Panola College
Vocational Nursing

Student Handbook
January 2012

NLN Member
PROUD TO SUPPORT NURSING EDUCATION
The policies and procedures contained in the LVN Student Handbook are approved by the following officials of Panola College:

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Dean of Nursing and Health Sciences

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President

Panola College LVN Program reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time in any manner deemed to be in the best interest of Panola College. Currently enrolled LVN students will be notified of any relevant changes.

This handbook will be reviewed annually. Revision will be submitted for approval and then included in the online and hard copy of the handbook.
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Section I. INTRODUCTION

MESSAGE TO STUDENTS:

The faculty of the Vocational Nursing Program at Panola College welcomes you to the challenge of obtaining licensure in vocational nursing. You will become an active participant in the teaching-learning process toward becoming a safe, competent, novice licensed nurse.

The Vocational Nursing Student Handbook has been prepared in order to orient you, the student, to the policies and guidelines specified to the Vocational Nursing Program at Panola College. This handbook does not replace, but supplements the Panola College General Catalog and the on-line college student handbook, The Pathfinder. The nursing program encourages you to become a responsible, accountable student by understanding and demonstrating the policies and guidelines from all three resources.

*Panola Colleges encourages all students to be a part of their academic process. Students will be given the opportunity to serve on committees that represent the student body. These students will be chosen by the student body and faculty to collect and relay input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness.

The vocational nurse adheres to a stated code of ethics from the American Nurses Association and defined standards of practices as outlined by the Texas Board of Nursing.

Thus, these are high expectations of you as a student. Some vocational nursing policies differ from those of Panola College because of these higher expectations. You are encouraged to use the student-faculty relationship to enhance your learning process. We, the faculty, welcome the opportunity to help you achieve your goal; we want you to be successful.

You have many responsibilities as outlined in the Student Policies and Procedures section. In turn, each faculty member will:

1. act as a role model
2. design and lead learning experiences
3. provide guidance while encouraging STUDENT RESPONSIBILITY for learning
4. evaluate observed acquisition of knowledge, performance and behavior and counsel students in a constructive manner.

Nursing school is challenging; it involves commitment, dedication, and it greatly helps to have the support of family, friends and faculty. Please remember, you are not alone.

WE WELCOME THE OPPORTUNITY TO HELP YOU LEARN!

ACCREDITATION AND APPROVAL

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Science, and Associate of
Applied Science degrees, as well as the Certificate of Completion. The LVN Program is approved by the Texas Board of Nursing (BON).

**CONTROLLING AGENCY:**
The controlling institution is Panola College, Carthage, Texas.

**LICENSING AND REGULATORY AGENCIES:**
The controlling agency will conduct the Vocational Nursing Program in accordance with the standards of the Texas Board of Nursing and Coordinating Board of Texas Colleges and Universities.

**STATEMENT OF NON-DISCRIMINATION:**
It is the policy of Panola College not to discriminate on the basis of age, race, color, religion, sex, national or ethnic origin in admissions, educational programs, activities, scholarship and loan programs, athletic or other college administered programs, or in its employment policies. Panola College is committed to equal opportunities for physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

**STATEMENT ON DISABILITIES:**
Students with disabilities, including learning disabilities, who wish to request academic adjustments in the Vocational Nursing Program should notify the Disability Services Office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. At the time the student applies for licensure, student must also notify the NCLEX Board and BON of the same needs.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his/her physical, emotional and/or intellectual disability:

1. Prohibits the student from achieving the knowledge and/or manipulative skills required of the Student Vocational Nurse.

2. Creates a potential hazard to the student and/or recipient of health care services, faculty or other student.
Section II. CURRICULUM

VISION, MISSION AND PHILOSOPHY

VISION
The Vision of the Vocational Nursing Program Department of Panola College is to promote compassion in nursing.

MISSION
The mission of the Vocational Nursing Program is to prepare competent vocational nurses that are knowledgeable, safe, and demonstrate a positive and caring attitude. Graduates should be able to care for individual clients across the lifespan within a standard legal/ethical framework.

The Vocational Nursing Program is committed to the preparation of individuals who will assume the role of vocational nurse and collaborate with the registered professional nurse and other health care professionals in the delivery of quality health care.

PHILOSOPHY
The Vocational Nursing Program recognizes the worth: dignity of individuals and the potential for growth. Throughout his/her lifetime, an individual’s needs will vary in their surrounding environment encompassed by physical, social, and lifestyle aspects that impact their health and well being. Every person has the right to holistic healthcare with health being not merely the absence of disease but physical, mental, social, and spiritual well being. Through the dynamics of education the interchange of teaching and learning facilitates critical thinking and problem solving on the part of the learner. The vocational nursing curriculum at Panola College provides students with the opportunity to learn the fundamental skills and concepts of nursing in order to respond to the health needs of individuals in the context of their environment.

CONCEPTUAL FRAMEWORK

Human beings, regardless of age and setting, are the recipients of nursing care that has as its goals the promotion, maintenance and restoration of well-being, and the care of the individual during illness and/or the dying process. Nursing is the art of applying dynamic, scientific principles of assessing, planning, implementing, and evaluating care of human beings experiencing illness -- physical, emotional, or spiritual. Emphasis is placed on patient wellness as the ultimate goal of nursing.

The Vocational Nursing Curriculum provides a foundation of scientific knowledge and skills which the graduate uses for practice. The knowledge base requires use of the Nursing Process, a dynamic system of interrelated and interdependent problem-solving steps, and the theory of Maslow's hierarchy of needs, utilizing an integrated life cycle concept. This prepares the
Vocational Nurse to provide care in all health settings, utilizing nursing knowledge based on caring and support.

Learning is a goal-oriented, on-going process throughout life that results in measurable and permanent change in the behavior of the individual, enabling the attainment of self-actualization. Faculty and students share responsibility for the education and personal development of the learner. Learning progresses from simple to complex; from a dependent problem-solver to a self-directed decision-maker. Learning is the responsibility of the student in that, to achieve the desired result it requires individual effort and energy. The responsibility of the faculty is to manage an environment where learning can occur and to direct the learning process.

PROGRAM OUTCOMES

The Program Outcomes are based on the Differentiated Entry Level Competencies (DELCs) for Texas Graduates of Vocational Nursing Programs:

A. Provider of Care:

1. Assist with care planning through assessment and health related data including formulation of goals and evaluations of clients across the lifespan.

2. Implement plan of care and teaching plans in collaboration with client and interdisciplinary health care teams using a problem solving approach.

3. Provide competent care to assigned multiple clients within legal and ethical parameters.

B. Coordinator of Care:

1. Assist and participate in the coordination of human and material resources through activities which support the vision of care to clients in a structured health care setting.

2. Collaborate with clients (individuals and the interdisciplinary health care team to provide compassionate care to assigned individual clients.

3. Participate in the identification of client (individual) needs for referral to sources that facilitate continuity of care.

C. Member of Profession:

1. Demonstrate attributes (attitudes, behaviors and accountability) that embrace the development and practice of vocational nursing.

