Nursing Student Guidelines 2022 – 2023

Tarrant® County College

Revised 3/3/2023

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Tarrant County College District Nursing Division Guidelines and Statements

The Guidelines and Statements document is subject to continuous review and evaluation. Therefore, the Tarrant County College District (TCCD) Division of Nursing reserves the right to make changes at any time. This publication is for information only and is not a contract.

Students are obligated to keep themselves apprised of Tarrant County College District (TCCD) Guidelines. See the College Student Handbook rules. Students are required to sign a statement of understanding regarding receipt of this information. Students are expected to adhere to the guidelines herein. Students are required to sign a statement regarding compliance with the Student Guidelines each semester.

Section I: Program Information

Introduction to the Associate Degree Nursing Program

Tarrant County College (TCC) nursing staff welcomes you to the Associate Degree Nursing (ADN) Program. The TCC nursing program is Texas Board of Nursing approved and accredited by the Accreditation Commission for Education in Nursing (ACEN). This Program's successful completion qualifies the graduate to apply to take the licensing examination to become a registered nurse (NCLEX-RN).

Approving body information:
Texas Board of Nursing
333 Guadalupe #3-460
Austin, Texas 78701
(512) 305-7400
www.bon.state.tx.us

Accrediting body information:
Accreditation Commission for Education in Nursing (ACEN) 3390
Peachtree Rd NE Suite 1400
Atlanta, Georgia 30326
(404)975-5000 www.acenursing.org

Tarrant County College District is an equal opportunity institution that provides educational and employment opportunities based on merit and without discrimination of race, color, religion, sex, age, national origin, veteran status, or disability. Information from the College regarding Student Activities and Services and guidelines for the Student Bill of Rights and Responsibilities at TCC is available online in the TCCD Student Handbook at Tarrant County College - Student Handbook.

The Associate Degree Nursing and Vocational Nursing programs at Tarrant County College meet the state education requirements for a nursing license in Texas. Tarrant County College has not determined if these nursing programs meet the state education requirements in any other state, any US Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful. https://www.ncsbn.org/index.htm

The student guidelines document is designed to provide direction for students during their studies in the nursing program. Please refer to the Course Information Document (CID) for course information details. The CID acquaints the student with course-specific information, guidelines, and procedures. Students are responsible for the information contained in the Student Guidelines and in the CID. The information is subject to change, and students will be informed of any changes in writing.
The nursing faculty supports your efforts to make these years a time of fulfillment and growth. We wish you the best as you pursue your nursing career.

Mission: Associate Degree Nursing Program

The mission of the Tarrant County College Associate Degree Nursing Program (hereafter referred to as "the Program") reflects the mission of the Tarrant County College (hereafter referred to as "the College") with its focus on "open access and quality teaching and learning opportunities" (Tarrant College Catalog, 2019-2020). The Program embraces this focus of open access and quality teaching to prepare the Associate Degree Registered Nurse for entry-level practice and continued academic progression to meet their maximum professional potential (Organization for Associate Degree Nursing, 2019). *Revised and adopted April 2020*

Philosophy: Associate Degree Nursing Program

The Nursing Faculty embraces the Program's vision, values, and mission as it equips graduates to assume their responsibilities in the profession of nursing. The philosophy defines the beliefs of the faculty related to nursing, nursing practice, and nursing education. These beliefs serve as the foundational concepts upon which the nursing curriculum is structured.

The Nursing Faculty agree with the American Nurse Association's description of nursing "as both an art and a science." The heart of nursing lies in the foundational concept of respect for human dignity and an intuition for clients' needs (ANA, 2018).

The Nursing Faculty regard humans as unique, complex, holistic beings. Humans possess physiological, psychological, socioeconomic, ethnocultural, developmental, and spiritual needs. Humans possess inherent dignity, worth, and have the right to participate in decisions that affect their health and care. Human function and homeostatic processes are affected by internal and external environments. Nursing influences these homeostatic processes through alteration or maintenance of the environment and/or support of the biopsychosocial functions of the client.

The Nursing Faculty affirm that professional nursing is "the performance of an act that requires specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of professional nursing" (Texas Board of Nursing [TBON], 2013).

As providers of care, nurses exhibit the core values of the profession: Safety, Professionalism, Caring, Teaching, Clinical Reasoning, Communication, and Collaboration. Nurses demonstrate altruism, professional ethics, and life-long learning. Nurses practice within the legal, ethical, and regulatory frameworks that adhere to the standards of professional practice. Nurses act as coordinators of care, collaborating with interdisciplinary healthcare teams to provide care for clients of all ages and their families across the lifespan.

The Nursing Faculty believe that nurses are uniquely positioned as:

1. Providers of safe, culturally competent care to clients and families across the lifespan using evidence-based practice and clinical reasoning to achieve quality outcomes.
2. Effective communicators, including the use of informatics to plan, teach, and share information with clients, families, communities, and members of interdisciplinary healthcare teams.
3. Collaborators with clients, families, and interdisciplinary healthcare teams to plan care, promote health, and consider healthcare costs and policies that influence client outcomes.
4. Practitioners of nursing leadership and management skills promoting continuous quality improvement.
5. Professionals who demonstrate the attitudes and values of the nursing profession including self-assessment, lifelong learning, ethical and legal practice, and the values of altruism, social justice, and human dignity.

The Nursing Faculty supports nursing education based on the values, ethics, skills, and knowledge of the nursing profession and supported by natural sciences, behavioral sciences, and the humanities. Students are accountable for self- directed learning as an inherent part of becoming lifelong learners. The curriculum and teaching methodologies are revised and monitored using comprehensive, contemporary evidence-based practice. The curriculum design fosters learning in an increasingly complex course progression. The nursing faculty scaffolds learning with increasing complex course content progression to advance problem-solving skills, clinical reasoning, and the development of clinical judgment. Nursing education takes place in a variety of settings and in collaboration with other disciplines.

The Nursing Faculty believe that graduation from the Program prepares the student to enter professional nursing practice as a client-centered care provider, a client safety advocate, a member of the healthcare team, and a member of the profession. These core concepts are threaded throughout the Program. With additional experience and continuing education, the associate degree graduate can develop advanced practice skills and receive specialty certification.

Nurses are members of the profession, comprehending, demonstrating, and applying legal and ethical behaviors as defined by benevolent laws, beliefs, and a moral duty and obligation. Nurses demonstrate altruism, professional ethics, and practice lifelong learning. As providers of care, the nurse uses caring, clinical reasoning, coordination of care, cultural competence, the nursing process, and individualized teaching principles guided by the nursing process and implemented across the client's lifespan. The nurse functions within the interdisciplinary team by leading, managing, and collaborating with diverse personnel. The nurse serves as client advocate incorporating information from comprehensive sources including the use of informatic analysis to inform decision making.

The core concepts of the curriculum are the client, nursing, health, and the environment. These core concepts permeate the curriculum which is further structured to align with the framework provided by the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs (Texas Board of Nursing, 2021).

