella) – 2 doses
- Varicella (chickenpox) – 2 doses or documented evidence of disease
- Hepatitis B – **COMPLETE** series of 3 vaccines (**This is a 6-month series**) **If Hepatitis B is more than 10 years please, ask your doctor you will need to restart the series or Heplisav B it is 2 doses.**
- Meningococcal (meningitis) – required for students under age 22
- Tuberculosis Skin Test – Negative PPD or chest x-ray within the last 12 months.
- Negative PPD yearly thereafter while enrolled in the program.

- Students with a positive PPD must submit current documentation from their Medical Providers (on Health Providers Letterhead) stating that the student is negative for infective process.
 - Students whose responses indicate possibility of TB infection must submit documentation of medical evaluation and treatment, if applicable. Students with a negative PPD on admission who convert to positive while enrolled in the program must submit documentation of medical evaluation and treatment. **Serum titers confirming immunity are accepted for Hepatitis B, MMR and Varicella** **Flu vaccine required annually by October 1 of each year.**
 - Some privately owned clinical sites may require the **Covid** vaccine and **Covid** testing
- g. **CPR Card** (copy): Proof of current CPR certification. **American Heart Association (Basic Life Support Training/BLS: CPR & AED) required.** American Red Cross CPR will not be accepted as well as OTHER Courses are NOT accepted. Also, CPR courses that are solely INTERNET/ONLINE will not be accepted. You may take the didactic (lecture) online BUT the hands-on portion **MUST BE face to face.**
- h. **Health Insurance:** copy of card
Must show proof of health insurance for illness and injury and remain insured throughout the duration of enrollment in the Vocational Nursing Program. Student's name must be on the insurance card if student is insured as a dependent on parent/guardian/spouse insurance plan.
- i. **Reference Forms:** Three (3) references from current or past employers, supervisors, counselors, teachers (references from family and friends will not be accepted). Reference forms are included in the application packet.
- j. **Essay:** 200 word essay on why you want to become a nurse, why you chose St. Philip's College and what will contribute to your success in completing the nursing program. The essay must be typed, 12 font – Times New Roman.
- k. **Photo ID** (current driver license or passport) – copy
- l. **Social Security Card** – copy

7. Criminal Background Check:

Instructions for the Board of Nursing background check will be given to applicants **who receive a conditional letter of acceptance.** All applicants must pass a criminal background check completed by the Texas Board of Nursing before official acceptance into the Vocational Nursing Program is granted. Individuals who do not have a clear criminal background check must complete the Declaratory Order process with the Board of Nursing. The Declaratory Order Process permits the Board of Nursing to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

Please note: *The Declaratory Order Process has changed. You should not file a Declaratory Order until you have received a letter from the Board of Nursing (BON) to do so. If you foresee incidents on your criminal background check you can start gathering information such as statement and court documents but DO NOT mail to the BON until they requested. This process may take from 3 months to 1 year to complete. Applicants will not be officially accepted unless a clear background check or a cleared outcome letter from the Declaratory order process is presented to the Nursing Program.*

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

See appendix B for questions that might be asked (page 12).

8. **Drug Screen:** Instructions for the drug screen will be given to applicants who receive a conditional letter of acceptance email. Negative drug screen results are required for official acceptance into the Vocational Nursing Program.
9. Individuals will be notified of conditional acceptance into the Vocational Nursing Program via Alamo Colleges ACES student email only. Applicants must respond by the deadline date identified in the notification email letter. Applicants who decline admission may re-apply at a later date and must meet all current program requirements at that time. Instructions for the criminal background check and drug screen will be provided with the conditional acceptance letter.
10. Applications and documents submitted by applicants not accepted for admission or submitted by applicants that decline admission will be destroyed after thirty (30) days unless applicant notifies the Nursing Education Department that he/she wishes to pick up the application and documents.
11. **Application Deadlines:**
Completed applications must be submitted by mail or drop off on or before:
- Spring 2025 Semester Deadline: *October 31, 2024***
Fall 2025 Semester Deadline: *June 26, 2025*
- Admission into the Vocational Nursing Program is competitive and based upon an applicant's GPA, TEAS scores, completion of recommended courses, medically related employment history (for example CNA, EMT etc.), prior college work, reference letters and available class seats.
12. Admission decisions are emailed to all applicants' official Alamo Colleges ACES student email approximately 4-6 weeks after the application deadline.

Recommendations

We highly recommend and strongly encourage completing the following courses **prior to admission:**

- o Anatomy & Physiology I & II (BIOL 2401 **and** BIOL 2402) or BIOL 2404
- o Nutrition (one of the following: BIOL1322, BIOL 1323 and FDNS 1305)
- o PSYC 2314 Developmental Psychology across the Lifespan
- o HITT 1305 Medical Terminology

CLEP (College Level Examination Program) Credit will not be accepted. The recommended courses may not be older than 5 years.

VNSG and or RNSG courses from another program are not transferrable into our program.