2. Participates as an advocate for diverse clients in all aspects of health care.
COURSE OF STUDY FOR THE VOCATIONAL NURSING PROGRAM:

The curriculum of the Vocational Nursing Program is designed to meet the criteria of the Texas Board of Nursing for licensure as a Vocational Nurse.

The prescribed curriculum for the Vocational Nursing Program consists of 3 semesters which contain 42 semester credit hours.

The curriculum design is a blocked system with clinical emphasis on concurrent learning of stated objectives. This approach permits progression from simple to complex, from normal to abnormal, and reflects the application of the nursing process in relationship to the client throughout the life span and in a variety of clinical settings.

Students are guided in applying nursing principles and skills while using the problem-solving process in selected learning experiences to meet the course objectives. The behaviorally stated objectives are achieved by using varied teaching-learning methods and by demonstration of theory application in the clinical setting.

The graduate functions within the role and scope of a vocational graduate nurse. He/she is eligible to apply to take the National Council Licensure Exam for vocational nurses upon graduation. The graduate is prepared to function at the vocational nurse level, as a provider of care, a coordinator of care and a member of the profession of nursing.

Course sequencing and descriptions are listed in the current Panola College Catalog.

ABILITIES AND SKILLS NECESSARY FOR THE PROFESSION:

As a student nurse and health care provider, it is necessary for student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical and mental proficiency.
2. Energy to fulfill responsibilities.
3. Adequate visual acuity (with corrective devices as needed).
4. Adequate auditory acuity (with corrective devices as needed).
5. Speech which can be understood by all persons across the life span.
6. Adequate tactile ability.
8. Strength to push, pull, and lift.
9. Strength/ability to carry, stoop, squat and bend in accordance with assignments.
10. Ability to:
    a. Reach above shoulder area.
    b. Stand/walk for long periods of time
    c. Organize and effectively manage time to meet deadlines.
    d. Perform neat and accurate work.
    e. Respond to increasing pressure, emergencies and work loads.
    f. Set priorities.
g. Communicate effectively with the health care team and client, both verbally and non-verbally.

h. Document completely and legibly, using acceptable terminology.

i. Use computers.

**RISKS FOR HEALTH CARE PROVIDERS:**

Depending on the assigned area, there are potentials for risk which may include, but are not limited to the following: Communicable and infectious diseases, cuts and punctures, radiation, slippery floors, biological hazards, electrical and chemical hazards, assault and battery
Section III. RESOURCES

COUNSELING SERVICES:
Counseling services are available through Panola College Student Services. The primary function of the counseling program is to help students adjust to the college environment as well as to provide academic and career counseling. Students in the Vocational Nursing program may also receive career guidance from nursing instructors. Students are responsible for identifying counseling needs (both academic and personal) and requesting assistance or referrals.

LIBRARY FACILITIES:
The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books and audiovisuals supports all programs at Panola College. Many of the library services are available on-line. Students in the Vocational Nursing program may be given assignments that require the use of the LRC. It is the student’s responsibility to know how to access the resources of the library. Orientation tours and reference classes are available frequently.

STUDENT FINANCIAL AID SERVICES:
There are numerous financial aid opportunities available through the Panola College Financial Aid office (see Panola College Catalog). Occasionally grants or scholarships become available specifically for nursing students. Students are encouraged to have a financial aid application on file.

HEALTH SCIENCE COMPUTER LAB:
The Health Science Building, as well as the Shelby College Center, houses a well equipped computer lab for use by all of the Health Science students enrolled in classes. Many computer-aided-instruction programs are available in this lab. Students will be given assignments in various courses that require use of the lab. An orientation to the lab will be given. Students are asked to respect the equipment in this lab by not eating or drinking in the area. Students are asked to respect other students by not talking in this area.

A photocopier is available for student use. A card must be purchased in order to use this photocopier. Cards may be purchased from the department ($5 for 50 copies). Paper copies may not be made for students by the department secretary. Please do not ask.

NURSING SKILLS LAB:
A vocational nursing skills laboratory has been designed to provide the student independent and supervised practice of clinical skills. Faculty may refer students to the skills laboratory for return demonstration of selected competencies/skills.

TEXTBOOKS:
The faculty chooses textbooks for the nursing program based on currency and appropriateness to the curriculum design. Textbooks are available in the Panola College bookstore. Required textbooks will be noted in the course syllabus along with other recommended readings.
MESSAGES:
The department secretary will take only emergency messages for students. Messages will be posted on the bulletin board. The student must be responsible for checking the board for messages. Please encourage family and employers not to call the Vocational Nursing Department except in emergencies.

CONFERENCES:
Conferences will be scheduled individually at any time the instructors feel a conference is warranted. All instructors will have posted office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the Dean of Nursing to express any concerns or problems.
Section IV. POLICIES AND PROCEDURES

1. ACCESS TO VOCATIONAL NURSING STUDENT HANDBOOK

All vocational nursing students at Panola College are required to abide by the guidelines and policies set forth in the Vocational Nursing student handbook. Students in the Vocational Nursing Program are also required to abide by the guidelines and policies in the Panola College Catalog and the on-line student handbook, The Pathfinder.

Handbooks for the Vocational Nursing Program will be reviewed with the student on the first day of classes. All students must be aware of and abide by the policies contained therein.

Students will sign a statement on the first day of class to verify they have access to a handbook, have read the handbook and agree to abide by the guidelines set forth. (See Appendix, Form 1)

Panola College Vocational Nursing Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Vocational Nursing Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be issued a written copy of any changes.

2. REQUIREMENTS OF THE PROGRAM

2.1 ADMISSION

The conditions for admission to the LVN program are outlined in the current Panola College Catalog. Because the nursing profession requires a high level of performance, nursing students are held to a higher admission standard than students enrolled in general academic classes.

Required Prerequisites

1. Current Certified Nurse Aid (CNA) License (Must be completed or in progress and present an active license by the first class day)

2. Biology 2404 or Biology 2401 & 2402 (must be completed or in progress and able to be completed prior to the start of the program with a C or higher in the course /courses upon completion).

LVN Admission Procedures and Selection Process

All applicants will be required to take an admission exam. A minimum score of 80 must be achieved in Reading Comprehension, and a minimum 75 in Grammar and Math.