1. Member of the Profession
   - Nursing
   - Legal/Ethical
   - Professional Ethic
   - Life-long Learning

2. Provider of Patient-Centered Care
   - Clinical Reasoning
   - Caring
   - Nursing Process
   - Coordination of Care
   - Teaching
   - Cultural Competence
   - Lifespan

3. Patient Safety Advocate
   - Safety
   - Evidence-based practice
   - Quality Improvement

4. Member of the Health Care Team
   - Collaboration/Interdisciplinary Team
   - Health Promotion
   - Communication
   - Informatics
   - Leadership/Management

The end of program student learning outcomes describes the nurse generalist who is a graduate of Tarrant County College. Upon completion of the Program, the student will:

1. Provide safe, culturally competent care to clients and families across the lifespan using evidence-based practice and clinical reasoning to achieve quality outcomes.
2. Use effective communication and informatics to plan, teach, and share information with clients, families, communities, and members of the interdisciplinary healthcare team.
3. Collaborate with clients, families, the interdisciplinary team, and others to plan care, promote health, consider healthcare costs, and healthcare policies that influence client outcomes.
4. Use skills in nursing leadership and management to promote continuous quality improvement.
5. Demonstrate the attitudes and values of the nursing profession to include self- evaluation, continued learning, ethical and legal practice, and the values of altruism, autonomy, social justice, and human dignity.

In attaining these competencies, the nurse meets additional standards of the NLN Competencies for Graduates of Nursing Programs (NLN, 2020), the **ANA Nursing Scope and Standards of Practice** (ANA, 2015), the National Academy of Medicine Core

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Competencies (formerly known as the Institute of Medicine) (NAM, 2020), and the Quality Safety Education for Nurses (QSEN) competencies (2014). *Revised and Adopted (September 2020)*

Section II: Student Information

Code of Student Conduct and Honor Code

The Tarrant County College Nursing student always displays professional behaviors conducive to professional nursing practice. The nursing student abides by the policies described in the Tarrant County College Code of Conduct and the TCC Nursing Division Professional Code of Conduct derived from the guidelines and regulations established by the following ethical and professional entities:

1. American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2015, American Nurses Association)
2. Texas Board of Nursing Laws & Rules - Nursing Practice Act
3. National Student Nurses' Association (NSNA) Code of Ethics

TCC Nursing Division Professional Code of Conduct

As members of the profession, students commit to maintaining ethical standards and moral character. Nursing students are accountable for their own academic and professional behaviors and the resulting consequences. Students will demonstrate self-discipline throughout their education, including meeting academic responsibilities, exhibiting professional conduct in the classroom, clinical setting, and in the community. Serious safety violations or unprofessional conduct may provide grounds to be refused re-entry or readmission to the Program. These will be documented in the student's exit summary.

Students guard public safety by immediately reporting to faculty any observed incident that allows incompetent, unethical, or illegal practice by another individual. Having knowledge of such behavior and failing to report it constitutes a breach of both academic and professional responsibilities. Lack of compliance with any portion of the TCC Nursing Division Professional Code of Conduct will result in counseling and potential dismissal from the nursing program as determined by the nursing faculty and administration. (Nursing Students Guidelines, posted on About Our Program)

Students requiring counseling of a 'behavioral' rather than academic nature will be unable to readmit to the program if they are unsuccessful their first time through the program. Also, students who may need a "Letter of Good Standing" will be unable to receive one if they have any behavioral counseling in the nursing program.

Texas Nursing Students' Association

Tarrant County College Nursing Students' Association is an organization composed of the College's nursing students. TCC-TNSA is a member of the Texas Nursing Students'

Association, and the National Student Nurses Association, the country's largest independent student health organization. The organization monitors legislative work that affects nursing education and practice at the national, state, and local levels. State and local chapters promote participation in community projects to enhance learning experiences and encourage community involvement.

Membership is not required, but it is strongly encouraged. Membership serves as a lead in the Texas Nurses Association and the American Nurses Association's professional organizations. Affiliation with the pre-professional and professional organizations enables the student to have a voice in the nursing profession's aims and purposes.

TNSA holds monthly meetings throughout the academic year. Notices of meeting times and places are on the TNSA bulletin board in the nursing building. Any nursing or pre-nursing student is encouraged to attend the monthly meetings to learn more about the organization. Students are encouraged to join the organization and to contribute to this successful chapter's work.

There are annual conventions at the state and national levels. Students may receive an excused absence from theory and clinical if selected as delegates to conventions: final permission and the excused absence obtained from the appropriate instructor(s). Proof of attendance at conventions will be required.

The Organization for Associate Degree Nursing

In June 1984, the Texas Association for Associate Degree Nursing (T-OADN) was organized. The organization's primary purpose is to advance the Associate Degree Nurse's status in education and practice. In June 1986, the National Organization for the Advancement of Associate Degree Nursing (N-OAADN) was established. Subsequently, the organizations' names have been modified to the Organization for Associate Degree Nursing (OADN) www.oadn.org and TOADN. www.toadn.org.
OADN is the leading national advocate for associate degree nursing education and practice and promotes collaboration in charting the future of health care education and delivery. TOADN represents the ADN on various state legislative and nursing committees.

Alpha Delta Nu

The Epsilon Eta Chapter of the OADN Alpha Delta Nu Nursing Honor Society established to recognize students' academic excellence in the study of Associate Degree Nursing at Tarrant County College. The Society encourages the pursuit of advanced degrees in the profession of nursing and continuing education as a life- long professional responsibility.

Students who meet the requirement are invited to join the Society after the third semester as provisional members. The student is inducted to full membership in the final semester provided they complete the required project and that they continue to meet the academic requirements as listed:

- Minimum of 3.0 GPA in all general education classes

- Earned grade of B or better in each nursing class
- No previous failures of any nursing class
- Demonstrated conduct that reflects integrity and professionalism

Student Representatives on Department Committees

Student representatives are selected each semester to serve on various faculty committees. All students are encouraged to discuss current issues with the student representatives to share their voices in faculty committee meetings.

The committees with student representatives include:

1. *Program Effectiveness Committee* facilitates program evaluation and development by implementing the systematic evaluation plan for program evaluation and promoting the data collected to make program improvements.
2. *Teaching Effectiveness Committee* promotes teaching effectiveness through technology, testing, library materials, and teaching strategies.
3. *Curriculum Committee* facilitates the implementation and evaluation of the curriculum.
4. *Student and Faculty Affairs Committee* supports and directs policy, development, and services for faculty and students.

Academic Scholar's Award

The Academic Scholar's Award is given to recognize the student's consistent scholastic achievement throughout nursing school. This award is granted to students who completed nursing course work with a 3.5 or higher GPA at the end of the Program.

Legal Requirements for Licensure

Nursing students must complete fingerprinting, and a criminal background check by the Department of Public Safety as required by the Texas Board of Nursing before admission to the nursing program. The Texas Board of Nursing must approve applicants before entering the TCC Nursing Program. Applicants who have a positive criminal history will need to initiate the process for a "Declaratory Order" to determine eligibility obtained from the Texas Board of Nursing at 512-305-7400 or https://www.bon.texas.gov/. The Texas Board of Nursing determines the student applicant's eligibility to take the exam to schedule the NCLEX-RN or give a temporary Graduate Nurse (GN) permit.