Estimated Cost for the VN Program and **Subject to change***

Starting in January, 2019 Alamo College District students will pay an additional \$13 per credit hour for tuition. As of Fall 2023 In District (Bexar County) tuition is \$109.00 per credit hour, Out of District is \$225 per credit hour.

A.	*Tuition cost (Bexar County resident) Divided into 3 semesters	<u>Total Approximate</u> \$5,317.00	<u>Out of District:</u> \$10,769.00
B.	*NCLEX - PN Fee (Pearson Vue) BON Licensure Fee Jurisprudence Fee	\$200.00 \$100.00 \$ 78.00	\$200.00 \$100.00 \$ 78.00
C.	Special Tuition \$136.00/ per credit hour Divided into 3 semesters	\$6,392.00	\$6,392.00
D.	ATI (Assessment Technology Institute) Divided into 3 semesters, NCLEX-PN prep course books and materials	\$2,056.00 + tax	\$2,056.00 + tax
Estimated Total		\$14,150.00	\$19,600.00

Above costs are estimates only.

***These fees do not include books, uniforms, or clinical supplies.** See College Tuition and Fees for Costs of in-district verses out-of-district tuition and fees/hour.

</spc/admissions/pay-for-college/tuition-and-fees/>

ATI payments:

There are three divided payments due prior to each semester. If you are getting financial assistance with Project Quest, SA Ready to Workforce Solutions, City of San Antonio (COSA) or another financial aid program, it is still your responsibility to meet the payment deadlines. You must make each payment in order to gain access to your ATI resources.

Appendix A

St. Philip's College Vocational Nursing Program

Program of Study

VNSG courses must be taken in sequential manner with the exception of VNSG 1238 and VNSG 1261 which may be a Level 2 or Level 3 semester. You may be required to attend clinicals in San Antonio, New Braunfels or San Marcos

Semester I (Level 1)

VNSG 1420 Anatomy & Physiology for Allied Health (16 week course, online)
 VNSG 1133 Growth and Development (8 week course in Flex I, online)
 VNSG 1116 Nutrition (8 week course in Flex II online)
 VNSG 1227 Essentials of Medication Administration (8 week course in flex I)
 VNSG 1331 Pharmacology (8 week course in Flex II)
 VNSG 1304 Foundations of Nursing (16 week course online)
 VNSG 1423 Basic Nursing Skills (16 week course)
 VNSG 1160 Clinical to VNSG 1423 (16 week course)

Total Hours: 19

Semester II (Level 2)

VNSG 1238 Mental Illness (4 week course)
 VNSG 1261 Clinical to VNSG 1238 (4 week course)
 VNSG 1429 Medical – Surgical Nursing I (6 week course)
 VNSG 2260 Clinical to VNSG 1429 (6 week course)
 VNSG 1432 Medical – Surgical Nursing II (6 week course)
 VNSG 2261 Clinical to VNSG 1432 (6 week course)

Total Hours: 16

Semester III (Level 3)

VNSG 1330 Maternal – Neonatal Nursing (4 week course)
 VNSG 2160 Clinical to VNSG 1330 (4 week course)
 VNSG 1334 Pediatric Nursing (8 week course)
 VNSG 2161 Clinical to VNSG 1334 (4 week course)
 VNSG 1391 Professional Development (4 week course; Online)
 VNSG 2162 Clinical to VNSG 1391 (4 week course)

Total Hours 12

First semester Level 1		Subject	Lecture Hours	Lab Hrs./ Clinical	Contact Hours	Credit Hours
VNSG	1423	Basic Nursing Skills	3	4	112	4
VNSG	1160	Clinical-Licensed Practical/Vocational Nurse Training	0	0	96	1
VNSG	1133	Growth & Development	1	0	16	1
VNSG	1116	Nutrition	1	0	16	1
VNSG	1304	Foundations of Nursing	3	0	48	3
VNSG	1227	Essentials of Medication Administration	2	1	48	2
VNSG	1420	Anatomy and Physiology for Allied Health	3	2	80	4
VNSG	1331	Pharmacology	3	0	48	3
		1st Semester Totals	16	7	464	19
2nd Semester Level 2			Lecture Hours	Lab Hrs./ Clinical	Contact Hours	Credit Hours
VNSG	1261	Clinical-Licensed Practical/Vocational Nurse Training	0	0	96	2
VNSG	2260	Clinical-Licensed Practical/Vocational Nurse Training	0	0	144	2
VNSG	1432	Medical-Surgical Nursing II	4	0	64	4
VNSG	1238	Mental Illness	2	0	32	2
VNSG	2261	Clinical-Licensed Practical/Vocational Nurse Training	0	0	144	2
VNSG	1429	Medical-Surgical Nursing I	4	0	64	4
		2nd Semester Totals	10	0	544	16