The admission exam may only be taken twice for purposes of admission. Students who repeat must take all three sections and use the higher total score (selective scoring will not be allowed).
1. Applications are given to students with the above requirements met.
2. Positions will be offered until class limit is met.
3. Acceptance letters will be sent out after all applications have been reviewed and checked for accuracy. This process will take 3-4 weeks after deadline.
4. The LVN Program uses a mathematical formula to compute an applicant’s ranking score. The ranking score is based on four criteria. This ranking score is used to select qualified applicants for admission. The formula is as follows:

\[
\text{Rank: } = \frac{\text{Points for HESI A2 cumulative test score (minimum 80 required on Reading Comprehension and minimum 75 required on Grammar, and Math): points } = 10\% \text{ of total score (e.g. score of 79 earns 7.9 points)}}{\text{2 points for completing CNA (active license)}} + \frac{\text{1 point for having been employed as a CNA for one year}}{\text{1 point for Med Aide certification (active license)}} + \frac{\text{3 points for a C, 4 points for a B, or 5 points for an A in A&P (BIOL 2404 or BIOL 2402)}}{\text{2 points for completing Biol 2404 or Biol 2401 & 2402 at Panola College}}
\]

Example:

- Rank: \((10) + (2) + (1) + (1) + (5) + (2) = 21\) maximum number that can be achieved
- Rank: \((7.9) + (2) + (0) + (5) + (2) = 16.9\)

In the event two or more students tie for the same rank score during the admission process. Ties will be broken by the following criteria, in said order:

1. Reading Comprehension score on HESI A2: The higher number will obtain the higher ranking
2. Math score on HESI A2: The higher number will obtain the higher ranking
3. Grammar score on HESI A2: The higher number will obtain the higher ranking

Students will be ranked according to this formula and the top 40 positions will be offered a place in the program. The rank list will be used to complete the roster in the event a student declines or does not meet all admission criteria.

2.2 CERTIFIED BACKGROUND CHECK and DRUG SCREEN

The purpose of a certified background check and drug screen policy is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.
3. Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies’ eligibility for licensure/certification/registration requirements.
4. Promote early submission by students of petition for a declaratory order by the licensure/certification/registration agency.

**Procedure:** All applications for a Nursing Program at Panola College will be required to have a successful certified background check and drug screen prior to full admission. The criminal background check will be done through the Texas Department of Public Safety and the Federal Bureau of investigation. The results of your criminal background check will be provided directly to the Texas Board of Nursing. **Do not call the Texas Board of Nursing regarding the results of the criminal background check.**

You will receive a card or letter in the mail from the Texas Board of Nursing acknowledging that they have received the results of your criminal background check. If any further information is required, based on your results, you will be notified by the Texas Board of Nursing at that time.

All certified background and drug screening information will be kept in confidential paper or electronic files and archived as indicated by each program’s accrediting agency requirements.

The student will sign the application indicating knowledge of and consent to this policy. The student will pay the cost of the background check directly to the designated agency. The cost of the drug screen will be charged as a course fee.

Students will complete the Student Medication Record (form 2.2) prior to the drug screen. A student with an unexplained positive drug screen (see Substance Abuse Policy) will be dropped from the program and may only be readmitted after following the Substance Abuse Policy, Readmission section.

Background checks will be honored for the duration of the student’s enrollment in the program if the participating student has not had a break in the enrollment of the program. A break in enrollment is defined as nonattendance of one full semester or more. Upon re-entry into a program, a new certified background check will be required.

**Unsatisfactory Results:** A student without a blue card from the BON will not be admitted. Students who feel the background determination is in error must appeal to the Board of Nursing.

**Student Rights:** If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background check are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.
2.3 IMMUNIZATIONS

Source of immunization requirements: Title 25 Health Services, Part 1, Chapter 97, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Faculty must be notified of any changes in immunization status. Students must show proof of required immunizations by the first day of class. Failure to provide the information will result in the student not being allowed to attend the program.

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

This section applies to all students enrolled in health-related courses, which will involve direct patient contact.

Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in direct patient contact until vaccination status is current. Students may be required to receive additional immunizations in order to meet requirements of other clinical site policies.

1. Serologic confirmations of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates either confirmation of immunity or infection.

2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.

3. One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.

4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.

5. Students shall receive a complete series of hepatitis B vaccine (3) AND show serologic confirmation of immunity (titer) to hepatitis B virus. (EXCEPTION-pregnancy). Declination must follow Department of State Health Services Policy. Due to the serious nature of Hepatitis B, all students are strongly advised to have the complete series with confirmed immunity.

6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination until positive titer results are confirmed.

7. An annual TB test (negative ppd) must be verified. If positive, a negative chest exam must be verified by primary provider.

8. Bacterial Meningitis vaccination for all students under the age of 30.
Acceptable Evidence of Vaccinations:

a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.

b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.

c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.

d) A record received from school officials including a record from another state is acceptable

2.4 PHYSICAL EXAM

Students are required to have a physical exam for entry into the program. The form 2.4 must be completed (signed by the student and the primary provider) to verify the exam and will be kept in the student’s file. The form is due by the first day of class. A student who has a physical or mental issue that could interfere with their education should meet with the ADA counselor.

2.5 LIABILITY INSURANCE

Panola College purchases Medical Professional Liability Occurrence Insurance for the nursing students (fee is collected at registration).

2.6 CPR CERTIFICATION

HealthCare Provider CPR will be taught in first semester. All students must re-certify even if they have certification from another source. Certification must be maintained throughout the entire program. Students must pass CPR offered at Panola College. If a student does not successfully pass CPR, he/she will not be permitted to continue in the program.

2.7 LICENSURE ELIGIBILITY NOTIFICATION

Each student will be required to sign a Licensure Eligibility Notification form upon entering the program. This form is provided by the Board of Nursing (BON) for the state of Texas and will be placed in the student’s file.

Each student may access the Declaratory Order Request form at the BON website. This form identifies circumstances that may render a potential candidate ineligible for licensure as a vocational nurse in the State of Texas. It is the student’s responsibility to
determine his/her eligibility for licensure in the State of Texas. Panola College cannot be held responsible for a student’s ineligibility for licensure determination by the BON.

The student will receive information regarding the following:

1) §301.257, §301.252, §301.253, and §§301.452-301.454 of the Nursing Practice Act.
4) Declaratory Order Request Form.

This information can be located on the Texas Board of Nursing website www.bon.state.tx.us.

2.8 OTHER EXPENSES

In addition to fees collected at registration, other expenses will be incurred. The following guidelines are intended to serve as guidelines only due to the fact that expenses will vary depending on the quality of equipment purchased by the student, distance to clinical areas, etc. Additional expenses will include:

1. Books and fees
2. Initial and other possible drug testing
3. A Littman dual head stethoscope, bandage scissors, penlight and a watch with a sweep second hand
4. Uniforms – It is recommended that students purchase one scrub jacket and at least two sets of scrubs. White shoes are required. A Panola College Vocational Nursing patch must be purchased from the bookstore for each uniform sleeve and scrub jacket.
5. Clinical agencies are chosen to provide the best experience available for a student.

TRANSPORTATION TO AND FROM CLINICAL AGENCIES IS THE RESPONSIBILITY OF THE STUDENT.

7. Expenses near graduation – NCLEX exam for licensure (approximately $200.00), BON application fee (approximately $139.00)
8. Scantrons for testing.
9. Remediation Course – Tuition fees, books (Failure of 2nd HESI Comp)
10. NCSNB Review (15 wk Course)

3. STUDENT HEALTH AND SAFETY

3.1 INJURY

Panola College offers no health facility on campus or health insurance. If an accident or emergency occurs on campus, aid will be administered in accordance with the Panola College General Catalog and The Pathfinder. If a student is unable to meet clinical
requirements due to injury, student must withdraw from all courses. The injured student must have completed the Limitations & Liability Release when returning to courses and clinicals (Appendix, Form 3.1).