Texas HB 1508 mandates that students in health care professions be notified that criminal charges/activity occurring before or during their Program unless approved by the Texas Board of Nursing, may affect their eligibility to be licensed following graduation. Texas HB 1508, Chapter 53, Subchapter E. The students are required to acknowledge and sign the signature page located in all Nursing Course Information Documents.

Clinical Requirements

As an institution preparing graduate nurses, TCC must comply with all guidelines required by clinical facilities and state agencies. The Nursing program requires students to maintain clinical requirements from the first day of the semester to the last day of the semester every semester or term that they are enrolled in the nursing program. If a program

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requirement is overdue, the student will be immediately removed from the current nursing courses. This will count as an academic out, regardless of academic status. If the student has had a previous academic or behavioral out, the student will be dismissed from the program. This requirement is non-negotiable. The student must submit the required documents by the due date to CastleBranch. CastleBranch timestamps (marks with the immediate time) all documents received with the date, hour, and minute they are received. If any student has a "Pending" result in CastleBranch, they will not be allowed to attend any nursing classes or clinical. (effective 01/03/2022)

1. Up-to-date immunizations and annual tuberculosis screening record, including a current TDaP (10 years or less old)
2. Current negative Drug Screening results
3. Current American Heart Association (AHA) *BLS for Healthcare Professionals* or American Red Cross CPR for Healthcare Providers can be online with face-to-face 'hands-on' skills demonstration. It is possible that not all healthcare facilities may accept American Red Cross BLS.
4. Proof of Health Insurance
5. Blue Card from Texas Board of Nursing or letter of clearance
6. N-95 fit testing as required by clinical facility

Clinical Placement

Clinical placement is determined by clinical site availability. The division will attempt to accommodate students and minimize changes. Please note clinical sections, sites, days, and times are subject to change based on site availability. Clinical placements are **not negotiable.** The nursing program may assign students to clinical courses for all semesters.

Degree Plan and Graduation Information

All external transcripts must be submitted and filed with the Admissions and Records Office before the petition for graduation (https://www.tccd.edu/admission/submit- transcripts/). To be considered a candidate for a degree or certificate, the student must **submit an online application for graduation** before the date specified in the College Catalog. The candidate must indicate the catalog year of the degree plan. Students should contact a Career and Technical Education (CTE) Academic Advisor with any questions about their degree plan and graduation requirements.

Students are responsible for ensuring that all courses are completed in the correct order to progress efficiently through the program. To review your degree plan in MyTCCTrack. **Degree Audit Clickpath**: Follow the steps below.

- Academics
- Student Planning
- My Progress
- View a new program
- Select Nursing
- Select Print

- Print as a PDF and then you can upload this to your application

If you are already a Nursing major:
You can run the degree audit on MYTCC track. Follow the steps below.

- Academics
- Student Planning
- My Progress
- Select Nursing
- Select Print
- Print as a PDF and then you can upload this to your application

Formal graduation proceedings are held each year for Tarrant County College at the end of the spring semester. Students completing graduation requirements during the summer or fall semesters may choose to participate in the spring graduation.

Pinning

Each year there will be a pinning ceremony in December, May, and August upon completing all nursing courses. The graduate may invite family and friends to attend the pinning ceremony. The graduate will dress in professional business attire and wear a white lab coat.

Scholarships and Financial Assistance

The Tarrant County College Foundation provides scholarships for students majoring in nursing. Visit Scholarships for more information. Pamphlets and applications describing all types of financial assistance at TCC are available in the Financial Aid Office.

Federal guidelines prohibit federal funds release until ten (10) days before the start of class. In 8-week courses, federal funds for the second 8-week course will not be available until then (10) days before starting the second 8-week course. Students will only receive funding for the first 8-week course at the beginning of the semester and must wait for the Federal funds' balance until mid-semester.

Change of Name, Address, and Phone Number

A nursing student who has a change of name, address, or phone number, must notify the Registrar's Office of this change. Also notify the appropriate Level Assistant Dean's Office to update in the Nursing database. Once the student officially changes name with the Registrar, the change will be updated with the Nursing Division by emailing Nursing.Department@tccd.edu.

APA Style Format

When writing professional papers, TCC nursing students must use the APA format. Students are encouraged to visit the TCC Library website for tutorials and support. The link is

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https://libguides.tccd.edu/nursing/APA.

Section III: College/Department Guidelines

Tarrant County College District Guidelines

Nursing students are subject to the same responsibilities as other college students. These rights and responsibilities are in the Tarrant County College Student Handbook. Tarrant County College - Student Handbook

The Division of Nursing uses this handbook as a reference to identify disruptive classroom and clinical behavior**.** Examples of disruptive behaviors are inappropriate, unprofessional behavior in the classroom, tardiness, cell phones interruptions, and children in the classroom. Failure to adhere to district guidelines will result in consequences outlined in the Student Handbook.

[OBJ]

From time to time, classes and activities are offered at TCC for minor children. On these occasions, children are permitted to participate in these opportunities. Children are not permitted to be left unattended on any campus or property owned or controlled by TCC Article III, number 26 [https://catalog.tccd.edu/content.php?catoid=7&navoid=384 Minor Children on Campus Policy](https://catalog.tccd.edu/content.php?catoid=7&navoid=384)

Inclement Weather

Official closings are announced on radio and television stations at www.tccd.edu and through the technology application **Alertus**. Students are expected to exercise sound judgment in determining whether to attend class or clinical during inclement weather. Students must follow the college guidelines regarding campus closures. Students not in attendance when the campus is opened will be considered absent.

TCC Attendance/Absence Guidelines (District Student Handbook)

Nursing students follow the official mandatory attendance policy of TCCD and the Division of Nursing Student Guidelines.
[https://www.tccd.edu/services/student-life/rights-and-responsibilities/mandatory- attendance/](https://www.tccd.edu/services/student-life/rights-and-responsibilities/mandatory-attendance/)

High-Risk Student Advisement

A student-faculty advising process is available to support returning, readmitted, or those students who indicate a need. Entry into high-risk advising is determined by a student's inability to complete a learning objective(s). For example:

1. Test score < 75% at any point in the semester
2. Skills Laboratory performance evaluation failure
3. Unsatisfactory clinical performance as determined by faculty
4. Faculty recommends advising

5. Student's second admission to the nursing program

The Course Coordinator determines at the beginning of the semester whether a student is high-risk:

1. Faculty refers the student to the course coordinator
2. Students who fail to follow the advising process may be ineligible to progress in the nursing program

Tarrant County College Withdrawal Policy (District Student Handbook)

Students must Tarrant County College Division of Nursing complies with the Tarrant County College Withdrawal Policy: https://www.tccd.edu/academics/register-for-courses/withdraw-from-course/

Course Drop/Withdrawal

A **course drop** occurs when the student drops before the census date (the official day of record). A **course withdrawal** happens when a student drops after the census date. See: https://www.tccd.edu/academics/register-for-courses/withdraw-from-course/#drop Students may complete a withdrawal form in the Registrar's Office to withdraw from one or more courses at or before the Withdrawal Date of a semester or term. Until the Registrar has officially withdrawn the student, the student remains on the class roll and may receive a grade of "F" for the course. It is the student's responsibility to withdraw on or before the withdrawal date.