3rd Semester Level 3			Lecture Hours	Lab Hrs./ Clinical	Contact Hours	Credit Hours
VNSG	2162	Clinical-Licensed Practical/Vocational	0	0	96	1
VNSG	1330	Maternal-Neonatal Nursing	3	0	48	3
VNSG	1334	Pediatrics	3	0	48	3
VNSG	1391	Special Topics in Licensed Practical/Vocational Nurse Training	3	0	48	3
VNSG	2161	Clinical-Licensed Practical/Vocational	0	0	96	1
VNSG	2160	Clinical-Licensed Practical/Vocational	0	0	96	1
		3rd Semester Totals	9	0	432	12
		Program Totals	35	48	1440	47

Appendix B

IMPORTANT INFORMATION REGARDING LICENSURE ELIGIBILITY

If you answer yes to any of the following five questions, you must complete the declaratory order process with the Texas Board of Nursing when requested.

The Declaratory Order process permits the Board of Nursing to make decisions regarding a petitioner's eligibility for licensure **even before applying to, or entering a nursing program**. The process may take from 3 months to 1 year to complete.

The following is from the application by NCLEX-PN Examination for Licensed Vocational Nurses – Section D Eligibility Questions.

- 1.) No Yes *For any criminal offense, including those pending appeal, have you:
- A. Been arrested and have any pending criminal charges?
 - B. Been Convicted of a Misdemeanor?
 - C. Been Convicted of a Felony?
 - D. Pled Nolo Contendere, No Contest, or Guilty?
 - E. Received Deferred Adjudication?
 - F. Been Placed On Community Supervision or Court-Ordered Probation, Whether or Not Adjudicated Guilty?
 - G. Been Sentenced To Serve Jail, Prison Time, or Court-Ordered Confinement? H. Been Granted Pre-Trial Diversion?
 - 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 may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

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 nondisclosure, 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 and fitness.

- 2.) No Yes

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

3.) No Yes

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 professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you

4.) No Yes

In 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 which impaired or does impair your behavior judgment, or ability to function in school or work?

5.) No Yes

Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

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

Background Checks:

- The Texas Board of Nursing (BON) requires a criminal background check on all students accepted for enrollment in a nursing education program. The background check is performed by the BON. Students accepted in the nursing education program are required to submit fingerprints 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 of Nursing to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.
- **If an applicant has or ever had legal/criminal issues, it is imperative the applicant begin the Declaratory process when requested by the Board of Nursing.**

Declaratory Orders:

A petition for Declaratory Order is a formal disclosure, to the Board of Nursing, of an outstanding eligibility issue that may prevent an applicant from taking the NCLEX examination upon completion of a nursing program.

The Declaratory Order process permits the Board of Nursing to make decisions regarding a petitioner's eligibility for licensure **prior to entering or completing a nursing program**. The process may take from 3 months to 1 year to complete.

Texas Board of Nursing contact information: www.bon.texas.gov

Customer Service #: (512) 305-7400

Declaratory Order form: http://www.bon.texas.gov/forms_declaratory_order.asp

Appendix D

Dress Code Criteria:

- Dress code for classroom and skills lab is nursing scrubs (any color or pattern) and closed toe athletic shoes, any color.
- Dress code for clinical is the *official school uniform for clinical from the SPC campus bookstore*. White closed-toe, closed-back shoes are to be worn with clinical uniform.
- Students will be required to purchase “nursing tools” such as stethoscope, blood pressure cuff, pulse oximeter, bandage scissors, pen light, etc.

Attendance Hours Required:

Each course, lab, and clinical have a required number of hours that vary depending on the level and the course. The hours will be stated in the student’s schedule and in each syllabus.

Clinical Hours vary according to the type of clinical facility the student is assigned to for that particular clinical course (nursing home, hospital, clinic, etc.). Clinical sites may be in San Antonio, New Braunfels or San Marcos. Reliable transportation is required to all clinical sites assigned. Accommodations or changes in scheduled placements **will not be made**.

Re-Entry Policy:

If you have **failed** a course, **you may only re-enter the program one time**. Students who were enrolled granted a re-entry and were not successful may not re-apply to the SPC VN Program.

Evaluation Criteria:

The minimal passing grade for the Vocational Nursing Program is 77%, which may be higher than other departments within St. Philip’s College. In Level II, there is also mandatory competency requirements that you pass the Medication Administration Exam with an 85%. You will be given three attempts. If after the first attempt, you have not met the 85% you will be remediated prior to your second and third attempt. In Level III, there is also mandatory competency requirements that you pass the Medication exam with a 90%. At this time, you will only have two attempts. If after the first attempt, you have not met the 90% you will be remediated prior to your second attempt. The Vocational Nursing Department has high standard to maintain the safety of our clients and the community.

Assessment Technology Institute (ATI) Criteria:

ATI prep course books and materials is a program that utilizes practice assessments, focused reviews, skills modules and tutorials to offer a wide variety of NCLEX® preparation assessments. ATI is required to compete the program to include completing ATI capstones and ATI Virtual.

Vocational Nursing Advisors:

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