

*Kilgore College
Nursing Pathway Program*



STUDENT HANDBOOK

2021-2022

August 2021

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KC Nursing Pathway Student Handbook Receipt

Please sign below and turn in this receipt at Orientation. Your signature indicates that you:

- a. Have received a copy of the 2021-2022 Kilgore College Nursing Pathway Program Student Handbook.
- b. Understand that these policies supplement and/or complement the Kilgore College Catalog and the KC Student Handbook.
- c. Have read, understand, and/or have an opportunity to ask questions.
- d. Agree to abide by these policies and the contents of this Handbook.
- e. Are responsible for this information, as well as the information in the individual course syllabus.

Student Full Name (print legibly)

Signature

Date

Kilgore College Nursing Pathway 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. Currently enrolled students will be issued a written copy of any changes.

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CONGRATULATIONS!

The faculty and staff welcome you to the Kilgore College Nursing Pathway (KC NP) Program.

The nursing faculty is committed to nursing as a profession and to nursing education. The professional nurse assumes multiple roles and responsibilities such as: providers of patient centered care, patient/family educator, patient safety advocate, manager and/or coordinator of care, member of the health care team, and collaborates with other members of the profession and health care team.

During your course of study, you will have the opportunity to build on your own knowledge and experiences. Both theory and clinical will move from simple information to advanced knowledge.

This KC NP Student Handbook, along with your individual course syllabus, Kilgore College's Catalog and Student Handbook is to be used as a guide and a source of information when you have questions about policies and procedures.

Administration and the Nursing Pathway Faculty are looking forward to a great year and to assisting you in your development towards becoming a Registered Nurse (RN).

Nursing Pathway Handbook Revisions:

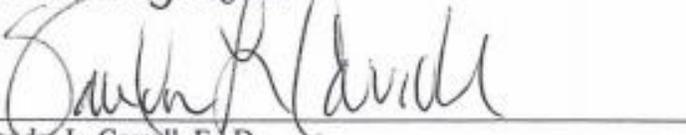
| | | |
|----------------------------|----------------------------|------------------------------|
| Reviewed and Revised 01/02 | Reviewed and Revised 05/13 | Reviewed and Revised 08/19 |
| Reviewed and Revised 11/02 | Reviewed and Revised 08/13 | Reviewed and Revised 10/19 |
| Reviewed and Revised 08/03 | Reviewed and Revised 12/13 | Reviewed and Revised 08/2020 |
| Reviewed and Revised 07/04 | Reviewed and Revised 04/14 | Reviewed and Revised 08/2021 |
| Reviewed and Revised 06/06 | Reviewed and Revised 08/14 | |
| Reviewed and Revised 05/07 | Reviewed and Revised 04/15 | |
| Reviewed and Revised 04/08 | Reviewed and Revised 06/15 | |
| Reviewed and Revised 04/09 | Reviewed and Revised 08/16 | |
| Reviewed and Revised 05/10 | Reviewed and Revised 11/16 | |
| Reviewed and Revised 11/10 | Reviewed and Revised 03/17 | |
| Reviewed and Revised 05/11 | Reviewed and Revised 11/17 | |
| Reviewed and Revised 09/11 | Reviewed and Revised 01/18 | |
| Reviewed and Revised 05/12 | Reviewed and Revised 01/19 | |



Dayna M. Davidson, MSN, RN
Director, A.D.N. Program

08/06/2021

Date



Sandra L. Carroll, Ed.D.
Dean, Science and Health Sciences

13 August 21

Date

HISTORY OF KILGORE COLLEGE NURSING PATHWAY 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 Pathway (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 Pathway 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).