Division of Nursing Academic Progression and Dismissal Policy

Academic Progression and Dismissal

Grade Scale

A	100% - 92%
B	91% - 82%
C	82% - 75%
D	74% - 67%
F	67% & below

Failure to complete all required assignments in each nursing course will result in an incomplete or failing grade for that specific nursing course.

Rounding Rule for Course Grades
1. All courses use 1,000 points for Course Grade Total.
2. Rounding of grades ***ONLY occurs on the Course Final Grade*** (not the final exam).
3. Final Course Grade will be rounded using standard rounding rules.
   a. Round tenths position' to the nearest whole number
   b. 0 through 0.4 is rounded down
   c. 0.5 through 0.9 is rounded up

d. "Hundredth's position" is **not** factored into the rounding
4. Rounding only occurs once; a rounded grade cannot be rounded again.

Late Work

This is the late work policy:
   < 24 hours late – 10% penalty
   24-48 hours late – 25% penalty
   > 48 hours – 0

Up to **10%** of the grade may be deducted for failure to follow directions or mistakes in spelling, grammar, legibility, and neatness. Evaluation points and assignments points determines the course grade.

Failure to complete all required assignments in each nursing course will result in an incomplete or failing grade for that specific nursing course.

Progression and Graduation Requirements

The student must earn a "C" or greater in all nursing courses to progress to the next level courses. PSYC-2314: Life Span Growth and Development is a prerequisite for RNSG-2208: Maternal and Newborn Nursing and Women's Health. RNSG-2201: Care of Children and Families and must be completed with a "C" or greater before the Pedi/O.B. semester.

To meet graduation requirements, the student must earn a "C" or greater in all nursing and general education courses.

Definition of "Out" in the Program

A student who fails a course, breaches a professional code of conduct, or withdraws from a course receives an "out" in the program. Students can only have one "out." If a student fails a course, breaches the professional code of conduct, or withdraws from a course a second time, this results in a second "out" and the student is dismissed from the program. A student will fail a nursing course and is unable to progress in the Program for the reasons listed below.
1. Excessive absences in a course (see individual course CIDs)
2. Unsafe clinical performance or unprofessional conduct in the clinical area, including but not limited to unsafe/unprofessional clinical practice as outlined in the Criteria for Safe/Professional Performance in the *Guidelines for Nursing Students at TCC*.
3. Failure to meet the required performance evaluation on medication administration by the second opportunity in the Nursing Skills Course.
4. Failure to comply with the College policy regarding incomplete coursework.

A student may be unable to progress and may be dismissed from the nursing program for the following reasons:

1. Second course failure (second time Out of the Program)
2. Failure to maintain a 2.0 (C) grade point average in the nursing degree plan
3. Failure to comply with rules and regulations of the nursing program, TCC, or any affiliating agency. Examples of "failing to comply" include behaviors that are violations of good professional character, including but not limited to dishonesty, lack of accountability, lack of trustworthiness, lack of reliability, or lack of integrity
4. A student who fails a course, breaches a professional code of conduct, or withdraws from a course receives an "out" in the program. Students can only have one "out." If a student fails a course, breaches the professional code of conduct, or withdraws from a course a second time, this results in a second "out" and the student is dismissed from the program.

Procedure for Behavioral Dismissal from the Nursing Program

A student dismissed before the end of a semester follows the steps below:
1. The faculty initiates a student Exit Counseling Summary form and meets with the student. The student is then instructed to make an appointment with the Assistant Dean to complete and sign the Exit Interview. The student receives a copy of the exit summary.
2. An Incident Report is filed with Tarrant County College.

Progression in Concurrent Courses

Stacked Courses

The Texas Board of Nursing (TBON) requires that in a course with co-requisite (theory and clinical) the clinical course must be taken:

- Concurrently with the theory course
- After successful completion of the theory course

If a student withdraws from theory, they must withdraw from the co-requisite clinical. If a student withdraws from clinical, they may complete the theory course and apply to take the clinical the subsequent semester.

If concurrently taking co-requisite courses and the student is unsuccessful in passing the theory, the student may repeat the theory in the following semester, providing it was the student's first time out of the nursing program. The student will not be required to complete the clinical if they were successful in passing, however they will be required to participate in a Simulation Day activity during the time they are repeating the theory course. (Revised, see Appendices).

If concurrently taking co-requisite courses and the student is unsuccessful in passing clinical, the student may repeat the clinical the following semester, providing it was the first time out of the program.

The Nursing Program does require some courses to be stacked, meaning they are taking

both the corequisites of one course and co-requisites of a second course during the same semester. If the second course is an 8-week course, then the student would take theory in the first 8 weeks and clinical in the second 8 weeks.

If a student is unsuccessful in passing one of the co-requisites in a course, it would count as one time out of the program. If the student is unsuccessful in passing a co-requisite in both courses taken during the semester, it would count as 2 times out of the program making the student ineligible to return to the Nursing Program. The students would be able to apply for the Readmission Program, see Student Guidelines.

Medical Withdrawal Policy for the Associate Degree Nursing (ADN) Program

A Medical withdrawal or 'Medical Out' is available if the student is passing the course at the time of a medical out request. The student will be granted a medical withdrawal with a physician's recommendation and the medical out will not count against the student. The student will be given the designation of their current academic status at the time of the withdrawal – withdrawing passing "WP" and eligible to return.

If a student is failing, the student can withdraw with a "W" on or before the official withdrawal date. If the student withdraws, the student will be given the designation of their current academic status at the time of the withdrawal – withdrawing failing "WF". This will count as an 'academic out' from the program. If the student has had a previous academic out, the student will be dismissed from the program.

An incomplete "I" is available to students who are passing the course and have completed 80% of the coursework. All grades earned will stand and the student will follow catalog/district policy for completion. (Revised: effective 01/03/2022)

Student Grievance Procedure (District Student Handbook)

A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's education. Students who have a complaint or grievance about their Tarrant County College experience should complete this form and submit it to the campus department where the complaint originated. Students should allow ten (10) business days to receive a written response to their complaint or grievance. Student Complaint/Grievance Form

Policy for Grade Appeal

Students may petition for appeal of a grade within thirty (30) calendar days after the first-class day of the next long semester (Fall or Spring). First, students should initiate a meeting with the instructor.

District Policy

If not resolved, the student should follow the District Policy for Grade Appeal:

1. The instructor should then examine the records and submit his/her recommendations through administrative channels to the campus Vice President for Academic Affairs (VPAA). The VPAA will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, the decision will be explained in a memo.
2. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. In all cases, copies of the student's written appeal, attendance records, and grade report (with legend) must be attached. The grade review process concludes within thirty (30) calendar days from receipt.
3. If the instructor is no longer employed, the Assistant Dean will then examine the instructor's record, make a recommendation, and send the recommendation through the proper channels to campus VPAA. They will notify the student of the final decision.

