Kilgore College
ADN Nursing Program

STUDENT HANDBOOK

2022-2023
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Kilgore College Nursing-Handbook Receipt

- Please sign below and turn in this receipt at Orientation. Your signature indicates that you:
  
  o Have received a copy of the 2022-2023 Kilgore College Nursing Program Student Handbook.
  
  o Understand that these policies supplement and/or complement the Kilgore College Catalog and the Kilgore College Student Handbook.
  
  o Have read, understand, and/or have an opportunity to ask questions.
  
  o Agree to abide by these policies and the contents of this Handbook.
  
  o Are responsible for this information, as well as the information in the individual course syllabus.

Student Full Name: __________________________________________________________________________________________
(print legibly):   (first)   (middle initial)  (last)

Signature:_______________________________________________________________

Date:__________________________________________

Kilgore College Nursing Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Kilgore College. Enrolled students will be issued a written copy of any changes.
HISTORY OF KILGORE COLLEGE
NURSING PROGRAM

Through the efforts of the Kilgore Independent School District citizens, Kilgore Jr. College, a two-year community college, was established in 1935. With the enlargement of the college district in 1946, Kilgore Jr. College evolved to Kilgore College and was disassociated from the Kilgore Independent School District.

The Kilgore College Associate Degree Nursing Program is designed to serve the best interests of the community and to provide quality nursing education. Courses are transferable to university programs.

Pre-planning for the nursing program began as a result of a request from an area physician and the administration of Good Shepherd Hospital in Longview, Texas. The ADN program was formed to meet the need for increasing the number of registered nurses in the community.

In August, 1969, Kilgore College Associate Degree Nursing Program admitted 30 students into the first nursing class and graduated 24 students in May of 1971. In May, 2021 the nursing program changed its' name to KC Nursing (KC NP) Program. This brings all the nursing programs (CNA, LVN, RN) under one umbrella.

The nursing program was accredited by the Texas Board of Nurse Examiners in 1971 and the National League of Nursing in 1973. The KC Nursing Program remains an accredited member of both the Accreditation Commission for Education in Nursing (ACEN); formerly National League of Nursing (NLN) and the Texas Board of Nursing (TBON); formerly Board of Nurse Examiners for the State of Texas (BNE).

Texas Board of Nursing
333 Guadalupe Suite 3-460
Austin, TX 78701
Phone: (512) 305-7400

The Associate Degree nursing program at Kilgore College at the Kilgore Campus located in Kilgore, Texas is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The KC Nursing program maintains high standards for nursing education throughout the program and provides challenges and maximum learning experiences.

Students are encouraged to join KC Nursing Students' Association, the Texas Nursing Students' Association, and National Student Nurses' Association. By taking an active part, each student has an opportunity to participate in community activities toward improved health care while enjoying social activities.
KILGORE COLLEGE NURSING PROGRAM

ORGANIZATIONAL CHART

Dean of Health Sciences

Director of Nursing Programs

Faculty
Support Specialist
Lab Coordinator/Lab Assistant

Students
PROGRAM DESIGN

The program design of the Associate Degree Nursing Program at Kilgore College is based on the belief that the individual is a unique product of environment, culture, and life experiences. The curriculum addresses the changing needs of the community and the health profession, as well as the physiological, psychological, and spiritual needs of individuals and families. The following concepts form the basis of the program design: THE ROLE OF THE NURSE, CLINICAL JUDGEMENT, and EVIDENCE BASED PRACTICE. Patient centered care, ethical & legal practice, professionalism, and communication are unifying threads that support the concepts and are integrated throughout the courses.

The ROLE OF THE NURSE is as a Member of the Profession, a Provider of Patient-Centered Care, a Patient Safety Advocate, and a Member of the Health Care Team. As Member of the Profession, the nurse practices within the ethical/legal framework of the profession, with responsibility and accountability for nursing practice, through promotion of excellence, a commitment to lifelong learning, and projects a positive nursing image. As Provider of Patient-Centered Care, the nurse provides safe nursing care for individuals and families with caring, competence, and commitment. Through the use of interpersonal skills, problem solving, and clinical decision making, the nurse assesses, diagnoses, plans, implements, and evaluates the care provided. As a Patient Safety Advocate, the culture and environment are insured by the nurse to protect the physical, psychological, microbiological, chemical, or thermal safety of the patient. To maintain safety the nurse must demonstrate knowledge of the Nurse Practice Act, and other state, federal, and organizational guidelines, formulate goals and outcomes based on Evidence-Based data, maintain competency in their own skill level, comply with mandatory reporting, and delegate based on patient safety and organizational policy. As a member of the health care team, the nurse collaborates with patients, their families, and the interdisciplinary team, serves as an advocate for health care quality and access, communicates and manages information with technology, and delegates and supervises aspects of nursing care to others as appropriate.

CLINICAL JUDGEMENT is both an intellectual and a creative process that enables the nurse to think critically and make sound decision making. The nurse utilizes the nursing process in decision making to provide safe, evidence-based, holistic nursing care of multi-cultural patients and their families.

EVIDENCE BASED PRACTICE is the systematic process of uncovering, evaluating, and using information from research as the basis for making clinical decisions and providing patient care.

MISSION STATEMENT

The Kilgore College Associate Degree Nursing Program provides a learner-centered environment that focuses on student access, success and completion via collaborative partnerships.

- Kilgore College Associate Degree Nursing Program promotes access through its comprehensive financial aid and scholarship programs.
- Kilgore College Associate Degree Nursing Program promotes success through high quality innovative instruction, holistic student support services and activities.
- Kilgore College Associate Degree Nursing Program promotes completion success by providing instruction in order for students to flourish through entry into the workforce as highly skilled and technologically advanced nurses.
- Kilgore College leads and promotes partnerships to area health care providers, universities, hospitals and clinics and participation with Texas Academic Progression in Nursing.
STATEMENT OF BELIEFS

• We believe the purpose of nursing education is to facilitate excellence by preparing graduates with the knowledge and skills for licensure in a rapidly changing profession in a variety of structured healthcare settings in a technological age.

• We believe that faculty promotes an environment that provides students with opportunities to experience learning by incorporating knowledge from the biological, behavioral, and the physical sciences toward the attainment of a unique body of knowledge.

• We believe that students apply this body of knowledge through the use of the nursing process and in developing clinical decision-making skills. We believe learning is an interactive process in which the faculty and students share responsibility.

• We believe in providing a quality education for a culturally diverse population and in recognizing varying backgrounds, skills, learning styles, and fostering student success through a variety of educational resources.

• We believe we have a responsibility to the public and the community to graduate students who will be safe providers of nursing care and who practice with a high level of ethical integrity.

• We believe that nursing is a dynamic caring profession that provides an essential service to the East Texas community by preparing the graduate with skills necessary for entry into nursing practice and by encouraging graduates to have a vision for the communities in which they live and work.

• We believe the teaching/learning process is a lifelong commitment to remain expert learners in each individual’s practice of professional nursing:
  o For faculty in development of a dynamic curriculum for the program and continuing education; and
  o For graduates to pursue continuation of personal and professional growth through lifelong learning.

• We believe the four primary roles in nursing are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the Health Care Team.
STUDENT LEARNING OUTCOMES (rev.8.2022)

After completion of the program, students will be able to:

- Collaborate with all members of the interdisciplinary team for the promotion of patient- and family-centered care (PFCC). (QSEN: T/C, DEC: I-A, II-C, II-E, IV-A)
- Utilize critical-thinking and clinical judgement in support of optimal patient outcomes. (QSEN: PCC, DEC: I-B, II-A)
- Employ best-practice safety standards in the delivery of care for the mitigation of risk of harm to clients, self, and others. (QSEN: S, DEC: III-B, III-C)
- Synthesize therapeutic communication, compassion, respect, and cultural sensitivity for the provision of care while advocating for the diverse needs of clients and families. (QSEN: PCC, DEC: II-B, II-D, IV-B)
- Incorporate the use of information technology as an instrument for communication, knowledge sharing, error reduction, and data collection in the development of optimal healthcare environments. (QSEN: I, DEC: II-A, III-B, III-C)
- Promote a positive healthcare environment through the implementation of measures to reduce violence in the workplace. (QSEN: QI, DEC: II-A, III-B, III-C)

FIELD OF STUDY FOR NURSING

The following annotated set of courses, totaling 28 semester credit hours (SCH) of fully transferable and applicable lower-division academic courses, and an additional set of Workforce Education (WECM) nursing courses, make up the Field of Study Curriculum for Nursing:

<table>
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<tr>
<th>Content Area</th>
<th>Number and Type of courses</th>
<th>Texas Common Course Numbering System Equivalents</th>
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<tr>
<td>Anatomy and Physiology</td>
<td>2 courses: A &amp; P I with lab and A &amp; P II with lab</td>
<td>BIOL 2401 and BIOL 2402 only 1(1)</td>
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<tr>
<td>Microbiology</td>
<td>1 course: Microbiology with lab</td>
<td>BIOL 2420 or BIOL 2421</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1 course: Chemistry with lab</td>
<td>Any 4 SCH ACGM course including lab</td>
</tr>
<tr>
<td>Nutrition</td>
<td>1 course: Nutrition &amp; Diet Therapy I</td>
<td>HECO 1322</td>
</tr>
<tr>
<td>Psychology</td>
<td>2 courses: General Psychology and Lifespan Growth &amp; Development</td>
<td>PSYC 2301 and PSYC 2314</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1 course: Elementary Statistical Methods</td>
<td>MATH 1342</td>
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STUDENT GUIDELINES

STUDENT RESPONSIBILITIES

The Kilgore College Nursing faculty encourages you to be an active participant in the learning process. Enhance your learning by reading textbooks, utilizing audio visual materials, participating in class discussions, reading journal articles, practicing skills in the laboratory, and seeking learning opportunities. The faculty believes that students are not just recipients of knowledge, but are an interactive part of the teaching-learning process. The faculty shares your goals to achieve the highest level of your potential development as a nursing student.