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020

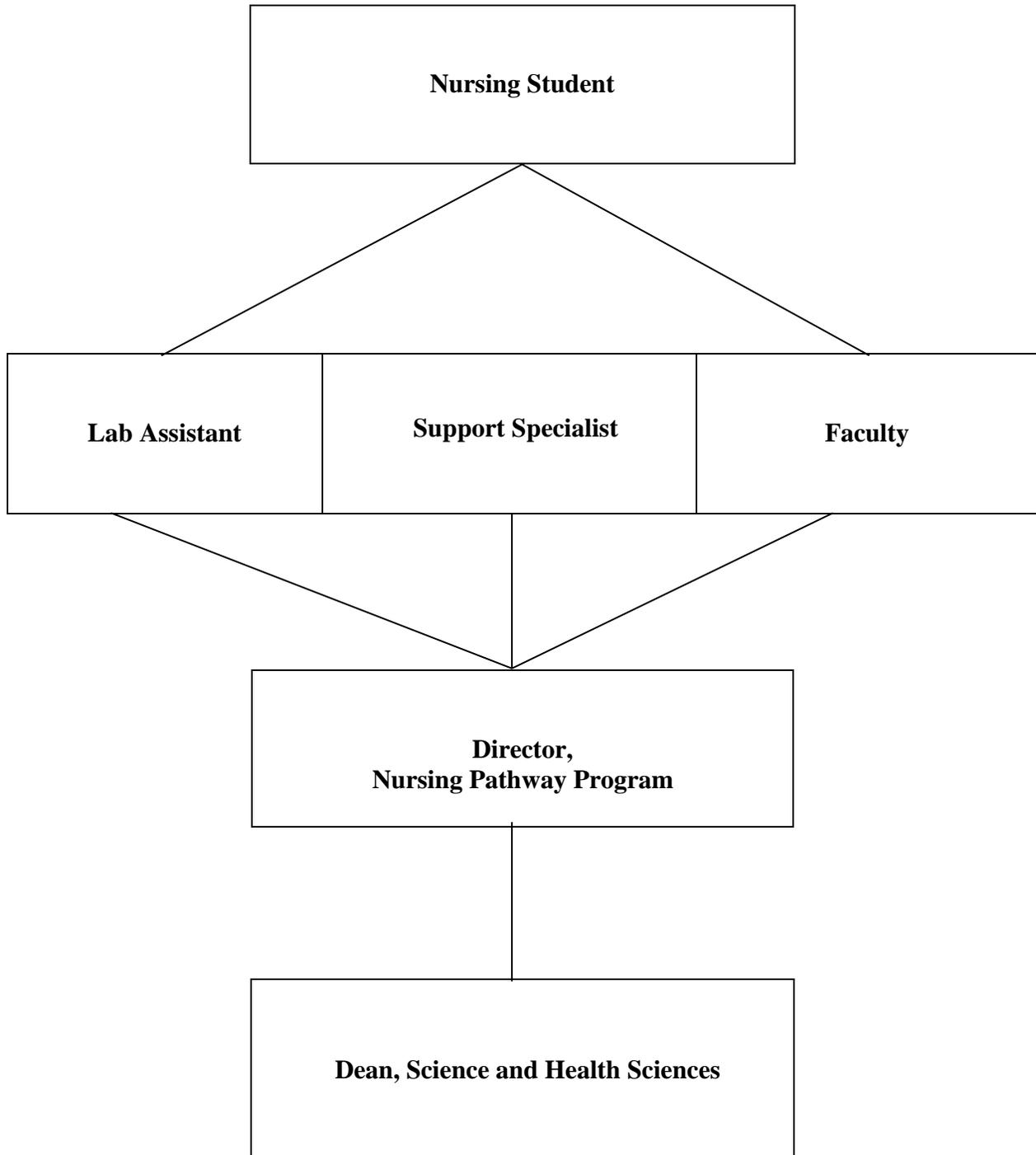
Texas Board of Nursing
333 Guadalupe Suite 3-460
Austin, TX 78701
Phone: (512) 305-7400

The KC Nursing Pathway 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 PATHWAY PROGRAM

ORGANIZATIONAL CHART



PROGRAM DESIGN

(rev 5/2015)

The program design of the Nursing Pathway Program at Kilgore College is based on the belief that the individual is a unique product of environment, culture, and life experiences. The Concept Base 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 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 (rev.03/17)

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

Kilgore College Nursing Pathway Program promotes access through its comprehensive financial aid and scholarship programs.

Kilgore College Nursing Pathway Program promotes success through high quality innovative instruction, holistic student support services and activities.

Kilgore College Nursing Pathway Program promotes completion by providing concept-based 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 through outreach to area health care providers, universities, hospitals and clinics and participation with Texas Academic Progression in Nursing.

VISION STATEMENT (07/2019)

We commit to be the Nursing Program of choice in Northeast Texas.

STATEMENT OF BELIEFS

1. 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.
2. 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.
3. 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.
4. We believe in providing a quality education for a culturally diverse population and in recognizing varying backgrounds, skills, and learning styles, and fostering student success through a variety of educational and financial resources.
5. We believe we have a responsibility to the public and the community to graduate only students who will be considered safe providers of nursing care and who practice with a high level of ethical integrity.
6. 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.
7. We believe the teaching/learning process is a lifelong commitment to remain expert learners in each individual's practice of professional nursing:
 - a) For faculty in development of a dynamic curriculum for the program and continuing education; and
 - b) For graduates to pursue continuation of personal and professional growth through lifelong learning.
8. 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

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

- Provide a safe and effective care environment for their patients, through appropriate management of patient care and promotion of safety and infection control.
- Provide for patient's psychosocial integrity.
- Provide for patient's physiological integrity through basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation.
- Provide for patient health promotion and maintenance.
- Provide care for patient's utilizing the nursing process, including assessment, analysis, planning, implementation, and evaluation.
- Provide patient care utilizing critical thinking to prioritize, set goals, apply knowledge with inferential and interpretive reasoning, and predict or evaluate outcomes.