Student Reentry Policy

A student may be eligible to re-enter the Program one time. Exceptions to this rule may include a student who withdrew due to a serious personal illness, injury, and/or pregnancy documented by a physician. The TCC Health Clearance form is required to be completed before reentry. A student's reentry to theory and/or clinical will be coordinated by the Assistant Dean of Nursing.

Reentry Procedure

A student who drops/withdraws from or is unsuccessful in a nursing course must meet with an Assistant Dean of Nursing before registering. Eligibility is based on available space, completing the recommendations stated in the exit summary and/or providing a health clearance.

1. A student who drops/withdraws from or is unsuccessful in a nursing course in the spring semester is not eligible to retake the course in the summer.
2. A student who has been out of the nursing program for greater than 50% of one long semester must repeat the drug screen and background check.

Criteria for Reentry

1. Absence of one semester or less:
   a. Fulfill recommendations as outlined in Exit Summary
   b. CastleBranch background check and urine drug screen if the student has missed greater than 50% of the semester. Both background check and urine drug screen must be negative.
2. Absence longer than two or more semesters:
   a. Re-apply to the Program as a Readmission Student or may restart the program in its entirety.
   b. Program admission requirements must be met.
3. Students should complete the Program in 1.5 times the length of the program, generic students complete in 3 years, and Fast-Track in 23 months.

Readmission Policy with Testing Out Option

Nursing students interested in readmission to the nursing program after an academic dismissal must:
1. Have completed an Exit Interview with the Assistant Dean prior to their separation from the Nursing Program
2. Be separated from the nursing program for two (2) semesters from the date of dismissal (the extended summer is equal to one semester).
3. Submit a *Letter of Intent for Readmission* to the Level 2 Assistant Dean by January 31 for the Fall semester and July 31 for the Spring semester, stating:
   a. The reason for previous academic dismissal
   b. The barriers encountered that kept them from being successful.
   c. Their plan to overcome those barriers and to ensure a successful second attempt.
4. Once readmitted in the program, the student will continue as a generic student or take a series of HESI Specialty Exams (beginning with the *Fundamentals*) to determine placement in the nursing program. The student will progress through placement tests in course sequence until the point of previous academic dismissal or until the student does not achieve the required score of at least 850 on a course placement test. The student must achieve at least 850 on each course placement test attempted to be successful. The student will get <u>only one attempt</u> at each course placement test.
5. The student will be admitted into the program and placed in the course based on the last successful HESI exam score of at least 850.
6. Once readmitted, the student must complete and pass the CastleBranch background check and drug screen.

Transfer Student Admission
Transfer student applicants are required to complete the following:
1. Admission to Tarrant County College (TCC). [How to Apply for Admission](#)
2. Letter of "Good Standing" from Director/Dean of the previously attended nursing program and a GPA of 2.0 or higher.
3. Completion of all General Education courses with a letter grade of "C" or better.
4. Completion of the HESI Admission Assessment (HESI A-2) exam that meets minimum entry requirements (75% on all sections).
5. Required testing for clinical preparation (DFWHC Orientation, HIPAA, TCC Nursing Student Guidelines Examination, Dosage Calculation Examination)
6. Complete *Skills* reassessment
7. Completed and uploaded CastleBranch requirements

Guidelines for Testing

Testing Procedures

If a student is unable to take a test at the regularly scheduled time, it is the student's responsibility to contact the theory instructor before the scheduled test. Contacting a

Division Administrative Assistant does not constitute adequate notification.

1. If the student fails to inform the instructor, the TCC attendance/absence policy will be enforced.
2. Students who are tardy for a test will need to complete the test in the remaining time allotted for the test.
3. Students will not discuss the exam. Tarrant County College District policy for academic dishonesty is enforced.
4. When testing on campus, the exam is administered as a computer-based test. In the event of computer failure, a traditional paper and pencil exam will be administered.
5. The instructor will not answer questions or discuss exam items during the testing period.
6. Students requesting reasonable accommodations must follow the Tarrant County College District's policy to receive certification through the campus Student Accessibility Resources (SAR) Office. It is the student's responsibility to notify the SAR Office at least three weeks before the first day of class. https://www.tccd.edu/services/support-services/student-accessibility-resources/ Failure to follow proper protocol for accommodations will result in the student taking the exam according to the traditional testing guidelines.

During the Exam

1. All textbooks, purses, notebooks, papers, drinks, and other personal belongings (including jackets and hats) will be placed in the designated area outside of the exam area.
2. Electronic devices must not be taken into the testing area. If students bring their phone to a testing site, they will be asked to return the cell phone to their car if time allows. If time does not allow, the student will turn the cell phone off and give it to the instructor. A Counseling Summary will be initiated.
3. The student will check in with the instructor to confirm attendance, receive scratch paper, calculator (only the provided calculator or the online calculator may be used), and instructions.
4. The student will enter the testing area and login as instructed.
5. There will be no talking during the exam.
6. The instructor will indicate when the exam begins.
7. The instructor will proctor the exam.
8. The student will be given 15 minutes to review the rationale for all missed exam items immediately following the completion of the exam.
9. If a student arrives late for an exam, the student forfeits the time to review the rationale.
10. Once the student submits the exam, the exam will be scored, and the grade recorded. No retakes based on computer, internet, or personal issues will be permitted.

Following the Exam

1. The student will turn in the scratch paper and calculator and leave the testing area once the exam is completed.
2. The student should schedule an appointment with the instructor for content or concept clarification. Students who score less than 75% are required to meet with the instructor for academic counseling.

Make-Up Testing Policy

The faculty recognizes that extenuating circumstances occur that may require a student to take a test either before or after a regularly scheduled test. It is the student's responsibility to make arrangements with the instructor as soon as possible regarding the date, time, and location that the makeup exam is to be taken. The makeup test should be taken within one week of the regularly scheduled exam.

If the exam is taken before the regularly scheduled exam, the student will not be allowed to review the test rationale that day. A different exam with an alternative format may be given in place of the original. Failure to adhere to this policy may result in a grade of zero for the test.

Remote/Online Testing Rules

Student Responsibilities

1. All closed book remote/online exams will be given using a proctored test environment. No other programs or windows may be open during the exam. Proctoring rule instructions will be provided before testing.
2. Students <u>MUST</u> establish identity using the <u>CastleBranch Identification badge</u> or an <u>official Driver License.</u>
3. Your face and your screen will also be recorded throughout the duration of the exam.
4. The startup process will take between 10-15 minutes and does not deduct against your actual exam time.

Test Environment Requirements

1. Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular examination.
2. You will have use of an in-browser four-function calculator throughout the exam.
3. No watches (any type) are allowed to be worn during the testing period or in the testing
4. No writing should be visible on the desk or walls
5. No test items should be copied, saved, or shared during or following the exam.
6. Screenshots of test information are prohibited.
7. The following should not be on the desktop and/or used during the exam unless explicitly stated by the faculty:
   Excel, Word, PowerPoint, Textbooks, Websites, Calculators, Cell Phones, iPads/Tablets
8. If the instructor permits writing during the exam, <u>writing must be completed on a blank piece of paper provided by your instructor</u>.
9. Do not talk to anyone else--No communicating with others by any means.
10. Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. Do not take the

computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
11. Use of noise cancelling headphones provided by TCC are permitted. Use of personal headphones will not be permitted.