It is the responsibility of the student to be knowledgeable of the rights, privileges, requirements, and policies of the KC NP program.

It is the students’ responsibility to keep the KC NP office and their instructor informed regarding current name, address, telephone number.

DISABILITY ACCOMMODATIONS (KC Student Handbook)

The college provides services to students with documented disabilities. The Disability Services Coordinator, who can be reached at (903) 983-8682, serves as a clearinghouse for all students with disabilities. These services may include, but are not limited to, accommodations in class, tutoring, interpreting for the deaf, readers, scribes, note takers, and taped texts. Students seeking accommodations must contact the Disability Services Coordinator and provide the necessary documentation in a timely manner.

ATTENDANCE POLICY

Kilgore College expects punctuality and regular class attendance. An absence is defined as a student’s not being in class for any reason. An instructor may drop students when their lack of attendance prohibits them from meeting the course Student Learning Outcomes or when students accumulate excessive absences. “Excessive absences” is defined as the equivalent of two weeks instruction in a 16-week semester or at least 12.5% of the total hours of instruction in any term. Students may be dropped for nonattendance per Federal Financial Aid requirements even if the absences constitute less than 12.5% of the course.

Students are expected to be in class and or clinical prior to the start of the class/clinical. Tardiness is not tolerated. Once class has begun, and the door is closed, admittance will not be permitted. If a student is going to be late for some unforeseen reason, the student must call the nursing instructor to notify them as soon as they know they are going to be late. It is up to the nursing instructor’s discretion if he/she permits the student to come to class/clinical.

Students are expected to attend both class and clinical. If a student is unable to attend an assigned lecture/lab/activity, they are required to call and report their absence to the Nursing Instructor as listed in each course syllabus. Absent students are responsible for all announcements, assignments, and course content. Sleeping in class will be counted as class time missed or as absence from class.

At the point that a student misses over 12.5% of lecture/lab, a PIP will be given to the student. Any additional lecture/lab/activity time missed will result in the student being dropped or failed from the course. (Please refer to the Student Personal Improvement Plan (PIP) Policy located in this Handbook) Students who are disciplined for attendance issues are able to appeal their status to the NP Admissions, Progression, Re-Admittance Committee.

Clinical: Clinical attendance is required to successfully pass the course. If a student is late to clinical, the Nursing Instructor will determine if the student will be able to continue with the clinical day. If a student is
unable to attend clinical for illness, death in family, etc.... it is the Nursing Instructor’s discretion on how to address the missed clinical time. All clinical time will be made up. Make up clinical may include the student writing a 10-page APA paper on professional behavior, simulation day, case studies, etc.... Tardiness is not tolerated. Attendance is mandatory for both class and clinical days.

POLICY FOR MAKE-UP WORK

Effective communication between students and their instructor is essential. Students are responsible for initiating any make up work regardless of the cause of the absence. Students absent on official college business are entitled to make up any and all missed work without any penalty attached. However, students should notify their instructors in advance of the absence and should schedule any make-up assignments before the absence. If the student does not submit makeup work by the prearranged time, the student forfeits the right for further make-up of that assignment. For a student whose absence is not official college business, the individual instructor will judge if the student is eligible to make up work. In all cases, the instructor will determine the time for making up work and the nature of the make-up work. Whenever possible, students should discuss their impending absence with the instructor and schedule the make-up work prior to the absence.

DEMOGRAPHIC INFORMATION UPDATE

Students enrolled in the NP Program must keep up-to-date demographic information filed in the Nursing Office. Failure to have a current phone number and email contact will result in the student receiving a PIP in their currently enrolled course. Contact information is vital for the Nursing Department to notify Students if an unsafe condition exist on campus or at the clinical site. It is also important for our Instructors and the KC NP department to be able to contact students for notification in schedule changes.

CIVILITY POLICY

Per the Kilgore College Catalog, the college reserves the right to withdraw a student from one or more classes if, in the judgment of the college officials, such action is deemed to be in the interest of the student/and or the college. Examples of some reasons for administrative withdrawal are failure to provide accurate information, excessive absences, or unprofessional conduct.

Students are expected to assist in maintaining an environment that is conducive to learning. Inappropriate or distractive behavior is prohibited in order to assure that everyone has an opportunity to gain from time spent in the course. Should a disruptive incident occur, the faculty member in charge may remove the student. Students have the right to appeal.

Unprofessional conduct/unacceptable student behavior in this circumstance includes, but is not limited to the following:

1. Threatening instructors, hospital staff, patients, and or other students.
2. Slanderous accusations against faculty, Kilgore College, hospital staff, or other students.
3. Disruption of the classroom or clinical environment. (This includes use of electronic devices during class or clinical such as texting, iPods, cell phone, and/or computer for other than specified class activities, etc.)
4. Being disrespectful to Instructors, hospital staff, patients, or other students (i.e. tone of voice, rolling eyes, body language, arguing with instructor).
5. Demanding to discuss personal academic issues in a public forum.
6. Spreading of unfounded rumors.
7. Academic Dishonesty
SEXUAL HARASSMENT POLICY STATEMENT (KC Student Handbook)

Members of the Kilgore College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Sexual Harassment Sanction Statement

1. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.
2. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
3. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.

For more information, please visit or call the Director of Human Resources/Title IX Administrator in the McLaurin Administration building, (903) 983-8102.

ALCOHOL/INTOXICATING SUBSTANCES POLICY (KC Student Handbook)

Alcohol Policy
Absolutely no alcoholic beverages or other intoxicating substances may be possessed by students at Kilgore College nor are they allowed at any student related function sponsored by the college. Students found drinking or in possession of alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law.

Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit consumption or possession of alcohol by a minor. Penalties for violation or either of these codes on the Kilgore College Campus could result in arrest and an appearance in Municipal Court with a fine.

It is the responsibility of the college to maintain an environment which is conducive to teaching and learning and to personal and professional growth. Since irresponsible use of alcohol, intoxicating substances and drugs are detrimental to the maintenance of an educational environment, it is the intent of the college and its Board of Trustees to establish practices and procedures which discourage using alcohol, intoxicating substances, and/or drugs and ensure compliance with local, state and federal laws by all students on college property or facilities or property under control or jurisdiction of the college. Administrative officials have developed and implemented, in accordance with Board Policy, administrative guidelines and local, state and
federal law (with education as the means of prevention), an on-going alcohol/drug awareness and prevention program for students and employees of Kilgore College.

Any student that warrants concern for substance use while enrolled in the nursing program is subject to random drug/alcohol testing at the cost of the student. Alcohol and or Drug use while enrolled in the Nursing Program is not tolerated.

**CONDUCT AND DISCIPLINE (KC Student Handbook)**

The Executive Vice President and Chief Student Affairs Officer is responsible for implementing student disciplinary procedures provided in the College's Student Rights, Responsibilities, and Code of Conduct Policy. This policy states, “Kilgore College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when a student’s behavior disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.”

Students at Kilgore College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff, and faculty; and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

The KC Student Rights, Responsibilities, and Code of Conduct Policy and Procedures are available on the College Policy and Procedures webpage, [https://www.kilgore.edu/about/human-resources/policy-and-procedures#stu-comp-policy](https://www.kilgore.edu/about/human-resources/policy-and-procedures#stu-comp-policy).

**POLICY FOR SOCIAL NETWORKING SITES**

Students in the NP Program at Kilgore College are expected to adhere to the high standards of the nursing profession with regard to maintaining confidentiality. This not only includes guarding patient confidentiality at a clinical site, but also in the classroom, lab, at home and on-line.

The following guidelines are for behavior involved with cell phone use, FACEBOOK, Twitter, and any other social networking site.

**Guidelines:**

- No use of social networking during lecture, lab, or clinical time is permitted.
- It is the students’ responsibility to keep their site appropriate and profiles clean.
- Do not post threats or derogatory remarks about anyone associated with the NP Program. This includes fellow students, faculty, staff, college administration, clinical affiliates, and, above all, patients.
- Posting photos of fellow students, faculty, staff, etc. without their permission is forbidden.
- Taking photos of patients, their body parts, or body fluids or exudate, is strictly forbidden.
- Cell phone use at the clinical site/patient care areas is strictly forbidden. If cell phones are discovered they will be confiscated for the remainder of the class or clinical day.

Kilgore College respects the First Amendment but will not permit or tolerate any activity or post online that is defamatory, incites violence, is obscene (as defined by federal and/or state law), or that is inconsistent with or undermines the educational mission of Kilgore College or creates a disruption in the workplace.
Private workplace issues that are not a matter of public concern are not protected by the First Amendment and should not be posted online. Kilgore College is a learning community and its mission to educate is to be carried out impartially and without regard to factors like race, gender, and the like. Any online content that results in harm to this mission or to the College’s operations is a violation of this policy.

Violations of this policy may result in discipline, up to and including termination. Kilgore College may remove any content from its official social media sites that violates this policy.

**ACADEMIC HONESTY POLICY AND STUDENT DISCIPLINARY PROCEDURES**

It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate academic dishonesty. Plagiarism and other forms of academic dishonesty undermine the very purpose of the college and diminish the value of an education. Academic dishonesty is a violation of the Kilgore College Student Rights, Responsibilities and Code of Conduct Policy. Sanctions for violating the Code of Conduct are outlined in the policy. In addition, the course syllabus may contain specific sanctions for academic dishonesty.