FIELD OF STUDY TRANSFER CURRICULUM FOR NURSING (10.2019)

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. This plan assumes the student has completed any development work required. The student must review individual course prerequisites, if developmental work is required:

| | |
|---|--|
| Chemistry (any 4 SCH ACGM course including lab) | BIOL 1322 Nutrition & Diet Therapy |
| PSYC 2301 General Psychology | BIOL 2401 Human Anatomy and Physiology I |
| BIOL 2402 Human Anatomy and Physiology II | PSYC 2314 Lifespan Growth and Development |
| MATH 1342 Elementary Statistical Methods | MICRO 2420 Microbiology for Non-Science Majors |

STUDENT GUIDELINES

STUDENT RESPONSIBILITIES

The Kilgore College Nursing Pathway 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 ACCOMODATIONS (KC Student Handbook)

The college has placed particular emphasis on providing services to students with disabilities by striving to enable students with disabilities to assist themselves in achieving their educational goals and enhancing their leadership development through participation in all facets of campus life. The Office of the Special Populations Counselor serves as a clearinghouse for all students with disabilities. This counselor works with these students to identify and assess needs, provide direct services, and refer them to appropriate resources on and off campus. To assist students with disabilities with study skills, tutoring, and other support services, the counselor works closely with faculty and all college learning centers. The counselor also promotes awareness of the needs and abilities of the disabled through education and consultation about specific disabilities. Financial assistance for students with disabilities is discussed under "Financial Aid," of the KC catalog. Additional information about services for students with disabilities is available from the Special Populations Counselor whose office is located in the Devall Student Center. Phone (903) 983-8682.

NONDISCRIMINATION STATEMENT (KC Student Handbook)

Kilgore College NP seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status, veteran status or genetic information.

ADA STATEMENT

Kilgore College is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you choose to request accommodations for a documented disability which may impact your performance, attendance, or grades in this course, you must first register with the Office of Disability Services. Please note that class room accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter from the Office of Disability Services. For more information about

accommodations, please contact the Disability Services office on the second floor of the Devall Student Center.

ATTENDANCE POLICY (revised 08.2019)

Students are expected to attend both class and clinical. If a student is unable to attend an assigned activity, they are required to call and report their absence 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 can be given to the student. Any additional lecture/lab 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: Any time missed from a clinical course must be made up before the conclusion of that clinical course in order to fulfill state requirements. Only one make-up day for clinical will be allowed unless previously approved by the instructor.

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 unacceptable student behavior.

The Civility Statement of the Kilgore College Catalog states that students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or disruptive classroom behavior is prohibited in order to assure that everyone has the opportunity to gain from time spent in class. Should a disruptive classroom incident occur, the faculty member in charge may remove the student on either a temporary or permanent basis. Students have the right to appeal through the appropriate channels.

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

1. Threatening Instructors, hospital staff, patients, 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.

SEXUAL HARASSMENT POLICY STATEMENT (KC Student Handbook)

Sexual Harassment is an exploitative abuse of power which violates college policy; sanctions will be taken against persons found guilty of engaging in such behavior which is specifically prohibited by both federal law (Title VII, Civil Rights Act of 1964), State Law (Texas Commission on Human Rights Act and Title IX of the Educational Amendment of 1972), and The Texas Penal Code - (Section 39.02).

It is the policy of Kilgore College that no member of the college community may sexually harass another. Each supervisor has the responsibility to maintain a work place free of sexual harassment. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment.

Kilgore College has an established process available to students for redress of grievances. The process is detailed in this Student Handbook. Students may direct questions concerning the process to the Vice President of Student Development whose office is located in the Devall Student Center. Phone (903)983-8189.

Defined:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for the sex. Sexual Harassment can be, but is not limited to the following:

1. Unwelcome touching, patting, or pinching;
2. Unwelcome vulgar or sexual innuendos or jokes;
3. Unwelcome subtle or direct pressure for sexual favors or sexual activities;
4. Unwelcome displays or photographs of sexually offensive material in any public area;
5. Negative or hostile statements about a particular gender.

Kilgore College Sanctions

Sexual harassment is illegal. Employees and students shall not engage in conduct constituting sexual harassment. The college will promptly (within 5 working days) initiate an investigation of all allegations of such harassment and will take appropriate disciplinary action up to and including probation or termination of employees found to have engaged in such harassment. Retaliation against an individual who complains of sexual harassment will not be tolerated, is a violation of college policy, and will result in disciplinary action up to and including termination. Any complainant who feels that he/she is being retaliated against, either during or after an investigation, shall report the incidents of retaliation to the investigator. Because of the serious nature of a sexual harassment claim, employees or students who knowingly and in bad faith allege a false claim may be subject to discipline, up to and including termination.

For more information, please visit or call the Vice President of Student Development in the Devall Student Center, (903) 983-8189, or the Director of Human Resources in the McLaurin Administration Building, (903) 983-8103.

ALCOHOL/INTOXICATING SUBSTANCES POLICY (KC Student Handbook)

Absolutely no alcoholic beverages or other intoxicating substances such as K-2 are allowed on the Kilgore College campus. 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 of 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 individuals on college property, facilities, or property under control or jurisdiction of the college. Administrative officials shall develop and implement 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.