Exam Policy Violation Consequences

Students are required to adhere to the protocol as listed above. Each exam and quiz are reviewed for policy violations. Any minor and major violation may result in several consequences which could result in dismissal from the program.

1. If a student deviates from this policy during the exam, the student will meet with the instructor to review the nature of the policy violation.
   a. If the student's explanation for the deviation and the instructor's review reveals a reasonably innocent explanation, the instructor will resolve the deviation with the student. The intent is to allow the student a chance to modify behavior to comply with this policy in order to prevent future flags and to avoid possible punitive action.
   b. If the explanation for the deviation is unsatisfactory, the instructor at his/her discretion may either 1) issue a warning that a second occurrence of policy violation will be reported as a suspected violation or 2) report the matter directly to the Course Coordinator for investigation.
   c. Whether or not the exam was flagged by Remote Proctor, if the student is suspected of a violation, the student will be contacted directly by course faculty.
   d. In either of these deviations, a counseling form will be completed detailing the incident and be added to the student's file.

HESI Testing Policy

HESI standardized exams are administered in every course. In the Complex course, the HESI exit exam is required. The course information document describes the exam point distribution and grading criteria for each course exam.

HESI Practice exams are required before taking HESI course exams and are considered the "admission ticket" to the exam. Each course information document describes the practice exam requirements. If a student repeats a course, the alternate HESI version of that course exam may be administered.

HESI Remediation

The implementation of remediation early and often throughout the nursing program serves to provide students with a growing body of knowledge needed to strengthen critical thinking, concept development, and clinical reasoning. Students must accept the responsibility for gaps in knowledge that appear during standardized HESI® testing in each academic course across the program. The Nursing program is committed to student success and thus requires students scoring sub-standard to remediate each semester.

The benchmark established by Elsevier and the HESI® Review and Testing Solutions Exams requires students to score an 850 to meet benchmark. Studies show that effective remediation must occur throughout the program (Sportsman, 2020). Students participating in remediation are often able to fill in the missing content and stay on track with their cohort. Accordingly, students scoring 750 or less on any course-level HESI® are required to remediate on all areas assigned by the course instructor/coordinator successfully and accurately before progressing to the subsequent nursing courses in the program.

Students who do not complete the remediation in the allotted timeframe will be required to sit out the subsequent semester's nursing courses to complete the remediation. Students will be administratively dropped from their nursing courses if the remediation is not correct and complete by 8:00 a.m. one full week (7 days) before the first day of the subsequent semester. If the student fails to remediate during the subsequent semester, they will be removed from the program. If a student is out for one semester due to failure to complete the remediation on time, they will not be allowed a second remediation out. Instead, they will be removed from the program.

3-Day Live Review

To support student success post-graduation, the Tarrant County College District pays for each student to have access to a NCLEX-RN® Live Review. Therefore, mandatory attendance for the Elsevier 3-day LIVE Review in preparation for the NCLEX-RN® exam is required. Students must attend the event in its entirety to receive credit. In the event, the student cannot attend the paid review; the student must provide documentation of completion of an NCLEX-RN® review course at their cost.

Delaying NCLEX-RN® Exam post-graduation

The National Council of State Boards of Nursing advises NCLEX candidates to take the exam as soon as possible post-graduation to obtain the best possible score on the NCLEX. Statistics indicate that the strongest scores are those students who take the exam promptly post-graduation.

Academic Dishonesty

Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Tarrant County College Nursing Program. Divulging any examination question(s) or answer(s) to any individual, falsifying, or plagiarizing any assignment or examination can be construed as misconduct. A student in violation of any rule, policy, or procedure of the TCC Nursing Program will be subject to the college disciplinary procedure. Students are responsible for adhering to the TCCD policy on scholastic dishonesty, as stated in the online student handbook at
https://catalog.tccd.edu/content.php?catoid=10&navoid=875

Cheating is the improper collaboration or unauthorized assistance in connection with any

academic work. Prohibited behaviors includes, but are not limited to:

- Copying another individual's or group's academic work.
- Receiving and utilizing academic work for purposes of fulfilling an academic requirement.
- Receiving or attempting to receive payment for services or academic credit under false pretense.
- Completing any academic work for someone else or permitting someone else to complete academic work on your behalf.
- Using any bribe or unauthorized aid (e.g., outside source, cell phone, calculator, notes, previous testing materials).
- Photographing any test items
- Disseminating test items through any medium including social media, personal text, or other means.
- Discussing specific test items outside of unsupervised class time.

Progression and Graduation Requirements

The student must earn a "C" or greater in all nursing courses to progress to the next level courses. PSYC-2314: Life Span Growth and Development is a prerequisite for RNSG-2208: Maternal and Newborn Nursing and Women's Health. RNSG-2201: Care of Children and Families and must be completed with a "C" or greater before the Pedi/O.B. semester. To meet graduation requirements, the student must earn a "C" or greater in all nursing and general education courses.

Trinity River Campus East (TREC) Resource Center

When the Resource Center is open, it is available to all nursing students, staff, and faculty. The staff in the Resource Center may assist students in accessing information. A valid TCC ID is required to enter the Resource Center. A WEPA printing station is available on the first floor of TRHA.

Official Method of Communication

The Nursing division will use **my.tccd.edu** email as the official method of communication for students enrolled in the Program. The US Postal Service is used for certified mail. Students are strongly advised to check emails daily and before every class.

TBON Requirements

The student must have a clear background check to be admitted into the Nursing program.

Declaratory Order

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX$^{®}$ and receiving initial licensure (TBON, 2013). After admission into the nursing program, the student must notify the Assistant

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Dean within 48 hours of an infraction. The student must complete a declaratory order with TBON. Pending the outcome of the declaratory order, the student will be allowed to continue or be dismissed from the Program. *See: Discipline & Complaints - Policies & Guidelines.

Chemical Dependency/Abuse Policy

According to the Texas Occupational Code §301.404, "A nursing educational program that has reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires." The TCC Department of Nursing complies with this rule.

Gift Policy

Students cannot offer gifts in exchange for grades or favors.

Communication Devices

Cellular telephones must be placed in a silent mode or turned off during classroom, clinical, and laboratory. Failure to follow this policy may result in immediate removal of the student from the specified setting.

Social Networking Sites

"Nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer guidelines, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media" (National Council of State Board of Nursing, 2018).

TCCD Technology Guidelines

Students are required to follow the TCC Technology Guidelines at all times: https://www.tccd.edu/services/support-services/tech-support/acceptable-use- guidelines-computing-technology/

1. Maintain professional boundaries.
    https://ncsbn.org/ProfessionalBoundaries_Complete.pdf
2. Promptly report any identified breach of confidentiality or privacy.
3. Comply with college/clinical facility guidelines regarding the use of college/facility-owned computers, cameras, and other electronic devices and use of personal devices in the facility.
4. Must not share, post, or transmit patient-related information or images.
5. Must not identify patients by name, room number, or hospital.
6. Must not take photos or videos of patients on personal devices.