**Matters of Academic Dishonesty:**

Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, failing the course, reduction or changing of a grade in the course, a test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required by other students in the course. Acceptance of the faculty member’s recommended penalties by the student shall make the penalties final and constitutes a waiver of further administrative procedures. If the student does not accept the decision of the faculty member, he/she may utilize the Student Complaint Policy to appeal. If the student is ultimately found not to have been involved in academic dishonesty, the instructor shall not base his/her evaluation of the student on the alleged but unproven dishonesty. If the student is ultimately found to have violated matters of academic dishonesty, the appropriate disciplinary sanction shall be implemented. Any student who believes that a grade has been inequitably awarded should refer to the Student Complaint procedures.

Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, inappropriately obtaining/sharing test content, etc. This applies to all students, including those enrolled in distance education or at off-campus instructional sites.

[https://www.kilgore.edu/about-kc/institutional-information/human-resources/policy-and-procedures#stu-rights-policy2](https://www.kilgore.edu/about-kc/institutional-information/human-resources/policy-and-procedures#stu-rights-policy2)

For the Nursing Program, being in breach of the Academic Honesty Policy will include the following **but is not limited to:**

- Looking at another’s paper.
- Sharing and or Buying papers and exams.
- Illegally accessing an instructor's office.
- Procuring/buying a copy of the instructor's test or test bank.
- Using cell phones, tablets, and other electronic equipment to find information or record test questions for others.
- Writing notes on hat brims, skin, shoes, bottles, and other items.
- Copy from one and another; turning in the same work for grading.
- Writing down notes prior to the start of an exam.

The Kilgore College Nursing Program faculty takes very seriously our obligation to graduate nurses who embody the values, ethics, and standards of the nursing profession and those of Kilgore College. We know
that integrity as a student correlates with integrity as a nurse and that integrity is essential for professional success.

Academic honesty must be the foundation for academic success. In order to achieve this success for our students and the NP Program, the Standardized Exam vendor will use forensic data to analyze exams. If an aberrancy is determined, the exam will be invalidated and a retest will be offered.

When taking the NCLEX Exam, candidates are required to not discuss the exam with anyone when they depart the testing site. Therefore, while attending the Nursing Program, students will refrain from discussing exams taken in the program with students who have not taken the exam. **Discussion of the exam will be considered a breach of the Academic Honesty Policy.**

Students share in the responsibility for maintaining academic honesty. Students are to refrain from acts of academic dishonesty and notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Any student who is suspected of not following the rules of the Kilgore College Nursing Program during a testing session could be asked to retake the exam and or receive a zero.

We believe that you, the student, share our aspirations for academic integrity of the program and for your success as a professional nurse.

A student will comply with the Kilgore College Nursing Academic Honesty Policy to insure academic integrity at Kilgore College.

**CLASSROOM TESTS**

The testing and grading for each course will be listed in each course syllabus. Each Instructor/syllabus will provide a calendar of events, examination dates, and criteria for grading.

Students are expected to be on time. Students arriving after the start of the exam will receive a zero for the exam. **NO make-up exam will be offered.**

Exams will terminate at the end of the designated time regardless of whether the students have completed the exam.

Students who need accommodations shall adhere to the Special Accommodations policy per the Kilgore College Student Handbook.

**Test Item Time Allotments**

- Students can anticipate receiving 1 minute per question for standardized exams.
- Students can anticipate receiving 2 minutes per question for any question requiring math calculations.
- Students can anticipate receiving 1.4 minutes per question for other questions.
- The instructor may opt to change the allotted time.
- If the student needs to leave the room and approval is granted, the student should pause their exam if such a feature is available. Any time loss cannot be added.

**Testing Center**

- No student may enter the computer lab until 10 min. before the exam is about to start.
- There is to be **NO TALKING** amongst the students once they enter the lab.
- Students **are not** to enter the testing site with ANY personal belongings: phone, papers, pencil/pen,
• Each student will be provided ONE PENCIL and ONE piece of scratch paper by the proctor- handed to them.
• Each student will turn in their scratch paper and pencil to the proctor at the completion of their exam; not the trash.
• Each proctor is to round prior to the exam to ensure there is no risk of cheating, verify the scratch papers are blank.
• Students are not permitted to wear jackets, hats, and or hoodies. Only class uniform: shirt/pants.
• ALL Proctors are expected to round during the exam. No use of cellphone for faculty during an exam.

REMEDICATION FOR EXAMS/TEST REVIEW
Test review sessions can be conducted following instructor-made exams. Students are allowed the opportunity to clarify questions with the instructor.

• Students who receive a grade of less than 75% on any exam are required to conduct remediation with an instructor from their current level.
  o The student is responsible to make arrangements with their instructor to conduct the exam remediation.
  o Arrangements must be made within one week of the exam’s completion.
  o Students who fail to make arrangements with their instructor within one week of the exam’s completion will not be allowed to review their exam.
  o All remediation sessions must be completed prior to the next scheduled exam for that course.

SPECIAL ACCOMMODATIONS
It is the responsibility of the student, not the instructor, to seek special accommodations when needed. If you need special accommodations for any reason, please contact the special populations’ counselor at KC, fill out the necessary forms and bring them to your Instructor at the beginning of the semester. Special Accommodations cannot be adhered to if the instructor does not have a copy of the paperwork from KC.

TESTING AND TELEPHONES

• Students must turn their phones off and place them in the designated area per the instructor. No phone is permitted in the testing room.
• If the phone is out and not turned off and rings/vibrates, the first offense will be a verbal warning and the second offense will result in a PIP.

ABSENCE FOR A MAJOR EXAM
Students are expected to take all tests as scheduled. If a student is unable to take a major exam at the appointed time, he/she must notify the instructor of the absence PRIOR to the scheduled exam start time and schedule a make-up time according to the individual course syllabus. However, the maximum grade that the student may make on the exam is 75%, except under extenuating circumstances.

POP QUIZZES
Quizzes are to be used as learning tools, and may be used to evaluate the student’s readiness for class.
Reading assignments are expected prior to start of each class period. Students are expected to be prepared for learning when entering the classroom. Class time is not the time to review the content for the first time; there is not enough time for the instructor to cover all the information. Students must come to class prepared to ask questions and discuss assigned readings, case studies, etc.…

**COURSE DELIVERY METHODS**

Kilgore College uses three different methods of course delivery. **Face-to-face courses** are scheduled to meet in a classroom at specific times on specific days. Meeting times may be a mixture of lecture and lab hours, led by an instructor. In some cases, students may be allowed to attend class sessions remotely through a web-based video conferencing program, such as Blackboard Collaborate or Zoom. Each face-to-face course has a supplemental course site on Blackboard where the instructor posts various course materials, such as the course syllabus, assignments, and grades.

- **Online (or web) courses** do not meet in a classroom at set days and times. Instead, instruction is conducted online through the online course site in Blackboard, using recorded lectures, videos, and assignments. The instructor and students communicate through various methods, including email, online discussion boards, Remind app, phone calls, and office visits. Online courses are not self-paced courses - specific deadlines are given each week, and students and the instructor communicate frequently throughout the course.

- **Hybrid courses** are a mixture of face-to-face meetings and online instruction. Typically, at least 50% of the course requirements are met through online instruction, while the remaining requirements are met through face-to-face instruction.

**GRADING POLICY**

- The calculations of percentages will carry through the hundredths place for adding.

- In order to pass, students must have a test average of 75% or greater, before any other grades will be considered for final grading.
  - Any fraction of a grade/score below 75% is considered failing.
  - Standardized tests are not included in the determination of the course test average.

- The grading scale utilized in the ADN program will be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>75 - 79</td>
</tr>
<tr>
<td>F</td>
<td>Below 75.0</td>
</tr>
</tbody>
</table>

- Nursing Students must successfully pass both theory and concurrent attached clinical courses and achieve a grade of “C” or better to pass each course. An unsatisfactory grade in either theory or the attached clinical practice will result in failure of the course, and both theory and clinical courses must be repeated.

- A student must pass all courses with a grade of “C” or better to progress.
  - Note: In order to pass, students must have an average of 75.0. Any fraction of a grade/score below 75.0 is considered failing.

- Grades are derived by averaging scores earned for work required. The instructor assigns weights within the following limits:
Clinical scores are based on specific evaluation criteria outlined in the clinical grading policy.

The final exam will consist of the designated standardized test for the course in question.

- Standardized tests grading conversion and criteria is outlined in the standardized testing grading section within this handbook.

A discussion will be held with the Director of Nursing concerning any students failing grades prior to these grades being submitted to the Registrar's Office.

When students are failed in a course, a letter outlining the reason for failure will be sent to the Director's office, with justification for the failure, to be placed in the student's file.

Disclaimer: The instructor reserves the right to make modifications to content and schedules as necessary to promote the best education possible within prevailing conditions affecting the course. The instructor also reserves the right to utilize resources that provide the student with the most up-to-date information pertinent to the course.

STANDARDIZED TESTING GRADING

- Course grades, including HESI scores, impact student progression. In order to progress to the next level, or graduation, students must earn a minimum course grade of 75%.

- Completion of the HESI is required for progression to the next level or graduation.

- Each student will have two attempts for the HESI at the end of each level. All students will take both exams.

- Scores for the HESI exam by level.

<table>
<thead>
<tr>
<th>Level</th>
<th>HESI Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>800</td>
</tr>
<tr>
<td>Level II</td>
<td>800</td>
</tr>
<tr>
<td>Level III</td>
<td>850</td>
</tr>
<tr>
<td>Level IV</td>
<td>900</td>
</tr>
</tbody>
</table>

- Scores presented are expectations of progression by level.
- The HESI score does not represent a "pass/fail" standard.