3.2 PREGNANT NURSING STUDENTS

A female student will notify her instructor(s) of pregnancy so that appropriate assignments may be made. It is the responsibility of the student to advise faculty of any activity limitations or changes that occur during pregnancy that may affect successful completion of the course objectives. The pregnant student will have her primary provider complete the Limitations & Liability Release (Appendix, Form 3.1) at the beginning of each clinical rotation.

The faculty will consider the limitations or other treatment plan prescribed by the primary care provider and will attempt to accommodate such plans. Panola College assumes no responsibility for problems that may occur with the fetus, the pregnancy or the delivery.

4. CAMPUS SECURITY

Panola College strives to provide a safe and secure environment for students, faculty and staff. Students and employees are encouraged to report all crimes and unsafe conditions to the Campus Police. Campus Police are Texas Certified Peace Officers with full authority to enforce the law. The Campus Police Department maintains a close working relationship with local and state law enforcement agencies.

Campus Police are required to make official reports for all crimes or emergencies which are reported on campus. The information contained in these reports is made available upon request and online.

The Panola College campus and facilities are available for use by all students. Non-students may also have access to the campus by special arrangement. Section 51.209 of the Texas Education Code authorizes the college administration or its designated representatives to refuse admission, or the right to remain on campus, to any person who has no legitimate business with the college community. The police may request proper identification of individuals they encounter on college property, especially those persons encountered during the late night hours, under suspicious circumstances or in response to reports from college community members.

The Campus Police provide pamphlets and brochures on crime prevention subjects, including theft prevention, rape, drugs and alcohol misuse. These materials are available free of charge in the Campus Police Department located in the Maintenance Building on the Panola College campus.

**How to Report Crimes or Emergencies:**
Police/Fire/Ambulance
From pay phone, private resident hall phones and off campus phones: Dial 911
From office phones: Dial 9, then 911
For thefts, auto accidents with no injuries, etc. call:
  Campus Police        (903) 693-1112
  Carthage Police Department (903) 693-3866
  Center Police Department   (936) 598-2788

5. EXPECTATIONS FOR STUDENT BEHAVIOR

Students are expected to conduct themselves in a manner as to reflect credit upon themselves, the Vocational Nursing Program and Panola College. Whether in the classroom or clinical setting, students will be expected to:

a. Maintain patient confidentiality. Students will sign (Form 5-Confidentiality Statement) to verify their understanding of this most important rule
b. be courteous at all times
   c. abide by rules of college, the nursing department, and affiliate agencies.
   d. not use profanity
   e. be subject at all times to unannounced drug and alcohol screenings
   f. Avoid posting on any social media remarks, pictures, etc. regarding patients, fellow students, instructors, LVN program, or clinical sites. This also includes any statements that would violate HIPAA guidelines.

Failure to abide by student behavior expectations will result in a violation/demerit and/or receiving an F in the course.

5.1 ATTENDANCE/ABSENCES

Rationale: The Board of Nursing (BON) for the State of Texas requires a minimum number of clinical and classroom hours in the program. When a student has excessive absences or partials, he/she is not able to meet the BON requirements for clinical and classroom hours. In the event of an unforeseen emergency, a withdrawal allows a student to receive “Ws” and be eligible to return to the nursing program.

a. Students are expected to report regularly and promptly for class and clinical assignments. Students are also expected to value the classroom experience by being present and prepared. Virtual Clinical Excursions (VCEs) may be assigned as clinical time. When assigned as clinical time, the absence policy will apply. The student is responsible for all material covered during his/her absence, this includes tests.

b. If a student is late to class, permission may or may not be granted by the instructor to enter the classroom. If not allowed to enter, this will be recorded as a partial.

c. A “partial” is defined as any arrival after the scheduled time for class or clinical up to 20 minutes, or leaving the classroom or clinical site before the scheduled end time up to 20 minutes. After 20 minutes a student is counted absent. When reporting late, it is the student’s responsibility to report to the appropriate personnel. Two partials equal an absence.
d. When a student accrues three absences, he/she will have two business days to withdraw or will receive “Fs” in all courses for the semester.

e. Upon returning to class after an absence, the student MUST contact each instructor ON THAT DAY for "make-up" assignments. **This includes tests.**

f. Make up tests will only receive a maximum of 90%.

g. **A student MUST CALL the Nursing School/instructor for an absence before the scheduled class or clinical time. If the student is scheduled for a clinical site they must also notify the clinical site of the absence as well.** A student must also notify faculty/instructor when leaving class or clinical early.

h. Failure to notify will result in a demerit. (A message **CANNOT** be sent by another student.) Failure to call in on the day of an announced test will result in the student receiving a zero on the test.

i. Inclement Weather: For general guidelines see the Panola College Catalog.

j. A minimum of eighteen (18) days will be scheduled during the year for vacation and holidays. A calendar of scheduled holidays and vacation will be provided.

5.2 DISCIPLINARY ACTION

When students make poor choices, especially those violating the policies described in this handbook, it is the LVN faculty’s responsibility to meet with the student individually to provide feedback and help the student learn from the situation. In each case, a “Disciplinary Action Form” (Form 7.5) will be completed. The student will be required to sign the disciplinary action form. The student’s signature does not necessarily indicate the student agrees with the statements made on the form(s), only acknowledges the issues stated on the form were discussed with the student and the student had an opportunity to review the form(s) and make comments.

Poor choices involving violations of policy in this handbook will result in the student earning a violation or a demerit. Violations and demerits are cumulative throughout the program. Two violations convert to a demerit, even if unrelated. For each violation, a student will have five points deducted from each clinical course for the remainder of the program. For each demerit, a student will have ten points deducted from each clinical course for the remainder of the program.

5.3 SCHOLASTIC DISHONESTY

Scholastic Dishonesty will not be tolerated and will be dealt with according to the Panola College Student Handbook – the *Pathfinder*. Scholastic dishonesty: Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion.

Cheating on a test shall include:

a. Copying from another student’s test

b. Using test materials not authorized by the person administering the test

c. Collaborating with or seeking aid from another student during a test without permission from the test administrator

d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.

g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

"Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

5.4 CLASSROOM AND LUNCH BREAK

The classroom is to be used for scheduled classes and scheduled study periods. Any individual(s) wishing to use the classroom for additional studying may do so. The classroom **IS NOT** to be used for socializing. This may be the only time some have an opportunity for quiet study time. **Failure to abide by this policy will result in a violation.**

Students may bring a lunch, purchase lunch off campus or purchase food in the cafeteria. The break room or patio area is designated for eating. Eating at the reception desk in the front foyer of the Health Science Building in Carthage is not allowed. Only drinks will be allowed in the classroom. Drinks and food are not allowed in areas of direct patient care during clinical.

5.5 ELECTRONIC EQUIPMENT

a. Emergency telephone numbers to school and clinical areas will be provided to the student and the student is responsible for providing phone numbers to family members. Only emergency calls are allowed to the student at the school or in the clinical setting.

b. Cellular phone and personal beeper use is **not** allowed in clinical or classroom settings. (includes ear buds, or any hands free device). Students should not have their cellphone or personal beeper on their person in the classroom, hallway or clinical area.

c. Tape recorders will be allowed at the discretion of the instructor.

d. No hand held computer devices or laptops are allowed in the classroom.