A. Student Misconduct. Each student is expected to act in a manner consistent with the college's function as an educational institution. The college expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and honor in scholastic work, and to observe all rules and regulations of the college. The Vice President of Student Development may initiate disciplinary proceedings against a student for violations of standards. Specific examples of misconduct subject to disciplinary action include, but are not limited to, the following:

- a) Use, possession, or distribution of intoxicating beverages (alcohol) or substances (K-2 or similar) on college property;
- b) Being intoxicated in a public area or common area of the campus, including residence facilities;
- c) Use or possession of intoxicating beverages or substances during or in connection with any college related, sponsored, or oriented activity;
- d) Providing minors or any other individual intoxicating beverages or substances in violation of any state, federal, or local law; or any illegal possession, use, or distribution of alcohol on college property or as part of any of its activities;

B. Conduct which adversely affects the college community, including but not limited to the following:

- a) Use, possession, or distribution of alcoholic beverages or other intoxicating substances (such as K-2).

POLICY FOR SOCIAL NETWORKING SITES (rev 10/2019)

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, at home and on-line.

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

Guidelines:

- 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 other 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.

ACADEMIC HONESTY POLICY AND STUDENT DISCIPLINARY PROCEDURES (rev 07/2019)

It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate scholastic 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 (available at <https://www.kilgore.edu/about/human-resources/policy-and-procedures#stu-rights-policy2>). 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:

From the Kilgore College Student Handbook: "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 have the case heard by the appropriate department chair, dean and Vice President of Instruction for review. See Student

Complaint, Grievance and Appeal Procedure for specific appeal instructions. 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 academic grade change procedures." Also available on the Kilgore College Website.

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

1. Looking at another's paper.
2. Buying papers and exams.
3. Illegally accessing a professor's office.
4. Procuring/buying a copy of the instructor's test or test bank.
5. Using cell phones, tablets, and other electronic equipment to find information or record test questions for others.
6. Writing notes on hat brims, skin, shoes, bottles, and other items.
7. Copy from one and another; turning in the same work for grading.

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 Pathway 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.

In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. 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 Pathway Program during a testing session could be asked to retake the exam.

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 Pathway 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.

The majority of major theory exams will be multiple-choice, situational-based questions patterned according to NCLEX/CAT-RN guidelines. Students in all levels will be given exams on the computer.

Students are expected to be on time. Exams will terminate at the end of the designated time regardless of whether the students have completed the exam.

REMEDICATION FOR EXAMS

Based on the important expectations for the career of nursing, any student who does not contact their lecture instructor within 2 weeks concerning remediation over all exams where they scored less than 75, will be placed on PIP for Unprofessional Conduct (see Student Personal Improvement Plan Policy located in this Handbook). If a failure results from the continued poor performance on lecture exams, the student will not be allowed to re-enter the Kilgore College Nursing Pathway Program based on the unprofessional conduct demonstrated by the lack of responsibility for their own education.

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, fill out the necessary forms and bring them to your Instructor at the beginning of the semester.

TESTING AND TELEPHONES (rev 10/2012)

- Students must turn their phones off and place them out on the indicated front desk or table during testing.
- If the phone is out on the indicated front desk, and not turned off and rings/vibrates, the first offense will be a verbal warning and the second offense will result in a PIP.
- During any exam, if the phone rings on their person, it will be considered cheating. The student will be dismissed from the exam and the exam will be closed at that time. The student will make a "0" on the exam.

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 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.

POP QUIZZES (rev 01/2018)

The Quizzes are to be used as learning tools; i.e., for students learning activities, team-based learning, engagement strategies, and to discuss during class. The lowest 1-2 grades will be dropped depending on the number of grades. Up to 7 grades: 1 grade will be dropped. Over 7 grades: 2 grades will be dropped. Reading strategies prior to student review of materials will be provided.

DETERMINATION OF FINAL GRADE

Refer to each NP course syllabus for the individual course grade sheet, course requirements, and grade percentages for final average.

Students must achieve 75% as the average of all exam grades in a course before grades on any papers or extra work may be averaged in.

SCHOLASTIC REQUIREMENTS (rev 08/2021)

Grades in each nursing course in the KC NP Program will use the following standard with no rounding:

| | | |
|---|---|--------------|
| A | = | 90 - 100 |
| B | = | 80 - 89 |
| C | = | 75 - 79 |
| F | = | 74 and below |

Nursing students must successfully pass both theory, 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.

Grade Calculation: Each course that is three (3) or more credit hours the grade calculation will be: 60% of the grade based on the average of unit exams, 10% based on the average of quizzes, daily grades, and lab grades, and 30% based on the final exam.

Each course that is less than three (3) credit hours the grade calculation will be: 50% of the grade based on the average of the unit exams, 15% based on the average of quizzes, daily grades, and lab grades, and 35% based on the final exam.