Student's Grade

- Grade conversion is progressive and changes as students advance through nursing school levels.
- Failure to meet the benchmark is not a guarantee of pass or failure. The HESI conversion score will be factored in to the student's overall grade and weighted as described in the course instructor's syllabus.
- The grade that is entered in the gradebook will be determined using the HESI Grading Conversion Chart.

<table>
<thead>
<tr>
<th>HESI Grade Conversion Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
</tr>
<tr>
<td>HESI Grade</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>&gt;900</td>
</tr>
<tr>
<td>850-899</td>
</tr>
<tr>
<td>800-849</td>
</tr>
<tr>
<td>775-799</td>
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<tr>
<td>750-774</td>
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<tr>
<td>745-749</td>
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<tr>
<td>740-744</td>
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<tr>
<td>730-739</td>
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<td>700-729</td>
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<tr>
<td>600-699</td>
</tr>
<tr>
<td>500-600</td>
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<tr>
<td>&lt;500</td>
</tr>
</tbody>
</table>

**Standardized Testing Remediation**

- Students will complete remediation following the completion of the first HESI attempt.
  - Students may receive HESI Exam reports and correlating online remediation within 0-72 hours after the first exam is closed.
  - The student will complete all remediation prior to the administration of the second HESI attempt.
  - Students who do not complete all remediation will not be permitted to sit for the second HESI exam attempt.

  - If the student does sit for both HESI attempts, they will not progress to the next level of the Kilgore College Nursing Program.

- Students must complete testing and remediation with academic integrity.
  - Use of illegally obtained test content, sharing of information and working with other students is considered academic dishonesty and may lead to student dismissal from the Kilgore College Nursing Program.

**Clinical Grading Policy**

- Completion of a clinical course is a cumulative process that results in a summative grade. Performance throughout the course is considered when grades are awarded.
  - The instructor and student will complete the Clinical Evaluation Tool at the end of the course, at which time the instructor will confer with the student regarding clinical performance.
  - Final clinical grades for the semester are a letter grade based on clinical performance as defined in the outline for each course.
  - An interim evaluation may be completed at the request of the instructor or student.

- Clinical performance is evaluated at the end of the course using a scale of Satisfactory (S) and
Unsatisfactory (U) for each course clinical objective. The clinical evaluation tool is divided into four major areas with clinical performance objectives listed under those four major areas.

- If any two objectives (other than Critical Competencies) within a major area are rated “Unsatisfactory”, then that major area will be rated “Unsatisfactory”.
- If an objective is flagged with an asterisk (*), that objective is considered a Critical Competency.
  - If any Critical Competency is rated “Unsatisfactory” within a major area then that major area is rated “Unsatisfactory”.
  - Students must be rated satisfactory on all Critical Competencies in order to progress.

• Clinical Assignments
  - All clinical assignments are graded using a scale of Satisfactory (S) and Unsatisfactory (U).
    - Percentage grades and points grades are not used for clinical assignments.
    - Satisfactory (S) and Unsatisfactory (U) are required to be defined clearly for all clinical assignments.
  - Clinical assignments are categorized as “Primary” and “Secondary”
    - Primary clinical assignments-examples
      • Clinical paperwork (Care Plan)
      • Simulation paperwork
    - Secondary clinical assignments-examples
      • Reflective Journals
      • Post-conference
      • Any other assignments as determined by the instructor

• If the student demonstrates unsafe nursing performance, that student cannot complete the clinical course and receives a grade of “F”.

• The student must achieve at least a grade of “C” in the course to pass. A grade of “C” indicates that the student has achieved stated clinical objectives at the minimum defined level of competency.

• At the end of the course, a final clinical grade will be awarded based upon the following grading scale and is based on completion of all standards for that letter grade.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
</table>
| A | • All major areas are satisfactory  
   • At least 80% of all primary clinical assignments receive and overall rating of satisfactory (S)  
   • All secondary clinical assignments are turned in and complete  
   • No absences during clinical hours scheduled |
| B | • All major areas are satisfactory  
   • 70-79% or greater of all primary clinical assignments receive and overall rating of satisfactory (S)  
   • At least 75% secondary clinical assignments are turned in and complete  
   • Absences of less than 12.5% of clinical hours scheduled |
| C | • An unsatisfactory in one major area  
   • 60-69% or greater of all primary clinical assignments receive and overall rating of satisfactory (S)  
   • At least 50% secondary clinical assignments are turned in and complete  
   • Absences of 12.5-25% of clinical hours scheduled |
F

- An unsatisfactory in two or major areas
- 59% or below of all primary clinical assignments receive and overall rating of satisfactory (S)
- Less than 50% secondary clinical assignments are turned in and complete
- Absences of more than 25% of clinical hours scheduled

- The Clinical Evaluation Tool will become part of the student’s permanent record.

- There are some circumstances where a student may earn a "U" for the course in a major area which will be maintained throughout the course and cannot be remedied.

The Kilgore College Nursing Student Handbook, in the Statement of Unsafe Clinical Practice; states that a student is unsafe if the students:

- Assumes inappropriate independence in action or decisions.
- Medication administration (Oral medications, gastric tube medications, and IV piggyback medications may be given with an instructor or a nurse after the student has been checked off.
- See Clinical Skills Booklet for reference of skill check offs and observational only skills, nursing procedures, use of equipment, fails to recognize own limitation, incompetence and/or legal responsibilities.

**MATH CALCULATION/PHARMACOLOGY POLICY**

The safe administration of medications is one of the primary objectives of the Kilgore College Nursing Program. Accurate mathematical computation and pharmacological knowledge are essential elements of safe medication administration. Therefore, accuracy of mathematical computations/pharmacology will be assessed before each clinical course with the mastery (competency) level increasing from simple to complex during your course of study.

- All students will have two attempts to achieve a passing score, as determined by the student's level.
  - Passing scores for each Level are as follows:
    - Level I and II: 90%
    - Level III and IV: 100%
- If the student does not pass the exam with a passing score on the final attempt, the student will be required to withdraw failing from all clinical and theory courses.
  - The student will not be eligible for readmission unless an approved math course has been taken and passed, with a grade of "C" or better.
  - The student may then reapply to the nursing program when space is available. (See Re-Admission Policy in this Handbook)

**SKILLS/PHARM/SIMULATION LABORATORY**

There are skills and simulation laboratories throughout the KC Nursing program. The purpose of the nursing skills/simulation laboratories is to provide a safe learning environment in which students will be introduced to basic skills, have an opportunity to learn basic to advanced nursing skills, and a place for skills to be practiced and evaluated by their instructors. An open skills lab is available for all students to practice skills to achieve mastery of clinical competencies. Open skills lab is an opportunity for students to gain additional practice and guidance from their instructors and or peers. Open lab is not mandatory, but highly encouraged. The NP faculty encourages all students to take advantage of this opportunity to enhance their clinical skill
competency and confidence.

**COMPUTER LABORATORY**

The computer laboratory provides online testing and opportunities to do remedial assignments. The students are encouraged to utilize the lab as an extension of the classroom. Each student is required to sign in and out when using the computer lab.

When students are participating in testing, graded computer activities, etc., they are subject to being remotely monitored to assure academic integrity. There is no guaranteed privacy in the computer lab at any time. Anything displayed on the computer screen can be printed as documentation of a breach in academic integrity. This includes private email accounts, Facebook, etc.

**CONFERENCES**

The faculty encourages and supports communication between students and Instructors. Instructors have office hours for conferences posted on their course syllabi. Students are encouraged to schedule conferences with the instructor. Conferences may be initiated by the student or faculty person at any time to discuss problems involving clinical experience, classroom work, and procedures. Clarifying objectives and developing healthy working relationships is critical to the success of each student. Student-faculty conferences evaluate clinical performance and scholastic standing to be held according to each course syllabus.

**ACADEMIC DIFFICULTIES**

Kilgore College has Student Success Programs at both the Kilgore and Longview campus; i.e., The Zone Tutoring Lab, TRIO, Student Support. They provide resources for decreasing test anxiety and other academic difficulties.

**Traditional Students:** Students with 1 course failure may re-apply to the nursing program. If the student is accepted back into the program, the student may be required to take remediation course RNSG 1293, Special Topics the next semester. (See Re-Admission Policy in this Handbook)

**Transition Students:** Students will be dropped from the program if their first course failure occurs during their first full semester (Level II). For all other semesters of the Kilgore College Nursing Program, transition students will follow the same standards as traditional students, as described in this handbook.

**All Students:** Any student that has a 2nd course failure in the KC Nursing or in a previously attended Nursing Program, will be dropped from the KC Nursing program. The student may re-apply to the KC Nursing after two years. Students with course failures are required to attend face-to-face courses, only. No online or hybrid offerings will be permitted.

**NOTE:** If the student becomes certified in a health-related field and OR works in the healthcare field for one year as medical personnel, may reapply to the program after one year.

**WITHDRAWAL FROM A COURSE**

If a student chooses to withdraw from a course for personal reasons or due to failing a course, the student must go to the Registrar’s Office to withdraw themselves, complete a withdraw form and have the instructor sign. Faculty will only withdraw Students for administrative reasons. If a student withdraws from a lecture course, the corresponding clinical course, (labs, etc.) must also be withdrawn from at the same time.
GRIEVANCE POLICY

Please refer to the current Kilgore College Website https://www.kilgore.edu/sites/default/files/documents/file/HumanResources/pp-Student-Nondiscrimination-Student-Grievance-2020.pdf

STUDENT NURSES ASSOCIATION

The Kilgore College Student Nurses Association is the local organization affiliated with the Texas Student Nurses Association and the National Student Nurses Association. The Kilgore College Student Nurses Association (KC SNA) is open to all nursing students. Monthly meetings are held. Dates and times of meetings are determined at the beginning of the school year. Meetings consist of pertinent nursing information, nursing education, community concerns, services, and social activities. Members are encouraged to attend professional workshops and conventions held annually.