**Failure to abide by the above policy will result in a violation.**

5.6 CLASSROOM DRESS POLICY
The purpose of the Panola College Vocational Nursing Program’s classroom dress code is to foster a professional, safe and respectful environment at school. Our neat, clean and tasteful grooming fosters a respect for learning, encourages a sense of community, and distinguishes our Program. The dress code is in effect from the time students enter the campus until all students have exited the campus.

The LVN nursing students must wear clinical attire in the classroom and follow the policy for clinical dress.

Failure to abide by this policy will result in a violation.

5.7 TOBACCO-FREE POLICY

Panola College is a tobacco-free campus. Tobacco use is prohibited anywhere on campus or in College owned property. Tobacco use by students is not permitted on the premises of any clinical site at any time. To protect the patients from offensive odors, students are discouraged from smoking prior to arrival at the clinical area. When in uniform, students may not smoke on a public street.

Failure to abide by this policy will result in a violation.

5.8 SUBSTANCE ABUSE POLICY – FOR CAUSE

Any student enrolled in a Health Science program will be tested for drugs on admission and when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law, which are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:
1. Students will be asked to submit to drug screening by their program Dean in the following circumstances:
   a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
   b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
   c. Detailed, factual and persistent reports of misuse by multiple colleagues.
   d. Abnormal or erratic behaviors such as sudden outburst, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
   e. Involvement in suspicious accidents.
   f. Apparent lapses in judgment or memory
g. Unusual lethargy.

2. Faculty and students will adhere to the following testing guidelines:
   a. The student will sign consent to undergo drug screening upon admission. The instructor(s) will document student’s behavior and confer with program Director/Dean (see Form 5.7). If a program Director is the faculty member concerned about the student’s behavior or if the program Director/Dean is unavailable, the conference will be with the Vice President of Instruction or Vice President’s designee.
   b. A request for a drug screen will be initiated.
   c. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
   d. The program Director/Dean will arrange for transportation of the student directly to a designated testing center accompanied by a Health Sciences representative.
   e. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.

3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.

4. Drug screen findings will normally be interpreted by the designated testing center as soon as possible.

5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.

6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.

7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised that this second testing is somewhat expensive (possibly in excess of $200).

8. During the review process by the Dean of Nursing and Health Sciences, the student will have the opportunity to:
   a. Explain the cause of the positive drug screen
   b. Provide the name of the physician authorizing any prescription medications.

9. The Dean will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
   a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Dean will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
   b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.

10. If drug screen is positive and unexplained, the student will be:
    a. Dismissed from the program (see readmission below)
    b. Reported to the state licensing agency, if applicable

11. The student may appeal the dismissal using the student Grievance Procedure in the Student Handbook *(Pathfinder, online).*
12. A student who tests positive will be provided a list of community resources for treatment.
13. If the drug screen is negative, the student will be immediately reinstated by the program Director/Dean and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

**Substance Abuse Recovery – Student Applicant or Readmission**

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether or not they have previously been dismissed from a health science program) will be required to do the following before entering:

A. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application.
B. Provide letters of reference from all employers within the last one or two years.
C. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
D. Sign an agreement to participate in monitoring by random drug screening consistent with the policy of Panola College Health Sciences Division and the clinical agency where assigned for client care. Testing will be paid for by the student.
E. Obtain information regarding a declaratory order from the Board of Nursing prior to taking the licensure exam.

**6. GRADING**

6.1 GRADING SYSTEM

The Panola College Vocational Nursing program stresses excellence in all areas and strives to maintain the high quality of nursing education. As part of this important process, the following grading system (different from that of the parent institution) is used to support excellence and is applied to all Vocational Nursing courses:

\[
\begin{align*}
A & = 90 - 100; \\
B & = 80 – 89.99; \\
C & = 78 – 79.99; \\
F & = \text{Below 78}
\end{align*}
\]

A student **MUST** maintain a C average in each course in order to progress. If at the completion of a course the grade is below 78, the student will be withdrawn from the program.

**ANY GRADE BELOW 78 IS FAILING**

**NO Rounding WILL OCCUR**
6.2 TESTING PROCEDURES AND TYPES OF TESTS

Tests will be given according to the syllabus guidelines. No personal items will be allowed at the testing station during the test. A pencil, a scantron (provided by the student), scratch paper (provided by the teacher), and a non-scientific non-phone calculator will be allowed at the discretion of the instructor. Cheating on a test will be grounds for immediate F in the course and withdrawal from the program.

6.3 TEST REVIEW

Post-Test reviews will be conducted at the discretion of the instructor. The review is an opportunity to promote learning and if you have any questions, or do not understand why your answer was marked incorrect, this is the time to ask. This is not however, a time to argue. If you feel the need, schedule a time to conference with the instructor in his/her office. Disruptive behavior will not be tolerated and will result in earning a violation/Demerit.

Due to the need for test security, students will not be given copies of tests, scantrons, etc.

A student will not have possession of test or answer sheets other than at the above mentioned times. Do not copy any part of the tests, write on your test papers, or write on the tests.

6.4 UNANNOUNCED TESTS

Expect unannounced tests at any time at the discretion of the instructor.

7. CLINICAL GUIDELINES AND RESPONSIBILITIES

7.1 PERSONAL APPEARANCE AND DRESS CODE

The LVN nursing students shall wear their uniforms for class, clinical assignments and skills lab or when officially representing the LVN program. Staff at the clinical site may refuse student’s access to patient information if the student is not properly attired or identified as a student of the College.

The following uniform standards apply to all students. Failure to abide by the clinical guidelines and expectations will result in a violation/demerit and/or an F for the course:

a. Uniforms: The faculty will designate the student uniform. School uniforms must fit properly with dresses hemmed at knee length or longer and pants hemmed at ankle length, in good repair, clean, and pressed.
b. **Undergarments** shall not be observed through (or above or below) the uniform scrubs with the exception of a white (non-patterned) long or short-sleeved T-shirt worn under scrubs for added warmth. Non-patterned flesh-tone or white underwear is best. White, non-patterned stockings, without runs, are to be worn under dress uniforms. White stockings or socks are to be worn under pants uniforms.

c. **ID Badge:** The Panola College identification badge shall be worn on the left chest area of the uniform. A Panola College nursing patch must be sewn on the left sleeve two inches down from the top of the shoulder.

d. **Shoes:** Clean, polished, ALL WHITE nurses’ shoes with closed toe and heel are to be worn; shoestrings (if applicable) should be white and clean.

e. **Lab coat:** A matching scrub jacket may be worn over uniform for comfort.

f. **Equipment:** Students are required to have a dual head stethoscope, bandage scissors, hemostat, and penlight. Stethoscope covers are not permitted. Goggles are optional. A ballpoint pen with black ink is required. No felt tipped or erasable pens are allowed.