Generic Students: Students with 1 course failure may re-apply to the nursing program. If the student is accepted back into the program, the student will 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 after their 1st course failure and may re-apply to the generic KC NP Program. If accepted in the generic program, the student will be required to take remediation course RNSG 1293, Special Topics the next semester. (See Re-Admission Policy in this Handbook)

All Students: Students that have a 2nd course failure in the KC Nursing Pathway or in a previously attended Nursing Program, will be dropped from the KC Nursing Pathway. The students may re-apply to the KC Nursing Pathway after two years. If the student becomes certified in a health-related field and works in that field for one year they may reapply to the program after one year.

MATH CALCULATION/PHARMACOLOGY POLICY (rev 01/19)

The safe administration of medications is one of the primary objectives of the NP 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 must successfully pass the math/medication exam with a score of 100%.

Attempts for each Level is as follows:

Level I – 5 attempts

Level II – and Level III – 4 attempts; and

Level IV – 3 attempts

Attempts for each Transition Student:

Spring semester – 5 attempts

Summer semester – 4 attempts

Fall semester – 3 attempts

After each attempt, if the student is unsuccessful they must meet with their Instructor and complete the assigned remediation/tutorials before the next math exam.

If the student does not pass the exam with a score of 100% 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)

STANDARDIZED TESTS (rev 08/2021)

The Kilgore College Nursing Pathway has chosen to participate in a Total Testing Program. Students pay a testing fee each semester and will take a standardized test when nearing course completion of each Health Care Concepts course. The Conversion Score for the Standardized Test will be utilized as the course final and calculated as 30% of the course grade. Any score on the Standardized Test below the required score for the level, will be considered a zero. Students in all levels will have two attempts to make the required score. Students will have required remediation to complete between each testing effort and will have 2 practice tests prior to the actual standardized test being given. Testing efforts will be completed by the end of the course and all students will take all practice exams and the actual exam. The highest Conversion Score will be used as the final exam grade in order to calculate the course grade. The Conversion Score from other testing efforts (not utilized for the final exam grade) *could* be used as an exam grade for the course at the Instructor's discretion.

Course requirements are as follow:

Level 1 – 750

Level 2 – 800

Level 3 – 850

Level 4 - 900

Any student failing a course within the Nursing Pathway, will follow the Scholastic Requirements and Re-Admission Policies that are located in this handbook.

Kilgore College is dedicated to the students accepted to the KC Nursing Pathway to promote their success. Our Mission Statement is: The Kilgore College Nursing Pathway Program prepares students for success in life and in nursing.

According to the Texas Board of Nursing, Differentiated Essential Competencies (DECs) a nurse is responsible for being (excerpts from DECS's):

I. Member of the Profession:

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families by:

4. Continuing competency and professional development.
5. Self-evaluation, staff evaluation, and peer evaluation processes.

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

1. Participate in educational activities to maintain/improve competence, knowledge, and skills.
3. Use self-evaluation, reflections, peer evaluation, and feedback to modify and improve practice.
5. Demonstrate commitment to the value of lifelong learning.

The American Nurses Association Standards of Practice states that nurses are responsible for (excerpts follow):

Standard 8. Education

The registered nurse attains knowledge and competency that reflects current 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.

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

3. Assumes inappropriate independence in action or decisions.
 - a. 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, IV pushes and ANY injection must be given with an Instructor, there will be NO chemotherapy or blood projects given by any students.
 - b. Nursing procedures
 - c. Use of equipment
5. Fails to recognize own limitation, incompetence and/or legal responsibilities.

SKILLS/PHARM/SIMULATION LABORATORY

There are skills/simulation laboratories in Longview Hendrix campus 310 (skills lab), 111 (pharm lab) and Health Science Bldg. Kilgore campus (simulation lab). 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. An open skills lab is available each week for all students to practice skills to achieve mastery of clinical competencies. The NP faculty encourages all students to take advantage of this opportunity.

COMPUTER LABORATORY (rev 10/2019)

There is a computer laboratory in Health Science Center Kilgore G57, G83, and Longview Hendrix room 206 and 207. The purpose is to provide the students with an opportunity to have access to additional programs to enhance their learning opportunity. The computer laboratory provides online testing and opportunity 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 (rev 01/2018)

The faculty encourages and supports communication between students and Instructors. Instructors have office hours for conferences posted on their office door. 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 to evaluate clinical performance and scholastic standing will be held according to each course syllabus.

ACADEMIC DIFFICULTIES (rev 01/2018)

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. The NP program has established a nursing tutorial program for students. Both self and faculty referrals can be made. The earlier you seek help, the less stress you will encounter and the better your prospects for being successful.

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 your 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 (rev 01/2018)

Please refer to the current Kilgore College Website (www.kilgore.edu).

STUDENT NURSES ASSOCIATION

The Kilgore College Student Nurses Association (KC SNA) is open to all nursing students. Monthly meetings are held in the HSC building. 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. The Kilgore College Student Nurses Association is the local organization affiliated with the Texas Student Nurses Association and the National Student Nurses Association.

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 (rev 5/2015)

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:

1. A satisfactory physical examination and specific immunizations are required prior to entering the clinical area. Immunizations/CPR must not expire during the semester the student is attending. If it does, the students will not be able to attend clinical.
2. 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.
3. 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.
4. 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 (Physician, Physicians Assistance, or Nurse Practitioner). 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 Pathway 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. 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 in the course/s that they were suspended from.