NSNA: The National Student Nurses Association is a pre-professional association for nursing students. Involvement in NSNA prepares students for involvement in professional associations, such as the American Nurses Association and the National League for Nursing, upon graduation from nursing school. Membership affords individuals and groups an opportunity to support the goals and purposes of the NSNA. Your membership assists the advancement and future of nursing. The NSNA is the largest independent student organization in the country and the only national organization for students of nursing.

STUDENT HEALTH

- Good health is essential to the nurse/nursing student if he/she is to function in caring for patients/families. The following requirements have been adopted by the NP Program:

  - A satisfactory physical examination and specific immunizations are required prior to entering the clinical area. **Immunizations AND BLS/CPR must not expire during the semester the student is attending.** If it does, the students will not be able to attend clinical.

  - A release from the physician will be required after an illness/injury/medical condition requiring absence from class and/or clinical or an illness/condition requiring hospitalization.

  - Students are expected to report any condition to their instructor which would affect their performance in clinical practice (i.e., back injury, communicable disease, pregnancy, psychiatric illness or drug addiction, etc.) Failure to report such an illness could result in the student being dismissed from the KC NP Program.

  - Students will not be allowed to participate in a clinical experience if they have any restrictions while under the care of a health care provider. Students are required to provide a release from his/her health care provider stating no restrictions. Students with restrictions will need to withdraw from the nursing program and re-apply when the restrictions are resolved.

CRIMINAL BACKGROUND CHECK

As stated in SB1058 passed by the 83rd State Legislature of Texas, that requires the TBON by rule to develop a system for obtaining criminal history record information for a person accepted for enrollment in a nursing educational program that prepares the person for initial licensure as a registered or vocational nurse by requiring the person to submit to TBON a set of fingerprints.
Kilgore College will require a completed Criminal Background Check on any individual accepted into the Nursing Program at the student’s expense prior to enrollment. The Criminal Background Check must come back clear from the TBON and the student must submit their “blue card” from the TBON to have copied and placed in their file in the KC NP Office. If the student has a positive Criminal Background Check from the TBON, they must submit a Declaratory Order to the TBON and have received an Eligibility Letter stating that they will be allowed to sit for the NCLEX upon graduation.

**NOTE: No student will be allowed to attend clinical without a clear Criminal Background Check or an Eligibility Letter from the TBON.**

If an incident occurs, that is an offense that will require that a Declaratory Order is completed, after a student has been admitted and is enrolled in the NP Program, the student will be suspended from the program. Due to contracts with the clinical sites requiring status of Criminal Background Checks, no student will be allowed to attend clinical with an outstanding Declaratory Order and therefore cannot fulfill the course requirements that they are enrolled in. If the student receives an Eligibility Letter from the TBON within the required four years of completion for the program, the student will be re-instated into the program. The student maybe required to start over based on the amount of time that has lapsed since dismissal from the program.

**TEXAS BOARD OF NURSING (TBON) CORRESPONDENCE**

A student must provide the Kilgore College Nursing Program with a copy of any outcome letter, eligibility order or any correspondence from the Texas Board of Nursing while they are enrolled in the nursing program. Failure to do so could result in the student being dismissed from the NP Program.

**STUDENT CLINICAL RESPONSIBILITIES**

- Students are expected to report on-time for clinical.
  - Students who arrive one minute late will be marked tardy for the clinical day.
  - Two tardies from clinical will count as a clinical absence.
  - Student who arrives late to clinical, fifteen minutes or more, will be sent home and counted as absent for that days’ clinical hours. Students will not be permitted to make up these missed hours.
  - See Clinical Grading Policy within this handbook for specific details on how hours missed affect overall grade.

- Students unable to attend clinical must contact the clinical instructor at least two hours before the time they are expected to arrive at the clinical facility.

- Reporting on/off – All students will report to their instructor and staff nurse assigned to patient when arriving and leaving the patient area for any reason. (Notify the Instructor and staff nurse for all breaks and meals).
  - This report should include what was done for the patient(s), the patient’s reactions, other observations about the patient, any ordered procedures not done and the reason why not done, all medications given, any ordered medications not given, and the reason for not giving the medication.
  - This report is essential to ensure adequate care for the patient after the student has left the unit. Report will be given in an SBAR format.
• All documentation of medications, assessment, intake and output, and any vital signs must be up to date before leaving the unit. This includes at breaks and meals. Failure to do so, may result in a PIP. Patient Care – The student is expected to seek help from their instructor and/or assigned staff nurse to safely perform procedures that he/she has been taught and or checked off in the nursing program.

• Supplements to the clinical learning experiences such as reading journal articles, library books, watching videos and/or films or working in the computer lab, and or case studies, will be assigned based at the discretion of each nursing instructor.

Know the guidelines for the Hazardous Substance Control:
• Know where the Personal Protection Equipment (PPE) is located on each unit.
  o Know what hazardous substances that you work around:
    ▪ Chemicals
    ▪ Gases
    ▪ Medications
    ▪ Chemotherapy
    ▪ Radiation
• Know where to find the Material Safety Data Sheets (MSDS)
• Understand Warning Labels
• No tobacco products may be used during clinical or on the Kilgore College campus.

STUDENT PERSONAL IMPROVEMENT PLAN (PIP) POLICY

• A PIP in the Nursing Program will consist of a verbal or written formal agreement between a Student and an Instructor. This PIP will detail a given incident that occurred by action or omission of action by a student and the steps required by the Instructor to remedy the situation.
• A deadline for the steps required will be included on the PIP.
• Situations that could prompt a PIP to be written include, but are not limited to; lack of preparation for a clinical experience, a no call/no show for clinical, academic dishonesty, bullying. Greater than two (2) Prescriptions for Success, or harassing a Faculty or Student, etc.
• Students may be placed on a PIP in any class, lab, or clinical setting.
• A Student’s final grade in a course will be lowered by 5 points for each PIP issued. Clinical points will be converted to a percentage and 5 points will be lowered.
• Students who receive a second PIP in a semester will be expelled from the program. Students who receive a third PIP while in the program will be expelled from the program.
• Students may apply for readmission to the program. The student will be required to appear before the Admission/Readmission/Progression Committee.
• Readmission will be reviewed on an individual basis and space availability.

PRESCRIPTION FOR SUCCESS POLICY

Prescription for Success (PS) forms are completed when an Instructor sees a deficit in students’ performance. The PIP will detail the steps required of the student, for example; remediation activities. Once a PIP is in place, the Student PIP Policy will go into effect and will be adhered to regarding grading and progression criteria.

STUDENT PROFESSIONAL CODE OF DRESS AND HYGIENE

Nursing is a profession that requires close contact with those persons in need of nursing care. Moreover, much of what is done for patients causes the nurse to invade their personal space. In view of the close
proximity of nurse to patient, we must be aware of personal hygiene and dress as factors that affect our therapeutic relationship.

A healthy body is well nourished, alternates between rest and activity, and is maintained in a state of cleanliness and correct body posture. The practice of maintaining a clean body is a learned behavior. Daily baths and showers do much to enhance cleanliness as well as the body's sense of well-being. Additional soaps, deodorants, and antiperspirants are used as protection against offensive odors.

In the health care setting, strong fragrances can be offensive to patients—particularly to those who are anorexic, nauseated, or having breathing difficulties. A useful guideline, therefore, is to reserve the use of fragrances for other times than when you are caring for patients. Unscented deodorants are to be used. The odor of smoke must not be on clothes or breathe. Visible body piercings, other than pierced ears (1 single hole on each ear lobe), and one nasal stud are not acceptable. Tattoos are not to be visible; therefore, completely covered at all time during clinical experiences.

**Appearance in Clinical, Skills Lab, Simulation Lab, and Lecture/lab:**

- Hair length and style should be conservative and appropriate to a professional environment. Long hair must be pulled back and secured in a way that it cannot fall into the patient care area. Hair must be off the shoulders and cannot fall to the front of the uniform (for clinical, simulation lab, and skills lab). Hair must always be neat and well-groomed. Hair color should be appropriate, conservative, and may not include non-typical colors (i.e. blue, green, purple, etc.). Excessive hair accessories; i.e. large bows, etc. and styles may not be worn at clinical, simulation lab, or while in the skills lab. Sideburns, mustaches, and beards should be neatly trimmed (no more than one inch in length).

- Body hygiene will consist of a daily bath and unscented deodorant. (No perfumes or scented lotions.)

- Fingernails will be clean and neatly trimmed to no longer than fingertips. No nail polish of any kind; including clear polish. **Sculptured fingernails and fake fingernails are not permitted.**

- Make-up must be conservative. **No false eyelashes or eyelash extensions of any kind.** Excessive make-up is not permitted.

- **Tattoos must be covered completely in clinical, simulation lab, and skills.**
  - Students are not required to cover tattoos during lecture.

- Appropriate undergarments will be worn.
  - A plain white, black, gray, or royal blue t-shirt, short or long sleeve, may be worn under the uniform top.

- Jewelry worn may consist of:
  - **Wristwatch with a second hand.**
  - **Plain rings without raised stones or designs (fancy rings can scratch patients and harbor bacteria).**
  - **Stud earrings; no loops or dangles are acceptable and earrings are limited to one pair on the lower ear lobe.**
  - **No bracelets or necklaces will be permitted.**
  - **Body piercings (other than conservative ear piercing on the lower ear lobe and one small nasal stud) are not considered appropriate and are not permitted.**
- Students who have other body piercings, must not wear the jewelry item or it must be completely covered.
- Included in this category are lips, eyebrows, cheeks, ears (other than lobes), tongue, face, etc.
- No clear spacers are allowed to be worn.