7. Must not make disparaging remarks about patients, fellow students, or faculty.

Section IV: Clinical Guidelines

Division of Nursing Clinical Attendance Policy

The definition of a clinical absence is non-attendance for one clinical day or three tardies. The first absence must be made up with activity/activities as assigned by the course coordinator. These activities may include but are not limited to a day in the clinical area, simulation, case studies, and self- directed activities. A second absence will result in inadequate time to meet course objectives, outcomes, and evaluation of performance and results in clinical failure.

Clinical Safety

The student must adhere to the criteria for safe/satisfactory performance and demonstrate professional conduct while in the clinical setting. To protect patient safety in the clinical setting, TCC Nursing division faculty members will remove a student from a clinical setting if the student poses a risk of harm to patients, families, faculty, or staff. Examples of situations that pose a risk of harm include (but are not limited to) any student who:

1. Does not meet the Performance Requirements in the Student Guidelines
2. Does not conform to the Criteria for Safe / Professional Performance in the Student Guidelines
3. Appears impaired using chemicals (over the counter, prescription, or illegal)
4. Appears excessively fatigued or emotionally distressed
5. Appears to pose a risk of transmitting a communicable disease
6. Appears to pose a risk for violence

Criteria for Safe/Professional Performance

Patient safety is of paramount importance in the delivery of patient care. Therefore, it is necessary for the student to ensure safe nursing care behaviors. Examples of safe and unsafe clinical behaviors are addressed below. These are examples and other infractions will be judged by the clinical instructor.

	SAFE/PROFESSIONAL CLINICAL BEHAVIORS INCLUDE BUT ARE NOT LIMITED TO:	UNSAFE/UNPROFESSIONAL CLINICAL BEHAVIORS INCLUDE BUT ARE NOT LIMITED TO:
1.	Provides for the physical care and safety of the patient	Violates or threatens the <u>physical</u> safety of the patient (e.g., neglects use of side rails; restraints; comes unprepared to clinical).
2.	Maintains and monitors for the microbiological safety of the patient	Violates or threatens the <u>microbiological</u> safety of the patient (e.g., violates aseptic technique. reports to clinical with personal illness).

3.	Maintains and monitors for the chemical safety of the patient	Violates or threatens the <u>chemical</u> safety of the patient (e.g., violates the Rights of Medication Administration; fails to monitor IV infusions and/or patients' responses to medications).
4.	Maintains and monitors for the thermal safety of the patient	Violates or threatens the <u>thermal</u> safety of the patient (e.g., burns patient with hot packs, heating lamp, etc.; fails to observe safety precautions during O2 therapy).
5.	Assures the psychological safety of the patient by using stress control methods and therapeutic communication. Assures professional boundaries	Violates or threatens the <u>psychological</u> safety of the patient (e.g., repeatedly uses non- therapeutic techniques; attacks/derogates individual's beliefs or values; provides inaccurate or incomplete information repeatedly during patient teaching, exploits patient's physical, sexual, emotional, or financial well-being.
6.	Accurately and/or adequately uses the nursing process	Inadequately and/or inaccurately uses the nursing process (e.g., fails to observe and/or report critical data in reference to patients; repeatedly makes faulty judgments/decisions in nursing situations).
7.	Demonstrates the principles/learning/ objectives in carrying out nursing care skills and/or delegated medical functions	Violates previously mastered principles/ learning/objectives in carrying out nursing care skills and/or delegated medical functions (e.g., unable to give injections; fails to obtain accurate vital signs).
8.	Assumes appropriate independence in action. Manages required patient care load at each course level	Assumes inappropriate autonomy for actions or decisions (e.g., performs competencies not yet passed). Repeatedly unable to manage the patient assignment (e.g., fails to seek help in emergency situations).
9.	Seizes opportunities for growth in practice and recognizes personal strengths and limitations	Fails to avail self of learning opportunities, to recognize personal limitations or incompetence (e.g., refuses to admit errors noted by instructor/nursing staff, places a patient in life-threatening or personal injury position, provides patient care without required supervision).
10.	Recognizes and accepts ethical and legal responsibility for actions. Demonstrates behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity	Fails to recognize and/or accept ethical and legal responsibility for actions, thereby violating professional integrity as expressed in both the ANA <u>Code for Nurses/and the Texas Nursing Practice Act</u>. For example, the student cannot identify legal responsibility in specific nursing situations, covers their own/other's errors, or fails to report them, shares confidential information inappropriately, chemical impairment).

Nursing Division Infection/Standard Precautions Policy

The Tarrant County College nursing program includes clinical experiences involving the care of patients with communicable diseases and pathogens. The student is expected to follow the guidelines published by the Center for Disease Control and Prevention. These guidelines are consistent with the ANA Position Statements, Occupational Safety and Health Administration (OSHA) Standards, and Recommendations from the U. S. Department of Health and Human Services Center for Disease Control and Prevention. The Division of Nursing follows guidelines from the sources listed below:

https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html
https://www.cdc.gov/infectioncontrol/basics/index.html

Clinical Requirements and Documentation

As an institution preparing graduate nurses, TCC must comply with all guidelines required by clinical facilities and state agencies. The Nursing program requires students to maintain program requirements from the first day of the semester to the last day of the semester. If a program requirement is overdue, the student will be immediately removed from the current nursing courses. This will count as an academic out, regardless of academic status. If the student has had a previous academic or behavioral out, the student will be dismissed from the program. This requirement is non-negotiable.

The student must submit the required documents by the due date to CastleBranch. CastleBranch timestamps (marks with the immediate time) all documents received with the date, hour, and minute they are received. If any student has a "Pending" result in CastleBranch, they cannot attend any nursing classes or clinical until CastleBranch marks as complete. The nursing student must comply with the guidelines and procedures of the clinical facility and the TCC Program Requirements

Liability Insurance

Professional liability insurance coverage is required and maintained through a policy held by Tarrant County College. The cost of student liability insurance is covered in student tuition fees.

Health Care Coverage

Students are responsible for their individual health care coverage. In the event that a student requires medical services during the clinical experience, any expenses incurred are the responsibility of the student. Each semester, all students enrolled in Tarrant County College Nursing Program are required to have proof of medical insurance. It must be current for the entire semester.

TB Screening and Immunizations

Hospitals require students to be free of communicable disease when delivering patient

care. The Dallas/Ft. Worth Hospital Council also requires certain immunizations for students in health-related programs. A completed up-to-date immunization record must be on file in CastleBranch. Students are responsible for entering their own information into CastleBranch and maintaining current immunizations and records. TCC does not require COVID vaccinations, but clinical facilities may and students are required to comply.

Required tests or immunization include:

1. Hepatitis A Series (2 doses or positive titer)
2. Hepatitis B Series (2 dose or 3 doses or positive titer)
3. MMR (Rubeola/Measles, Mumps, Rubella/German Measles) documentation of 2 doses or positive titers.
4. TDaP (Tetanus, Diphtheria & Pertussis) Booster (one dose as adult) within the last 10 years
5. Varicella (2 doses or positive titer)
6. Influenza/Seasonal Flu Immunization (required annually during flu season from September through April). If a student signs a waiver to the vaccine or refuses to take the vaccine, they may not be allowed to enter the clinical Program and, therefore, cannot progress in the Program.
7. Tuberculin (TB) Test (annual requirement) Students are required to take an annual skin test that must result in a negative finding. Students can take the T-Spot, Mantoux, or Quantiferon (Gold-N Tube) test. For students testing positive, the student must provide documentation of negative chest x-ray or completed treatment. The chest x-ray does not need to be repeated unless the student exhibits signs of tuberculosis or is exposed to the disease. All students who tested TB positive must provide an annual TB Questionnaire.