g. **Hair** shall be worn securely held off the uniform collar and away from the face. Ponytails may not be long enough to swing into the face area. Hairstyle should be moderate. Hair must be no more than three inches above crown. Large barrettes, bands, ribbons, bows, and ties are not permitted. Hair bands can be worn but must be black or brown and narrow in width. No initials, symbols, lines, or writing in hair. Hair color must be found in nature in humans. No headgear including hats, scarves, caps, bandanas, etc.

h. **Facial hair** should be clean and neatly trimmed.

i. **Tattoos** may not be visible while in uniform. Clothing should be worn to cover as much of the tattoo as possible prior to covering with a bandage.

j. **Fingernails** shall be clean and well trimmed, not extending past the fingertips. FAKE NAILS AND NAIL POLISH ARE NOT ALLOWED.

k. **Make-up** shall be modest and of soft, neutral shades and no false eyelashes.

l. **Scents:** Due to environmental allergies and patient sensitivities, no perfumes, after-shaves, or scented hair gels or sprays shall be worn. Clothing and person should be free from tobacco odors. Students may not smoke or use electronic cigarettes at any clinical site or school function while in school uniform.

m. **Gum:** No chewing gum is allowed while in class or clinical.

n. **Jewelry:** A watch with a second hand is required. One plain band on a finger. No other jewelry is allowed.

**EXCEPTION:** Medical alert bracelet or necklace.

Failure to follow the dress code in clinical will result in a violation. A serious infraction will result in a student being sent home and counted absent as well (a demerit).

**PLEASE NOTE :** GUIDELINES FOR CLINICAL DRESS ARE FOLLOWED FOR ANY ON AND OFF CAMPUS CLINICAL EXPERIENCES

7.2 ILLNESS FOR CLINICAL
Students must use good judgment when illness occurs. In order to protect patients, staff, and peers, students with fever and/or symptoms of infectious disease must not report to the clinical setting. If in doubt, the student should consult with the clinical instructor prior to the start of the clinical day. The clinical instructor may dismiss a student from the clinical setting if in his/her judgment the student poses a risk of infecting others. Clinical absence hours will be recorded for students dismissed from clinical due to illness. A student may not seek medical advice or medical opinions while at clinical, **doing so will result in a demerit.** If a student becomes ill at a clinical site, the student must notify the instructor immediately. The student will then be released from the clinical site to seek medical attention. Upon returning to the clinical site the student may be required to show documentation releasing the student back into the clinical facility. The absence policy will apply.

### 7.3 CLINICAL GUIDELINES AND RESPONSIBILITIES

Students must abide by all the rules and regulations of the affiliated agencies.

**TRANSPORTATION TO AND FROM HOSPITALS AND OTHER CLINICAL AGENCIES IS THE RESPONSIBILITY OF THE STUDENT.**

Hours: in order to meet certain objectives and obtain clinical space, it may be necessary to schedule some evening, night and/or weekend sessions. Schedules are given to students at the beginning of each semester.

**ALL STUDENTS ARE EXPECTED TO ARRIVE AT THE CLINICAL SITE AND BE READY FOR PRACTICE ON TIME. THIS IMPLIES THE STUDENT WILL BE COMPLETELY PREPARED TO PARTICIPATE IN CLINICAL BY THE SPECIFIED START TIME.**

### 7.4 CLINICAL LUNCH AND BREAKS

Students should not eat or drink in the nursing station at clinical facilities

1. Nursing Home Rotation:
   Students will have one 15 minute break. Students are not allowed to leave the clinical facility.

2. Doctor Offices / Day Care Rotation:
   Students will have one 15 minute break. Students are not allowed to leave the clinical facility during the 15 minute break. Lunch will be the time frame designated by the facility. Time spent in the clinical site will be recorded daily by the student.

3. Hospital Rotations:
   Students will have one 15 minute break. Lunch will be 30 minutes. Students are not allowed to leave the clinical facility during either lunch or break. The student may not take their break or lunch in their vehicle.

**Failure to abide by scheduled breaks will result in a violation.**
7.5 STATEMENT OF UNSAFE CLINICAL PRACTICE

Evidence of unsafe clinical practice by a student will be grounds for earning a demerit and/or receiving an “F” for the course and withdrawal from the program. The instructor or clinical staff who witnesses the behavior will provide documentation on the Counseling/Conference Form (see Form 7.5 Appendix)

Unsafe clinical practice includes but is not limited to:

a. Failure to provide for the safety and comfort of the patient. Each student is required to practice without violating 1) physiological safety, 2) psychosocial safety, 3) infection control guidelines, and 4) patient assignment (leaving patient assignment without notice constitutes patient abandonment)

b. Failure to observe the 6 rights of medication administration according to agency policy and accepted standards of care: 1) right patient, 2) right drug, 3) right dose, 4) right route, 5) right time, and 6) right documentation.

c. Failure to solicit supervision from an instructor when: 1) administering medications, 2) wasting narcotics, 3) performing any skill not checked off by current instructor.

d. Violation of ethical standards such as: 1) willful dishonesty regarding information given to faculty, students or hospital staff, 2) stealing medications, equipment, supplies, books, etc., 3) failure to keep patient information confidential, 4) abuse or neglect of patients, or 5) impairment or likely impairment through use of alcohol or non-prescribed chemicals. (see Substance Abuse Policy).

e. Absence from clinical assignment without proper notification.

7.6 GUIDELINES FOR MEDICATION ADMINISTRATION

Students are ONLY allowed to administer medications without supervision after the individual student has been checked off by the current instructor.

a) The medications (MAR, orders, medication) must always be checked by licensed personnel/instructor(s) before administration.

b) Students must pass medication simulation skills check-off. Failure to pass after remediation and a second attempt will result in an immediate “F” for the course and withdrawal from the program.

c) Pediatric Medications: Students may never give insulin or subcutaneous anticoagulants without an instructor present. LVN Students do not administer IV meds or blood products.

Failure to abide by the guidelines for medication administration will result in a violation/demerit and/or an F for the course:
7.7 UNUSUAL OCCURRENCE

An unusual occurrence is any event that is not part of routine daily activities. Examples of unusual occurrences include accidents (such as falls or needle sticks), injuries, and suspected illicit or illegal activities. An instructor MUST be notified immediately if a student is involved in a patient care incident. Appropriate action as dictated by hospital policies will be taken.

Documentation of an unusual occurrence is intended, not to place blame, but to provide an accurate record of the incident while facts are fresh in one’s memory. All parties involved, in or witnessing an unusual occurrence should document the incident using the Vocational Nursing Unusual Occurrence form (see Appendix form 7.7). The form will be submitted to the Vocational Nursing Dean and kept in a locking file cabinet. When in a clinical agency, the agency’s unusual occurrence form will be completed by the student and instructor, as well, for their records.

8. PROGRESSION AND RETENTION

8.1 ACADEMIC FAILURE

A student receiving a final grade below 75 in any course (didactic or clinical) will not be permitted to progress. If the student receives an “F” in any course, they must wait two years to reapply. During the two years the student must have worked in a healthcare related field full time for an equivalent of one year. The student must also successfully complete a college level course in math, nutrition or chemistry prior to reapplying. Only a student who withdraws (see Withdrawal policy in this handbook) for a family or medical emergency may be allowed to repeat the following semester. A student withdrawing for behavioral issues or unsafe clinical practice may not be re-admitted. A student repeating will be re-admitted to the program ONCE on a space available basis only. The student must follow the policy for Readmission to the Program in this handbook.