- No alcohol products may be used in public while wearing any Kilgore College NP uniform or name tag.
- No tobacco products may be used while attending Clinical.
- Mouth care (oral hygiene) is to be a regular part of the student’s hygiene. Students should ensure that their breath is not offensive to their patients. The odor of smoke should not be on clothes or on breath.
- Comfortable, clean, non-slip, shoes are to be worn.
  - Shoes should be kept clean; along with clean shoelaces.
  - Shoes will be closed toe and closed heel. Low heel shoes only.
- Students must have the following items in the clinical, simulation lab, or skills lab area:
  - A simple wristwatch with a second hand.
  - Black ink pen; except while in Simulation Lab and Skills Lab; where you can only have pencils.
  - A small pocket note pad.
  - Stethoscope. (provided in skills bag)
  - Penlight.
- KC NP name tag and Level tag to be worn at all times. (Visible and on the upper front part of your uniform).
- Masks and goggles are considered part of the uniform and must be worn when requested or required for clinical, simulation, lab, and/or lecture.
- All of the items listed above must be followed with all uniforms listed below:

**Pre-Nursing Uniform:**
- Kilgore College (t-shirt any color).
- Scrub bottoms (any color)
- All tops and shirts must be long enough to cover your stomach area.

**Level I through Level 4 and Transition Uniform**

**Clinical/Skills/Simulation Uniform:**
- The KC NP uniform is solid royal blue scrubs (top, skirt-knee length or long pants). The uniform identifies you as a KC NP student. Uniforms will be clean and pressed, with the KC NP patch (purchased through the KC Bookstore) on the upper left chest.
- Pant length should be hemmed to appropriate length as to not drag on the ground.
- Tops must be long enough to cover your stomach area.
- A royal blue scrub jacket (no fleece type material; material type should mimic your scrubs) may be worn for warmth with the KC NP patch on the upper left chest.
• The KC Bookstore also has clinical jackets that are acceptable to wear. (no fleece material)

• No other type jacket may be worn during clinical, simulation lab, or skills lab. This is your Clinical, Simulation Lab, Skills Lab Uniform and must be worn the entirety of the day. Please wash frequently.

**Lecture/Lab Uniform:**

Your non-clinical, non-simulation, and non-skills day uniform will be as follows:

- Scrub pant (any color)
- KC t-shirt or KC polo shirt
- Clinical uniform – listed above.
- All tops and shirts must be long enough to cover your stomach area.

Please remember that as a student representing the KC NP program, you should be professionally attired in your uniforms while on KC campus.

Clinical Jackets, Polo Shirts, and the KC NP uniform patch are purchased through the Kilgore College Bookstore. Scrubs can also be found at the KC Bookstore. The KC SNA t-shirt is purchased only through the KC Student Nurse Association.

Students are encouraged to place an identifier on the inside of their clinical jacket and/or scrub jacket.

Non-compliance with the Professional Code of Dress and Hygiene Policy listed above can result in the student being sent home, counted absent for the day, and/or put on PIP if the problem continues (see Student Personal Improvement Plan Policy).

**KC Nursing Faculty and Staff has the right to approve and correct students' uniform attire.**

**EMPLOYMENT POLICY**

The KC NP program neither encourages nor discourages student employment, although heavy work schedules are often a factor in students being unsuccessful in the nursing program. If a student must be employed during school, it is recommended that he/she not work immediately prior to a class or a clinical/simulation/skills lab experience.

All students whether employed or unemployed are expected to:

- Be responsible for maintaining the required grade point average, attending scheduled classes, laboratory sessions, clinical, and meeting all scheduled deadlines.
- Accept responsibility for their own actions within the employing agency and recognize that Kilgore College assumes no liability responsibility for activities performed on the job.
- Refrain from wearing an insignia, name badge, or any other indicator of a Kilgore College student while working as an employee of an agency.
- Recognize that school deadlines or learning experiences will not be altered to accommodate work schedule.

**FACILITY/CLINICAL AGENCY AGREEMENT**

Kilgore College has an agreement with various health care agencies to provide learning opportunities for the student nurse. In order for the College to use the clinical facilities, agreements have been made by Kilgore College that both students and faculty will abide by the policies and procedures of the clinical agency.
Although the agreement may vary slightly with the agency, in general, they include the following:

- The college is responsible for teaching and supervising the clinical experience and will provide direction to qualified Facility personnel who might be assisting with the teaching and/or supervision of students.
- Faculty and students of the College will abide by the policies and procedures of the Facility while using its facilities.
- The Facility may refuse permission to any student the Facility so chooses to practice in the Facility.
- The Facility will provide equipment and supplies needed for patient care at the Facility.
- If a student is dismissed from a clinical affiliate for actions unbecoming of a Kilgore College Nursing student, the student in question may be dismissed from the Kilgore College Nursing Program.

**In Summary**

Kilgore College employees and students represent the KC NP program. We are guests of the Clinical Agency. Our behavior and actions should be geared so that we will be welcomed by the staff and the patients.

**STATEMENT OF UNSAFE CLINICAL PRACTICE**

Any act of omission or commission, which may result in harm to the patient, is considered unsafe clinical practice. Students must be aware that certain nursing behaviors place the patient at risk. It is the student’s responsibility to practice safe patient care. During any clinical experience, unsafe clinical practice is defined as any one of the following:

- Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient. This includes, but is not limited to:
  - Leaving patients with limited sensorium, strength, or coordination unattended in an unsafe situation.
  - Failure to report errors or that an ordered/required patient procedure was not carried out.
  - Failure to recognize and report a serious change in a patient’s condition, or a serious hazard in the patient’s immediate environment.
  - Failure to use therapeutic communication.
  - Arrives at a clinical setting unprepared to provide safe patient care.
  - Arrives at clinical setting late to provide safe care.

- Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical function. This includes, but is not limited to:
  - Medication administration
  - Vital signs
  - Therapeutic communication
  - Invasive/non-invasive procedures

- Assumes inappropriate independence in action or decisions. This includes, but is not limited to:
  - Medication administration
  - Nursing procedures
  - Use of equipment

- Does not adhere to current CDC Guidelines for Infection Control.

- Fails to recognize own limitations, incompetence and/or legal responsibilities.

- Fails to accept moral and legal responsibility for his/her own actions.
• Violates professional integrity as expressed in the ANA Code for Nurses. This includes, but is not limited to:
  o Willful dishonesty regarding information given to faculty, students, hospital staff, or patients.
  o Willful dishonesty regarding patient documentation.
  o Stealing medication, equipment, books, etc.
  o Failure to keep patient information confidential. (i.e. copying patient records, taking pictures by cell phone, etc.)
  o Destruction of a patient’s confidence in other health care team members.

• Inability to practice safely – demonstration of actual or potential inability to practice with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any mood-altering substance or as a result of any mental or physical condition.

• Unprofessional conduct that is contrary to professional standards or ethics, or not befitting members of the nursing profession with language, behavior, or conduct.

Unsafe clinical practices will be documented by the clinical instructor. An act of omission or commission which, in the judgment of the clinical instructor, constitutes an unsafe clinical practice may be considered on one of the following levels:

• **1st Degree**: Consists of paperwork issues, such as, lack of preparation, tardiness, turning in paperwork late, inappropriate charting, etc. Such an infraction could result in a written reprimand to/or PIP with the student. Repeated infractions could result in failure of the course.

• **2nd Degree**: Consists of repeated poor performances in previously mastered skills or theory application, such as, but not limited to: failure to provide report to facility nurse, breaks in sterile technique, lack of medication knowledge, omission of medication administration, omission of care, etc. Such an infraction could result in a written reprimand to/or PIP with the student, failure of the course, or termination from the Kilgore College A.D.N program, or reported to the Texas Board of Nursing as unfit to practice.

• **3rd Degree**: Consists of any single action or omission that places a patient’s life in immediate jeopardy. Incidents of alcohol or drug abuse, manifestations of mental illness, omission of documentation, or any incidents of unprofessional conduct will be considered a 3rd degree offense. Such an infraction will result in immediate suspension from the clinical practicum, failure of the course, or termination from the Kilgore College A.D.N program, or reported to the T-BON as unfit to practice.

The student will be notified immediately of any infraction. The Director of the Nursing Program will be notified as soon as possible of a 1st or 2nd Degree infraction. The Director and the Dean will be notified immediately of a 3rd Degree infraction.

While there is no absolute rule to determine what response, if any, may be necessary to address an unsafe clinical practice, the appropriate response in each individual case for a 1st or 2nd Degree infraction is left to the informed discretion of the instructor, guided by experience, education, and training. The appropriate response in a 3rd Degree infraction will be determined by the instructor after consultation with the Director and the Dean who are guided by a combination of different types of experiences in leadership, education, and in training.

Students who have been failed from a course for Unsafe Clinical Practice may return to the program if approved by the Admission/Readmission/Progression Committee. The student would return under strict PIP if allowed to be re-instated in the program.
GUIDELINES FOR INFECTION CONTROL INFECTION CONTROL

Infection control means doing everything possible to prevent illnesses. The danger of infection is always present. Nurses need to protect patients, families, themselves, their families, or other staff and public/community from the spread of disease.

There are contagious diseases that you could be exposed to during nursing school. These include, but are not limited to:
- Hepatitis A, B, or C
- Human Immunodeficiency Virus (HIV)
- COVID

Avoid recapping needles. If needles must be recapped, the students will use the one-hand “scoop” technique or a recapping device.