TEXAS BOARD OF NURSING (TBON) CORRESPONDENCE

A student must provide the Kilgore College Nursing Pathway 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

- A. Students are expected to report on-time for clinical. If a student is going to be tardy, you need to call the clinical facility. If a student is too late to safely provide patient care, (such as missing report) the student will be sent home, counted absent for the day, and put on PIP.
- B. Students unable to attend clinical must contact the clinical facility before the time they are expected.
- C. 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 insure adequate care for the patient after the student has left the unit.
- D. Documentation of medications, assessment, and intake and output should be up to date before leaving the unit. This includes at breaks and meals.
- E. 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 in the nursing program. See the individual course syllabi for clinical objectives of the course, week, or unit.
- F. Supplements to the clinical learning experiences such as reading journal articles, library books, watching videos and/or films or working in the computer lab will be assigned in individual nursing courses.
- G. Know the guidelines for the Hazardous Substance Control:
 - a. Know where the Personal Protection Equipment (PPE) is located on the unit.
 - b. Know what hazardous substances that you work around:
 - 1. Chemicals/Gases
 - 2. Medications
 - 3. Chemotherapy
 - 4. Radiation
 - c. Know where to find the Material Safety Data Sheets (MSDS)
 - d. Understand the Warning Labels
- H. No tobacco products may be used during clinical or on the Kilgore College campus.

STUDENT PERSONAL IMPROVEMENT PLAN (PIP) POLICY (rev 08/2021)

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 at that time.
- Students who receive a third PIP while in the program will be expelled at that time.
- 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.

PRESCRIPTION FOR SUCCESS POLICY (01/2019)

Prescription for Success (PS) forms are completed when an Instructor sees a deficit in students' performance. Once a student receives two (2) Prescription for Success assignments in a semester, any subsequent deficits in performance will be documented with a PIP. Student's that show a trend throughout the program by accumulating multiple Prescriptions for Success will be given a PIP after the third PS. 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 (rev 08/2021)

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), are not acceptable. Tattoos are not to be visible; therefore, completely covered.

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

1. 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).
2. Body hygiene will consist of a daily bath and unscented deodorant. (No perfumes or scented lotions.)
3. 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.
4. Make-up must be conservative. No false eyelashes or eyelash extensions of any kind. Excessive make-up is not permitted.

5. Tattoos must be covered completely in clinical, simulation lab, skills lab, lecture/lab, and any time you are in your clinical uniform.
6. Appropriate undergarments will be worn. White socks, white stockings, or white compression socks must be worn. A plain white t-shirt, short or long sleeve, may be worn under the uniform top.
7. Jewelry worn may consist of:
 - a. Wristwatch with a second hand.
 - b. Plain rings without raised stones (fancy rings can scratch patients and harbor bacteria).
 - c. Small gold, silver, or pearl stud earrings; no loops or dangles are acceptable and earrings are limited to one pair on the lower ear lobe.
 - d. No bracelets or necklaces will be permitted.
 - e. Body piercings (other than conservative ear piercing on the lower ear lobe) are not considered appropriate and are not permitted. Students who have body piercing other than ear lobes (single hole), must not wear the jewelry item or it must be completely covered. Included in this category are lips, eyebrows, cheeks, ears (other than lobes), nose, tongue, face, etc.
8. No alcohol products may be used in public while wearing any Kilgore College NP uniform or name tag.
9. No tobacco products may be used while attending Clinical.
10. 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.
11. Comfortable, clean, all white leather or all white vinyl shoes (**no** mesh) are to be worn. Shoes should be kept cleaned; along with clean shoelaces. Shoes will be closed toe and closed heel. Low heel shoes only. All white nursing shoes are also acceptable. White socks, white stockings or white compression socks are to be worn with shoes. This is the required shoes for all uniforms.
12. Students must have the following items in the clinical, simulation lab, or skills lab area:
 - a. A simple wristwatch with a second hand.
 - b. Black ink pen; **except** while in Simulation Lab and Skills Lab; where you can only have pencils.
 - c. A small pocket note pad.
 - d. Stethoscope.
 - e. Penlight.
13. KC NP name tag and Level tag to be worn at all times. (visible and on the upper front part of your uniform).
14. 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; 1. through 14. must be followed with all uniforms listed below:

Pre-Nursing Uniform:

- 1.) Long khaki pants (no jeans) hemmed to appropriate length as to not drag on the ground.
- 2.) Pre-nursing t-shirt (purchased through KC SNA).
- 3.) All tops and shirts must be long enough to cover your stomach area.