8.2 REASONS FOR DISMISSAL

Students who do the following will earn an immediate “F” in the course for the semester and withdrawal from the program

Including but not limited to the following examples:
- Failing grades on significant clinical skills such as medication administration
- Conduct or work having a detrimental effect on the staff, patients, clinical area, the school or classmates
- Unsafe nursing/clinical practice
- Failure to maintain patient confidentiality
- Patient Abandonment
- Failure to pass clinical skills check-offs (simulation)
• Unethical behavior in the classroom, clinical area, or on school property
• Violation of college or affiliating agencies' policies
• Failure to correct deficiencies
• Dishonesty (lying, falsifying records, cheating, plagiarizing)
• Positive drug screen/alcohol screen
• Felony conviction

8.3 WITHDRAWAL

The following policy is for the vocational nursing department only and does not affect the policies or procedures of the records office, the business office, or financial aid.

WITHDRAWAL FROM A COURSE/PROGRAM: If it becomes necessary for a student to “drop” a course/program, the student must contact the Instructor and the Records Office. The grade of “W” (withdrawn) is given during the first twelve weeks of the semester. The grade of “W” has no negative impact on the student’s GPA. If the student does not contact the Records Office and exits a class unofficially, a grade of “F” will be given by the instructor. Any student considering withdrawal from the Vocational Nursing program is encouraged to have a conference with the instructors before making a final decision.

A student withdrawing from any LVN course for ANY reason will be given a passing or failing grade by the instructor for the amount of work, assignments, etc. completed to date in each course. The rationale for the grade will be documented on the Disciplinary Action Form (See Appendix A, form 7.5) and placed in the student’s file. This grade is for department use only and will be used in determining a student’s status for readmission to the program. The student must follow the Policy for Readmission to the program in this handbook.

8.4 TRANSFERS

A student may transfer within the Panola College Vocational Nurse System providing written permission has been obtained from the Dean and Faculty, and provided there is an opening.

8.5 READMISSION TO THE PROGRAM

Readmission to the program will ALWAYS OCCUR ON A SPACE AVAILABLE BASIS. A student may be re-admitted after a withdrawal only once. If a student withdraws in the first semester, they must repeat the application process.

Any student requesting readmission after a failure or withdrawing failing, must wait 2 years before reapplying. The student must demonstrate college level work by successfully completing a course determined by the LVN program faculty prior to reapplying for the program (i.e., Nutrition, Chemistry, or Math). The student must
also work in a health related job full time for the equivalent of one full year. Admission criteria system will be utilized as with all other applicants. After the two year waiting period the student will restart in the first semester.

*Students who receive a failure for unsafe clinical practice will not be eligible for readmission to the program.*

### 8.6 ACADEMIC OR DISCIPLINARY APPEALS

1. A student wishing to file an academic or disciplinary appeal must first discuss the matter with the instructor involved. The instructor will document the appeal on the Disciplinary Action Form (see appendix, form 7.5) and place it in the student’s file. The student may sign the form or submit one of his/her own for the file.

2. If the student is not satisfied with the disposition of the matter, he/she may then appeal to the Dean of Nursing and Health Science. This appeal should be **submitted in writing**. The appeal should detail the events, activities and grievance. It should also request a meeting to discuss the appeal. The Dean will meet with the student and instructor involved, within three business days of receiving the written request. Documentation will be recorded on the Disciplinary Action Form (see Appendix, form 7.5) and placed in the student’s file.

3. If the student wishes to continue the appeal, the procedure outlined in the Panola College *Pathfinder* will be followed.

****Failure to follow this chain of command may result in disciplinary action****

### 8.7 COMPREHENSIVE EXAM - CAPSTONE

To be eligible to sit for the comprehensive exit exam, a student must take each specialty exam administered throughout the program. The specialty exams will be administered as a test within designated specialty courses. Each specialty exam will only be taken one time. The score will be recorded as a test grade within the course according to the syllabus. The HESI conversion score will be recorded as the test grade. There will be no rounding. Students who score 85% or less on the specialty exam should complete assigned remediation prior to taking the comprehensive exam.

To be eligible to graduate **on time**, students are required to take each specialty exam and achieve a passing score on a nursing comprehensive exam (the passing score is recommended by the testing agency and determined by the Faculty Committee). This is the capstone experience of the program. The testing agency is determined by the LVN Faculty. Students not achieving the passing score on the comprehensive exam will be given a second chance to take a different comprehensive exam and achieve a passing score.
If the student does not pass the comprehensive exam by the second attempt, the student must complete an NCLEX-PN study course, designed for the student’s area of deficiency. The criteria for this independent study will be outlined in the course syllabus. The student must successfully complete the independent study by fulfilling all requirements in the syllabus before being allowed to graduate.

The fees for the first and second comprehensive exam and each initial specialty exam as well as an NCLEX-PN review course are included with registration over the three semesters of nursing school. The independent study course (if applicable) must be registered for and paid for through Panola College after the regular LVN course of study is completed.

9. JURISPRUDENCE EXAMINATION

All Texas applicants for NCLEX must pass the Texas nursing jurisprudence examination. You must pass this examination prior to being issued a permanent nursing license. The nursing jurisprudence examination has no effect on taking the NCLEX or graduating from Panola College. It is a separate requirement and only affects your ability to receive a permanent license. More information regarding the examination is provided on the Texas Board of Nursing website at www.bon.state.tx.us.

10. AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

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.

From the American Nurses Association, Washington, DC (Revised 2001).
SECTION V. APPENDIX

Form 1 - STUDENT HANDBOOK AGREEMENT
VOCATIONAL NURSING
PANOLA COLLEGE

I, ______________________, agree that my signature on this page indicates that I:

1. Have access to the current Panola College Vocational Nursing Student Handbook.
2. Understand that these policies supplement and/or complement the current Panola College Catalog and The Pathfinder.
3. Have reviewed, understand, and had opportunity to have questions answered.
4. Agree to abide by these policies and the contents of the handbook.
5. Am responsible for this information, as well as the information in the syllabi.