Exposure Incidents – (Contaminated Needle Puncture – most common) Contaminated exposures must be reported to the staff and to the instructor immediately following the incident.

If an exposure should occur, the following steps are suggested:
- Cleanse the area of exposure immediately and thoroughly.
- Notify your clinical instructor immediately.
- Notify the infection control nurse at the facility.
- Complete a facility incident report.
- Seek medical advice, treatment, and/or evaluation. The cost of the care will be paid by the student.
- Continued follow-up screening is recommended.
- Students are responsible for any and all financial obligations incurred with any illness/accident. (Cost can be from several hundred to several thousand dollars).

ACCIDENT, INJURY OR ILLNESS POLICY

If a student is injured while in the clinical setting, the instructor must be notified immediately. The instructor will notify the KC NP Program Director. Written documentation of the incident should be completed as soon as possible.

In the event of an illness or injury that hinders a student’s ability to perform in the clinical setting, the Kilgore College KC NP Program reserves the right to require a physician’s statement authorizing that the student can safely continue to give patient care at the appropriate level of competency. Specific release guidelines may be required in the physician’s statement for situations involving, but not limited to, back injury, surgery, pregnancy, communicable diseases, etc. Each case will be considered on an individual basis by the Admission, Progression, and Readmission Committee, as well as the KC NP Program Director.

LIABILITY INSURANCE

All students in Health Occupation Programs are required to participate in a group liability insurance policy annually. Liability Insurance is charged to each student in annual premium payments in their 1st and 4th semesters. Copies of these policies are kept in the office of the Kilgore College Business Manager.

Liability: Coverage is provided by the insurance company for claims arising out of real and alleged medical incidents when the injury being claimed is the result of an act or omission. Payment of all court costs is provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost. Coverage is provided for students who are functioning in the student role related to their normal curriculum.
in any clinical facility/agency.

**Notifying your instructor is mandatory for any unusual, unsafe, or unintended accident/occurrence.**

**ACADEMIC ADVISEMENT**

The Nursing Program follows the Kilgore College academic advisement and registration guidelines as closely as possible. However, due to the fact that the KC NP Program utilizes multiple clinical agencies for learning experiences, clinical routines must be adjusted to obtain optimum learning experiences related to: rapid patient turnover and fluctuation in patient census. Hence, it is not possible to predict with certainty some clinical rotation sites.

Students are encouraged to visit with the Health Science Academic Counselors, (903) 983-8184, regarding questions about degree plans, progression, course transferability, etc.

The KC NP faculty will assist with academic advising during scheduled registration. The KC NP faculty are willing to answer specific questions that students may have about the progression of the Nursing Program.

**SUCCEEDING IN THE KC NP PROGRAM**

To remain in good standing and progress within the KC NP curriculum, the KC nursing student must:

- Must satisfactorily complete all nursing courses with a course grade of “C” (75 minimum) or better by passing both theory and clinical before progressing to the next semester/year. Also, see “Standardized Testing” and Grading Policy of this KC ADN Student Handbook.
- Maintain adequate physical and emotional well-being to meet the course objectives.
- Remain current in CPR certification and required immunizations.

Any student not satisfying these criteria will not be allowed to continue in the KC NP courses. However, when deficiencies are corrected, the student may apply for readmission based on space availability.

**RE-ADMISSION**

Any student, who has an interruption in the normal progression of his/her nursing studies, whether by withdrawal or failure, must apply for re-admission to the Nursing. The following must be submitted:

- Re-Admission Application
- Written request that:
  - Identifies the semester, year and course requested for re-entry;
  - Explains the reasons the course of study was interrupted;
  - Describe what actions have been taken to ensure success in the program should re-admission/continuance be granted.

Students applying for re-admission are considered for acceptance on space availability. Students are encouraged to re-enter the Nursing within one year. The program must be completed within three years after initial admission to the Nursing. Students seeking re-entry in the nursing program that have been out of the nursing program for 1 year must be successfully checked off on all skills to include but not limited to: medication administration, shift assessment, Foley catheter, handwashing, and PPE. A re-admitted student will be given two attempts for a successful check off. The student will have an opportunity to review or practice with the success coordinator with a timeline. If the student is unsuccessful after two attempts, the re-admitted student will not be allowed to progress in the program.
Re-admission Policy for “Students Dismissed for Unprofessional Conduct, Unsafe Clinical Practice or Impaired Status”:

- The student must apply for re-admission to the Nursing Program.
- The student must display recognition of the inappropriateness of their actions, the risk to the patient, and possible untoward outcomes.
- The student must be involved in and complete a defined step-by-step corrective plan as delineated by the faculty.
- The student must appear before the Admission/Re-admission/Progression Committee to be interviewed and voted on.
- Appeals of the Admission/Re-admission/Progression Committee decision will go to the Dean of Science and Health Science.

Dropping a nursing course with a failing grade will be considered a failure for re-admission purposes. Re-admission requests will be reviewed by the Admission/Readmission/Progression Committee. Decisions will be made on reasons relating to failure, that is, family death, illness and etc.

LETTER OF STANDING

Any student with two failures or who has been dismissed from the program for integrity issues or unsafe clinical practices, will not be issued a Letter of Good Standing. A letter of standing, may be provided at the request of the student to another nursing program. This letter will clearly state the date the student attended the KC nursing program and the date the student is eligible for re-admission to the program. The letter is written by the Director of the Program at the request of the student. The letter is not issued to the student, but to another nursing program and or Program Director.
Appendix A

AMERICAN NURSES ASSOCIATION STANDARDS OF PRACTICE

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse’s decision-making.

**Standard 1. Assessment**
The registered nurse collects comprehensive data pertinent to the healthcare consumer’s health or the situation.

**Standard 2. Diagnosis**
The registered nurse analyzes the assessment data to determine the diagnoses or issues.

**Standard 3. Outcomes Identification**
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

**Standard 4. Planning**
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

**Standard 5. Implementation**
The registered nurse implements the identified plan.

**Standard 5A: Coordination of Care**
The registered nurse coordinates care delivery.

**Standard 5B: Health Teaching and Health Promotion**
The registered nurse employs strategies to promote health and a safe environment.

**Standard 5C: Prescriptive Authority and Treatment**
The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

**Standard 6. Evaluation**
The registered nurse evaluates progress towards attainment of outcomes.

**Standard 7. Ethics**
The registered nurse practices ethically.

**Standard 8. Education**
The registered nurse attains knowledge and competency that reflects current nursing practice.

**Standard 9. Evidence-Based Practice and Research**
The registered nurse integrates evidence and research findings into practice.

**Standard 10. Quality of Practice**
The registered nurse contributes to quality nursing practice.

**Standard 11. Communication**
The registered nurse communicates effectively in all areas of practice.
Standard 12. Leadership
The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 13. Collaboration
The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

Standard 14. Professional Practice and Evaluation
The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 15. Resource Utilization
The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

Standard 16. Environmental Health
The registered nurse practices in an environmentally safe and healthy manner.

## Appendix B

### American Nurses Association Code of Ethics for Nurses

<table>
<thead>
<tr>
<th>Provision</th>
<th>Statement</th>
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<tbody>
<tr>
<td><strong>Provision 1</strong></td>
<td>The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.</td>
</tr>
<tr>
<td><strong>Provision 2</strong></td>
<td>The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.</td>
</tr>
<tr>
<td><strong>Provision 3</strong></td>
<td>The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.</td>
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<tr>
<td><strong>Provision 4</strong></td>
<td>The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.</td>
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<td><strong>Provision 5</strong></td>
<td>The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.</td>
</tr>
<tr>
<td><strong>Provision 6</strong></td>
<td>The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.</td>
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<tr>
<td><strong>Provision 7</strong></td>
<td>The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.</td>
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<tr>
<td><strong>Provision 8</strong></td>
<td>The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.</td>
</tr>
<tr>
<td><strong>Provision 9</strong></td>
<td>The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.</td>
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Appendix C

Texas Administrative Code

TITLE 22 EXAMINING BOARDS
PART 11 TEXAS BOARD OF NURSING
CHAPTER 217 LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.11 Standards of Nursing Practice

The Texas Board of Nursing is responsible for regulating the practice of nursing within the State of Texas for Vocational Nurses, Registered Nurses, and Registered Nurses with advanced practice authorization. The standards of practice establish a minimum acceptable level of nursing practice in any setting for each level of nursing licensure or advanced practice authorization. Failure to meet these standards may result in action against the nurse's license even if no actual patient injury resulted.

(1) Standards Applicable to All Nurses. All vocational nurses, registered nurses and registered nurses with advanced practice authorization shall:

(A) Know and conform to the Texas Nursing Practice Act and the board's rules and regulations as well as all federal, state, or local laws, rules or regulations affecting the nurse's current area of nursing practice;

(B) Implement measures to promote a safe environment for clients and others;

(C) Know the rationale for and the effects of medications and treatments and shall correctly administer the same;

(D) Accurately and completely report and document:

(i) the client's status including signs and symptoms;

(ii) nursing care rendered;

(iii) physician, dentist or podiatrist orders;

(iv) administration of medications and treatments;

(v) client response(s); and

(vi) contacts with other health care team members concerning significant events regarding client's status;

(E) Respect the client's right to privacy by protecting confidential information unless required or allowed by law to disclose the information;

(F) Promote and participate in education and counseling to a client(s) and, where applicable, the family/significant other(s) based on health needs;

(G) Obtain instruction and supervision as necessary when implementing nursing procedures or practices;

(H) Make a reasonable effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations;

(I) Notify the appropriate supervisor when leaving a nursing assignment;

(J) Know, recognize, and maintain professional boundaries of the nurse-client relationship;

(K) Comply with mandatory reporting requirements of Texas Occupations Code Chapter 301 (Nursing Practice Act), Subchapter I, which include reporting a nurse:

(i) who violates the Nursing Practice Act or a board rule and contributed to the death or serious injury of a
(ii) whose conduct causes a person to suspect that the nurse’s practice is impaired by chemical dependency or drug or alcohol abuse;

(iii) whose actions constitute abuse, exploitation, fraud, or a violation of professional boundaries; or

(iv) whose actions indicate that the nurse lacks knowledge, skill, judgment, or conscientiousness to such an extent that the nurse’s continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

(v) except for minor incidents (Texas Occupations Code §§301.401(2), 301.419, 22 TAC §217.16), peer review (Texas Occupations Code §§301.403, 303.007, 22 TAC §217.19), or peer assistance if no practice violation (Texas Occupations Code §301.410) as stated in the Nursing Practice Act and Board rules (22 TAC Chapter 217).