Level I through Level 4 and Transition Uniform

Clinical/Skills & Pharm Lab/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, and Pharm 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:

- 1.) Long khaki pants (no jeans) hemmed to appropriate length as to not drag on the ground.
- 2.) KC NP polo shirt (purchased through KC Bookstore) or the KC t-shirt (purchased through KC SNA).
- 3.) Clinical uniform – listed above.
- 4.) 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 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 Pathway 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:

1. Be responsible for maintaining the required grade point average, attending scheduled classes, laboratory sessions, clinical, and meeting all scheduled deadlines.
2. 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.
3. Refrain from wearing an insignia, name badge, or any other indicator of a Kilgore College student while working as an employee of an agency.
4. 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:

1. The college will be responsible for teaching and supervising the clinical laboratory practice and will provide direction to qualified Facility personnel who might be assisting with the teaching and/or supervision of students.
2. Faculty and students of the College will abide by the policies and procedures of the Facility while using its facilities.
3. The Facility may refuse permission to any student the Facility so chooses to practice in the Facility.
4. The Facility will provide equipment and supplies needed for patient care at the Facility.

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 the clinical practicum, unsafe clinical practice is defined as any one of the following:

1. Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient. This includes, but is not limited to:
 - a. Leaving patients with limited sensorium, strength, or coordination unattended in an unsafe situation.
 - b. Failure to report errors or that an ordered/required patient procedure was not carried out.
 - c. Failure to recognize and report a serious change in a patient's condition, or a serious hazard in the patient's immediate environment.
 - d. Failure to use therapeutic communication.
 - e. Arrives at a clinical setting unprepared to provide safe patient care.
 - f. Arrives at clinical setting too late to provide safe care.
2. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical function. This includes, but is not limited to:
 - a. Medication administration
 - b. Vital signs
 - c. Therapeutic communication
 - d. Invasive/non-invasive procedures
3. Assumes inappropriate independence in action or decisions. This includes, but is not limited to:
 - a. 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, IV pushes and ANY injection must be given with an instructor, there will be NO chemotherapy or blood products given by a student.)
 - b. Nursing procedures
 - c. Use of equipment
4. Does not adhere to current CDC Guidelines for Infection Control.
5. Fails to recognize own limitations, incompetence and/or legal responsibilities.

6. Fails to accept moral and legal responsibility for his/her own actions.
7. Violates professional integrity as expressed in the ANA Code for Nurses. This includes, but is not limited to:
 - a. Willful dishonesty regarding information given to faculty, students, hospital staff, or patients.
 - b. Willful dishonesty regarding patient documentation.
 - c. Stealing medication, equipment, books, etc.
 - d. Failure to keep patient information confidential. (i.e. copying patient records, taking pictures by cell phone, etc.)
 - e. Destruction of a patient's confidence in other health care team members.
8. 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.
9. 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, 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: 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, or 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 Pathway 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.

Failure for Unsafe Clinical Practice:

1st Degree Infraction: Student will attend counseling for time management and tutorials for paperwork completion.

2nd Degree Infraction: Student will return to the skills lab to practice and repeat the check-off on the skills in

question, review skill content in text, and on computer assisted programs.

3rd Degree Infraction: Student, if allowed to return, must come before the Admission/ Readmission/Progression Committee to appeal for reinstatement. They must convey full knowledge of the risk to the patient and a full review of the skill or content involved. This review will be with a tutor and computer assisted programs. The student must be re-checked in the skills upon completion of the review.

Unprofessional conduct towards faculty or staff will be referred to KC Counseling Office. The student will be expected to follow counseling recommendations. Unprofessional conduct towards patients or families will not be tolerated. Students who have been failed due to unprofessional conduct will be reviewed for readmission on an individual basis.

Impaired status will be confirmed by drug screen or confession. Positive drug screen or confession of drug use will be referred to the Texas Peer Assistance Program for Nurses and students must be under their protocol to return to the program. Displays of psychiatric instability or confession of such will be referred to a Psychiatrist and student must have a release by a Psychiatrist to return to the program. Sleep Deprivation, with resulting inability to function, will result in student's being sent home, given an unsatisfactory for the clinical day, and placed on PIP. Second occurrence will result in failure of the course. The student must appear before the Admission/Progression/Readmission Committee to appeal return to the program. Failure, with no return, will occur at the 3rd occurrence.

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)

HBV

Hepatitis B virus will infect the liver. HBV infects thousands of health care workers each year and results in hospitalizations and death. While some people may not show any signs/symptoms, they may be carriers. Other people may suffer from flu-like symptoms and jaundice that may severely damage their livers, lead to cirrhosis and cause death. The HBV vaccine can prevent hepatitis B in the majority of cases and has become an important part of prevention in high-risk occupations.

HIV

Human immunodeficiency virus attacks the body's immune system, causing the disease known as AIDS. Currently there is no vaccine to prevent infection. A person infected with HIV may carry the virus without developing symptoms for several years. Symptoms that initially appear are flu-like symptoms, fever, diarrhea, and fatigue. An infected person will eventually develop AIDS and may develop AIDS-related illnesses. HIV is transmitted primarily through sexual contact, but may also be transmitted through contact with blood or some other body fluid. HIV is not transmitted by touching, feeding, or working around patients who carry the disease.