_____________________________
Printed Name

_____________________________ _________________
Signature Date
Form 2.2 - STUDENT MEDICATION RECORD

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<thead>
<tr>
<th>Name:</th>
<th>SS#</th>
<th>DOB:</th>
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<table>
<thead>
<tr>
<th>Physician’s Name:</th>
<th>Physician’s Address</th>
<th>Physician’s Phone #:</th>
</tr>
</thead>
</table>

LIST ALL MEDICATIONS CURRENTLY TAKING: *(This includes all prescription medication herbal medications, over the counter medications, vitamins and birth control medications)*

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<thead>
<tr>
<th>Name of Medication</th>
<th>Dosage</th>
<th>Frequency</th>
<th>Reason Taken</th>
<th>Comments</th>
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Form 2.4 PHYSICAL EXAMINATION
Panola College
Health Science Programs - LVN

1. Student Name: _______________________________ Date of Physical: _________________

2. Birthday: _______________ Age: _______ Height: _______ Weight: _______ BP: _____________

3. Pertinent Past History (Illnesses, Surgeries, and Injuries):

4. Chronic Illness: _______________________________

5. Vision:  R 20/____ L 20/___ □ Color blind □ Glasses □ Contacts

6. Hearing     R _______ L _______ Aid? _____________________

7. Check (√) the following if normal. (×) if abnormal, and comment below:
   □ Skin  □ Lymph nodes  □ Abdomen
   □ Orthopedic □ Spine  □ Neurologic
   □ ENT □ Head/Neck □ Genitalia
   □ Lungs □ Heart □ Menses

8. Adaptations made or recommended: ___________________________________________________________

9. Current medications: _________________________________________________________________

_________________________________________________________________________________

I have examined this student and have found no condition appearing to prevent him/her from performing the duties of a nursing student with the possible exception of:

_________________________________________________________________________________

Provider’s signature: __________________________ Date: ________________

Provider’s Name (printed): __________________________

Provider’s Address: __________________________________

Provider’s Phone: __________________________________

Office Seal or Stamp of Provider MUST be provided in this box.
Form 3.1 - LIMITATIONS AND LIABILITY RELEASE
PANOLA COLLEGE VOCATIONAL NURSING PROGRAM

I, ________________________, age _____, am a student at Panola College. I am currently under the care of _________________________________ for the following (Name and credentials) condition/injury:_________________________________________________________.

My primary provider has recommended the following limitations: ________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Primary Provider Signature: ________________________________________________

Printed Name:  __________________________________________________________

Address: _______________________________ Phone:  _________________________

I am requesting to be allowed to continue in the Vocational Nursing curriculum with modifications outlined by my instructors and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE VOCATIONAL NURSING PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE VOCATIONAL NURSING PROGRAM, ITS FACULTY, STAFF, AGENTS AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLICTED UPON ANOTHER.

I PERSONALLY ASSUME ALL RISK OF MY VOLUNTARY PARTICIPATION.
_____ (initials).

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this _________ (day) __________ (month) __________ (year).

________________________________ Student Signature
Panola College
Form 5 – CONFIDENTIALITY STATEMENT

I understand that personal information concerning a patient’s condition may never be discussed either inside or outside hospitals, nursing homes, doctor’s offices, daycare centers, clinics and especially tour facilities and may never be released without proper authorization.

I understand that information concerning hospital business and hospital employees is confidential as well.

I understand that I will be held accountable for the confidentiality of the information to which I have access.

I further understand that release of confidential information about a patient, employee, or the hospital is not only a serious breach of ethics, but also may involve legal proceedings, loss of privileges, and/or dismissal from the program.

_____________________________    __________________
Print Name       Date

_____________________________
Signature
Form 5.2 - DISCIPLINARY ACTION FORM
PANOLA COLLEGE VOCATIONAL NURSING

Student Name _________________________________ Date ______________________________

Violation Demerit

REASONS FOR COUNSELING

☐ Attendance  ☐ Warning
☐ Scholastic  ☐ Probation
☐ Conduct  ☐ Retention Committee
☐ Performance  ☐ Dismissal from Program
☐ Appearance  ☐ Other

☐ Grades  ☐ Failure to follow uniform code
☐ Absenteeism  ☐ Failure to adjust to clinical/classroom setting

☐ Tardiness  ☐ Personal Hygiene
☐ Inappropriate Behavior  ☐ Dishonesty
☐ Failure to correct deficiencies  ☐ Failure to notify
☐ Inappropriate dress  ☐ Insubordination
☐ Failure to progress  ☐ Other

COMMENTS:

Instructor Recommendations:

Student Remarks:

________________________  __________________________
Student Signature  Instructor Signature

(My signature does not necessarily reflect agreement with counseling; it only reflects receipt of information.)

Total: Violations:_______  Demerits:_______
Form 5.8 SUBSTANCE ABUSE DOCUMENTATION FORM
Observable and Suspicious Behaviors

Student Name: ________________________________ Date: ______________________________

Absenteism
☐ Frequent Monday or Friday absences
☐ Multiple unauthorized absences from class or clinical
☐ Excessive tardiness
☐ Improbable excuses for absence
☐ Leaving school or the clinical agency early
☐ Prolonged breaks
☐ Frequent trips to the bathroom
☐ Illness on the job or in the classroom

Unexpected Events – Especially resulting in injury or damages
☐ Falling asleep in class or clinical
☐ Frequent or unexplained accidents
☐ Any fall, faint or loss of equilibrium or consciousness, which suggests impairment
☐ Confusion and difficulty concentrating
☐ Difficulty remembering details or directions
☐ Jobs/projects/assignments taking excessive time
☐ Increasing difficulty with complex assignments
☐ Difficulty with recall

Lowered efficiency
☐ Mistakes of judgment
☐ Wasting materials
☐ Blaming or making excuses for poor performance
☐ Deterioration of ability to make sound decisions
☐ Spasmodic work patterns or academic performance

Poor relationships with peers
☐ Avoidance of others
☐ Hostile/irritable attitude
☐ Reacts rather than responds to others
☐ Overreacts to criticism or corrections
☐ Unreasonable resentments. (Appendix A, Form 6.8-3)
☐ Unpredictable, rapid mood swings
☐ Borrowing money from peers

Physical signs
☐ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash
☐ Diaphoresis
☐ Dilated pupils
☐ Abnormal pulse/respirations/BP

Person(s) documenting above behaviors:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Form 7.7 - UNUSUAL OCCURRENCE REPORT
PANOLA COLLEGE VOCATIONAL NURSING PROGRAM

All blanks MUST be completed (please print).

1. Name of person completing form: ________________________________________

2. Date of unusual occurrence: _____________________________________________

3. Person(s) involved in occurrence: ________________________________________

   Phone #:________________ Medical Record # (if patient) ____________________

   SSN (if student or employee of Panola College):____________________________

4. Type of occurrence:
   - [ ] Treatment
   - [ ] Medication
   - [ ] Equipment
   - [ ] Accident
   - [ ] Complaint
   - [ ] Harassment
   - [ ] Assault
   - [ ] Other: __________________________________________________________

5. Occurrence information: Date: _____________________ Time: ________________

   Location: ___________________________________________________________

6. Description of Occurrence: (attach additional sheets if necessary):___________

   ______________________________________________________________________

   ______________________________________________________________________

7. If occurrence relates to patient care issue:

   a.) Has a copy of the page of the medical record that reflects this incident been
   attached?              [ ] Yes              [ ] No

   b.) Has medical record been flagged for physician’s attention or has physician been
   notified?              [ ] Yes              [ ] No

   c.) Has facility occurrence report been completed?  [ ] Yes  [ ] No

8. Corrective action taken: _________________________________________________

   ______________________________________________________________________

   ______________________________________________________________________

9. Required initials: Instructor: ____________________ VN Coord or Dean: ________