(L) Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served;

(M) Institute appropriate nursing interventions that might be required to stabilize a client's condition and/or prevent complications;

(N) Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the nurse makes the decision not to administer the medication or treatment;

(O) Implement measures to prevent exposure to infectious pathogens and communicable conditions;

(P) Collaborate with the client, members of the health care team and, when appropriate, the client’s significant other(s) in the interest of the client’s health care;

(Q) Consult with, utilize, and make referrals to appropriate community agencies and health care resources to provide continuity of care;

(R) Be responsible for one's own continuing competence in nursing practice and individual professional growth;

(S) Make assignments to others that take into consideration client safety and that are commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made;

(T) Accept only those nursing assignments that take into consideration client safety and that are commensurate with the nurse's educational preparation, experience, knowledge, and physical and emotional ability;

(U) Supervise nursing care provided by others for whom the nurse is professionally responsible; and

(V) Ensure the verification of current Texas licensure or other Compact State licensure privilege and credentials of personnel for whom the nurse is administratively responsible, when acting in the role of nurse administrator.

(2) Standards Specific to Vocational Nurses. The licensed vocational nurse practice is a directed scope of nursing practice under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Supervision is the process of directing, guiding, and influencing the outcome of an individual's performance of an activity. The licensed vocational nurse shall
assist in the determination of predictable healthcare needs of clients within healthcare settings and:

(A) Shall utilize a systematic approach to provide individualized, goal-directed nursing care by:

(i) collecting data and performing focused nursing assessments;

(ii) participating in the planning of nursing care needs for clients;

(iii) participating in the development and modification of the comprehensive nursing care plan for assigned clients;

(iv) implementing appropriate aspects of care within the LVN’s scope of practice; and

(v) assisting in the evaluation of the client’s responses to nursing interventions and the identification of client needs;

(B) Shall assign specific tasks, activities and functions to unlicensed personnel commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made and shall maintain appropriate supervision of unlicensed personnel.

(C) May perform other acts that require education and training as prescribed by board rules and policies, commensurate with the licensed vocational nurse’s experience, continuing education, and demonstrated licensed vocational nurse competencies.

(3) Standards Specific to Registered Nurses. The registered nurse shall assist in the determination of healthcare needs of clients and shall:

(A) Utilize a systematic approach to provide individualized, goal-directed, nursing care by:

(i) performing comprehensive nursing assessments regarding the health status of the client;

(ii) making nursing diagnoses that serve as the basis for the strategy of care;

(iii) developing a plan of care based on the assessment and nursing diagnosis;

(iv) implementing nursing care; and

(v) evaluating the client’s responses to nursing interventions;

(B) Delegate tasks to unlicensed personnel in compliance with Chapter 224 of this title, relating to clients with acute conditions or in acute care environments, and Chapter 225 of this title, relating to independent living environments for clients with stable and predictable conditions.

(4) Standards Specific to Registered Nurses with Advanced Practice Authorization. Standards for a specific role and specialty of advanced practice nurse supersede standards for registered nurses where conflict between the standards, if any, exist. In addition to paragraphs (1) and (3) of this subsection, a registered nurse who holds authorization to practice as an advanced practice nurse (APN) shall:

(A) Practice in an advanced nursing practice role and specialty in accordance with authorization granted under Board Rule Chapter 221 of this title (relating to practicing in an APN role; 22 TAC Chapter 221) and standards set out in that chapter.

(B) Prescribe medications in accordance with prescriptive authority granted under Board Rule Chapter 222 of this title (relating to APNs prescribing; 22 TAC Chapter 222) and standards set out in that chapter and in compliance with state and federal laws and regulations relating to prescription of dangerous drugs and controlled substances.

Source Note: The provisions of this §217.11 adopted to be effective September 28, 2004, 29 TexReg 9192; amended to be effective November 15, 2007, 32 TexReg 8165
Appendix D

Texas Administrative Code

TITLE 22 EXAMINING BOARDS
PART 11 TEXAS BOARD OF NURSING
CHAPTER 217 LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.12 Unprofessional Conduct

The following unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify behaviors in the practice of nursing that are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established. These behaviors include but are not limited to:

(1) Unsafe Practice--actions or conduct including, but not limited to:

(A) Carelessly failing, repeatedly failing, or exhibiting an inability to perform vocational, registered, or advanced practice nursing in conformity with the standards of minimum acceptable level of nursing practice set out in §217.11 of this chapter;

(B) Failing to conform to generally accepted nursing standards in applicable practice settings;

(C) Improper management of client records;

(D) Delegating or assigning nursing functions or a prescribed health function when the delegation or assignment could reasonably be expected to result in unsafe or ineffective client care;

(E) Accepting the assignment of nursing functions or a prescribed health function when the acceptance of the assignment could be reasonably expected to result in unsafe or ineffective client care;

(F) Failing to supervise the performance of tasks by any individual working pursuant to the nurse's delegation or assignment; or

(G) Failure of a clinical nursing instructor to adequately supervise or to assure adequate supervision of student experiences.

(2) Failure of a chief administrative nurse to follow standards and guidelines required by federal or state law or regulation or by facility policy in providing oversight of the nursing organization and nursing services for which the nurse is administratively responsible.

(3) Failure to practice within a modified scope of practice or with the required accommodations, as specified by the Board in granting an encumbered license or any stipulated agreement with the Board.

(4) Conduct that may endanger a client's life, health, or safety.

(5) Inability to Practice Safely--demonstration of actual or potential inability to practice nursing with reasonable skill and safety to clients by reason of illness, use of alcohol, drugs, chemicals, or any other mood-altering substances, or as a result of any mental or physical condition.

(6) Misconduct--actions or conduct that include, but are not limited to:

(A) Falsifying reports, client documentation, agency records or other documents;

(B) Failing to cooperate with a lawful investigation conducted by the Board;

(C) Causing or permitting physical, emotional or verbal abuse or injury or neglect to the client or the public, or failing to report same to the employer, appropriate legal authority and/or licensing board;

(D) Violating professional boundaries of the nurse/client relationship including but not limited to physical,
sexual, emotional or financial exploitation of the client or the client’s significant other(s);

(E) Engaging in sexual conduct with a client, touching a client in a sexual manner, requesting or offering sexual favors, or language or behavior suggestive of the same;

(F) Threatening or violent behavior in the workplace;

(G) Misappropriating, in connection with the practice of nursing, anything of value or benefit, including but not limited to, any property, real or personal of the client, employer, or any other person or entity, or failing to take precautions to prevent such misappropriation;

(H) Providing information which was false, deceptive, or misleading in connection with the practice of nursing;

(I) Failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that could reasonably affect the decision to license, employ, certify or otherwise utilize a nurse; or

(J) Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional services.

(7) Failure to pay child support payments as required by the Texas Family Code §232.001, et seq.

(8) Drug Diversion--diversion or attempts to divert drugs or controlled substances.

(9) Dismissal from a board-approved peer assistance program for noncompliance and referral by that program to the Board.

(10) Other Drug Related--actions or conduct that include, but are not limited to:

(A) Use of any controlled substance or any drug, prescribed or unprescribed, or device or alcoholic beverages while on duty or on call and to the extent that such use may impair the nurse’s ability to safely conduct to the public the practice authorized by the nurse’s license;

(B) Falsification of or making incorrect, inconsistent, or unintelligible entries in any agency, client, or other record pertaining to drugs or controlled substances;

(C) Failing to follow the policy and procedure in place for the wastage of medications at the facility where the nurse was employed or working at the time of the incident(s);

(D) A positive drug screen for which there is no lawful prescription; or

(E) Obtaining or attempting to obtain or deliver medication(s) through means of misrepresentation, fraud, forgery, deception and/or subterfuge.

(11) Unlawful Practice--actions or conduct that include, but are not limited to:

(A) Knowingly aiding, assisting, advising, or allowing an unlicensed person to engage in the unlawful practice of vocational, registered or advanced practice nursing;

(B) Violating an order of the Board, or carelessly or repetitively violating a state or federal law relating to the practice of vocational, registered or advanced practice nursing, or violating a state or federal narcotics or controlled substance law;

(C) Aiding, assisting, advising, or allowing a nurse under Board Order to violate the conditions set forth in the Order; or

(D) Failing to report violations of the Nursing Practice Act and/or the Board’s rules and regulations.
(12) Leaving a nursing assignment, including a supervisory assignment, without notifying the appropriate personnel.

Source Note: The provisions of this §217.12 adopted to be effective September 28, 2004, 29 TexReg 9192; amended to be effective February 25, 2018, 43 TexReg 1098; amended to be effective October 17, 2019, 44 TexReg 5914