AIDS POLICY

During the clinical experience, students may be assigned to care for individuals who are infected with HIV or AIDS. Students will be expected, in every case, to maintain patients' rights to privacy and confidentiality and treat all patients with concern for human dignity.

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.

If an exposure should occur, the following steps are suggested:

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

REMEMBER – Potentially Infectious Materials

OSHA has identified HBV, HIV, HCV, and other pathogens to be present in:

1. Body fluids
 - a. Saliva
 - b. Semen
 - c. Vaginal secretions
 - d. Cerebrospinal fluid
 - e. Synovial fluid
 - f. Pleural fluid
 - g. Peritoneal fluid
 - h. Pericardial fluid
 - i. Amniotic fluid
 - j. Blood
2. Saliva and blood during dental procedures
3. Unfixed tissue or organs
4. Cell or tissue cultures
5. Organ cultures
6. Blood

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 purchase group accident and group liability insurance policies annually. Students are assessed annual premium payments in their 1st and 4th semesters. Copies of these policies are kept in the office of the Kilgore College Business Manager and the KC NP Program Director.

Liability: Coverage is provided by the insurance company for claims rising 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 only provided for students who are functioning in the student role related to their normal curriculum.

This is an “Occurrence Form Policy” which means that you will be fully protected at any future date even though your policy may not be in effect at that time, provided that our policy was in effect when the incident occurred.

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

ACADEMIC ADVISEMENT (rev 01/2018)

The Nursing Pathway 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 see Mrs. Laura Mulanax, the Health Science Academic Counselor, (903) 983-8184, regarding questions about your degree plan, progression, course transferability, etc.

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

SUCCEEDING IN THE KC NP PROGRAM

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

1. 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” of this KC NP Student Handbook.
2. Maintain adequate physical and emotional well-being to meet the course objectives.
3. Remain current in CPR certification and in required immunizations.
4. Have already taken or be taking the support courses required in their degree plan, according to the KC Catalog.

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. Non-progressing students should schedule an exit interview with the KC NP Director. (See Re-Admission Policy in this Handbook.)

RE-ADMISSION (rev 08/2021)

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 Pathway. The following must be submitted:

1. Re-Admission Application
2. Written request that:
 - a. Identifies the semester, year and course requested for re-entry;
 - b. Explains the reasons the course of study was interrupted;
 - c. 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 Pathway within one year. The program must be completed within four years after initial admission to the Nursing Pathway. 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 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”:

- 1) The student must apply for re-admission to the Nursing Program.
- 2) The student must display recognition of the inappropriateness of their actions, the risk to the patient, and possible untoward outcomes.
- 3) The student must be involved in and complete a defined step-by-step corrective plan as delineated by the faculty.
- 4) The student must appear before the Admission/Re-admission/Progression Committee to be interviewed and voted on.
- 5) 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.

GOOD 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.

**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.

Source: American Nurses Association (2010). *Nursing: Scope and Standards of Practice, 2nd Edition*. Silver Spring, MD: Nursesbooks.org (pgs. 8-9)

PROFESSIONAL NURSES' CODE OF ETHICS

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

Committee on Ethics. American Nurses Association, Washington, D.C.

STUDENT BILL OF RIGHTS

Adapted from the National Student Nurse Association

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth and knowledge.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom with responsibility.
3. Each institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.
4. Students will not be barred from admission based on race, religion, creed, sex, or marital status.
5. Students are responsible for learning the content of any course of study for which they are enrolled.
6. The students shall have the right to have a responsible voice in the determination of their learning.
7. Grading systems should be reviewed periodically with students for clarification and better student-faculty understanding.
8. Dress code should be established so that the highest professional standards possible are maintained, while considering comfort and practicality.
9. Student's individual views and beliefs, which instructors acquire in the course of their work, should be considered confidential and not discussed without the knowledge and consent of the student.
10. Disciplinary proceedings should be instituted for violations of policies as outlined in the KC NP Student Handbook, Course Syllabus, KC Catalog, or KC Student Handbook. It is the right and responsibility of the student to know these regulations. The KC NP grievance procedures should be available for every student.
11. The institution has an obligation to clarify standard or policies of behavior essential to its education mission.
12. The institution should provide caring instructors, knowledgeable in their assigned course.

13. The students and faculty should evaluate each other, as well as the course (classroom and clinical) and the clinical agencies.
14. Regular student-faculty conferences are encouraged by the KC NP faculty.
15. The KC NP curriculum will support the KC goal to provide beginning level professional nurses designed to enter the local job market.

Texas Administrative Code

**TITLE 22
PART 11
CHAPTER 217
RULE §217.11**

**EXAMINING BOARDS
TEXAS BOARD OF NURSING
LICENSURE, PEER ASSISTANCE AND PRACTICE
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 patient;
 - (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;

Texas Administrative Code

**TITLE 22
PART 11
CHAPTER 217
RULE §217.12**

**EXAMINING BOARDS
TEXAS BOARD OF NURSING
LICENSURE, PEER ASSISTANCE AND PRACTICE
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