Health Clearance

The **student will initiate** the notification of a change in health status. The student who has had a medical procedure or a prolonged illness must provide a completed Student Health Form to return to class or clinical. A copy of the Student Health Clearance Policy Form must be completed by the health care provider and will be placed in the student's record. All expenses incurred for the health clearance will be the student's responsibility. See: https://www.tccd.edu/info-ribbon/coronavirus/

Medication Supervision of Students by Faculty

Faculty determine the amount of supervision a student should have in the administration of medications. The student will be supervised during medication administration. All medications must be given per hospital policy and must include an RN signature.

Student Dress Code

- Teal Blue scrub top from approved vendor
- Teal Blue scrub pants/skirt from approved vendor
- Lab coat or scrub jacket from approved vendor

- o Must be white
- o No outside jackets allowed while in scrubs
- Jacket/Lab Coat must have a patch like the scrub top
- Undershirt can be short or long-sleeved
  - o Must match the color of shoes and socks
- Black or white primarily leather shoes with same color socks
- Student ID badge always on and readily visible to all
  - o Student badge purchased through CastleBranch
- No jewelry except a wedding band and a watch with a second hand
  - o Watch can be digital as long as it will display seconds
  - o May wear a medical alert bracelet
- Long hair pulled back and up and off the collar
- Hair must be a natural color
- Neatly trimmed facial hair
  - o Beard not to extend past 1 inch
  - o Mustache not to extend below the upper lip
  - o Must comply with N-95 facial hair requirements
- One small stud in each earlobe is allowed
  - o Gauges must be covered
- Visible tattoos must be covered
- Cosmetic makeup should be kept to a minimum
  - o No false lashes
- Acrylic nails, artificial nails, and gel polish are not permitted
  - o Nail length must not extend past fingertips
- Headscarves may be worn as an expression of faith or medical condition
  - o Must be white, black, or teal
  - o No patterns or print
  - o No fringes or other appendages that could be hazardous
  - o May not cover nose or mouth
- No perfume, cologne, or scented after shave lotion
- Maintain personal hygiene (e.g., bathing and deodorant)

The student is not permitted to chew gum in the clinical settings or in uniform. Students who are not in compliance with this policy will be asked to immediately correct the problem. If a student refuses to comply with the policy or repeats the behavior, the student will be asked to leave clinical for the remainder of the day.
The absence will constitute one unexcused absence under the course attendance policy.
Student uniforms may not be worn in private employment.

Confidentiality

To safeguard patient privacy, the use of recorded material is prohibited in any clinical settings. Nursing students are required to maintain patient confidentiality and right to privacy laws. All information regarding a patient belongs to that patient, and persons not involved in their care should not have access to such information. Students will not remove or use patient identifying information *(American Hospital Association, Patient's Bill of Rights, 1992)*. All students successfully complete the "Standard Hospital Student Orientation" from

the DFW Hospital Council.

The use of recording equipment in the classroom and labs for the strict purpose of taping lectures or class activities is permissible ONLY with the expressed consent of the instructor.

Ethical Obligations/Disclosure

1. Students are not required to disclose infection status except in situations in which a patient has been exposed to the infected student's blood. In this situation, the student will adhere to the rules of the facility. All documents, files, and test results are confidential.
2. Students who choose to disclose seropositive status are entitled to student's privacy and confidentiality.

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Appendix A. Technology Requirements

TCCD ADN Tech Requirements

For Windows:
- Operating System: 32-bit and 64-bit versions of Windows 10.
- Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.
- If you are using a Microsoft Surface device, please read this article for important instructions on Windows 10 "S mode" versus the standard Windows 10. S mode is not compatible with Examplify.
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows 10 certified for use are 1909, 2004, and 20H2.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: 2.0 GHz Intel i3 processor or equivalent (Qualcomm Snapdragon chipsets are not supported)
- RAM: 4GB or higher
- Hard drive: highest recommended for the operating system or 4GB of available space.
- For on-site support, and to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Examplify cannot be run within virtualized environments or environments that require a persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1024 x 768.
- Administrator-level account permissions (Instructions).
- For instructions on how to check your computer's specifications, click here.
- The following requirements apply for exams with ExamID or ExamMonitor enabled:
- Examplify version 2.5 or greater
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mpbs upload speed

Please note: You may not use any virtual camera or audio software with ExamID or ExamMonitor. Some Windows devices utilize a technology called "Intel Smart Sound Technology Microphone Array", which is not supported by ExamID and ExamMonitor. This technology is most commonly found in Lenovo devices. Users with these devices will be

unable to select their internal microphone and begin their exam.

Impacted exam-takers must utilize an external microphone. This can be a standalone microphone or built into an external camera, however, headphones with built-in microphones are not supported. Additional instructions on using an external microphone can be found here.

For Mac:
- MacOS Catalina (version 10.15.7) is only compatible with Examplify version 2.0.6 or higher (Released on 10/14/19 or later)
- MacOS Big Sur (version 11.0) is only compatible with Examplify version 2.5 or higher (Released on 11/13/20 or later)
- Supported operating systems: OS X 10.14.6 (Mojave), macOS Catalina (10.15.7), macOS Big Sur (11.0). Only genuine versions of Mac operating systems are supported.
- CPU: Intel processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported on Examplify version 2.6 and higher. To learn more, click here.
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- For on-site support, and to back up the answer files to a USB drive, a working USB port is required (Newer devices may require an adaptor).
- For technical troubleshooting, account passwords including device passwords may be required.
- The server version of Mac OS X is not supported.
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environment.
- Internet connection for download, registration, exam download, and upload.
- Administrator-level account permissions (Instructions).
- Examplify cannot operate within virtualized environments or environments that require a persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
  For instructions on how to check your computer's specifications, click here.

The following requirements apply for exams with ExamID or ExamMonitor enabled
- Examplify version 2.5 or greater
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras and Microsoft LifeCam Series cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mpbs upload speed
- Please note: You may not use any virtual camera or audio software with ExamID or ExamMonitor.

Appendix B. Professional Student Conduct Requirements

Effective 1/1/2023

Professional Student Conduct Requirements

Professional conduct requirements reflect some of the soft skills needed to provide safe, comprehensive client care and to ensure an inclusive, engaging learning environment for all students both in the clinical facility and on campus. Tarrant County College District Division of Nursing requires all students to exercise sound judgment in communication, caring actions, prioritizing, and implementing client care interventions. TCCD faculty and administrators are registered nurses with professional experience, expertise, and sound decision-making. Therefore, the instructor is the arbiter or judge of professional standards whose assessments will determine whether students exercise professional behavior or not.
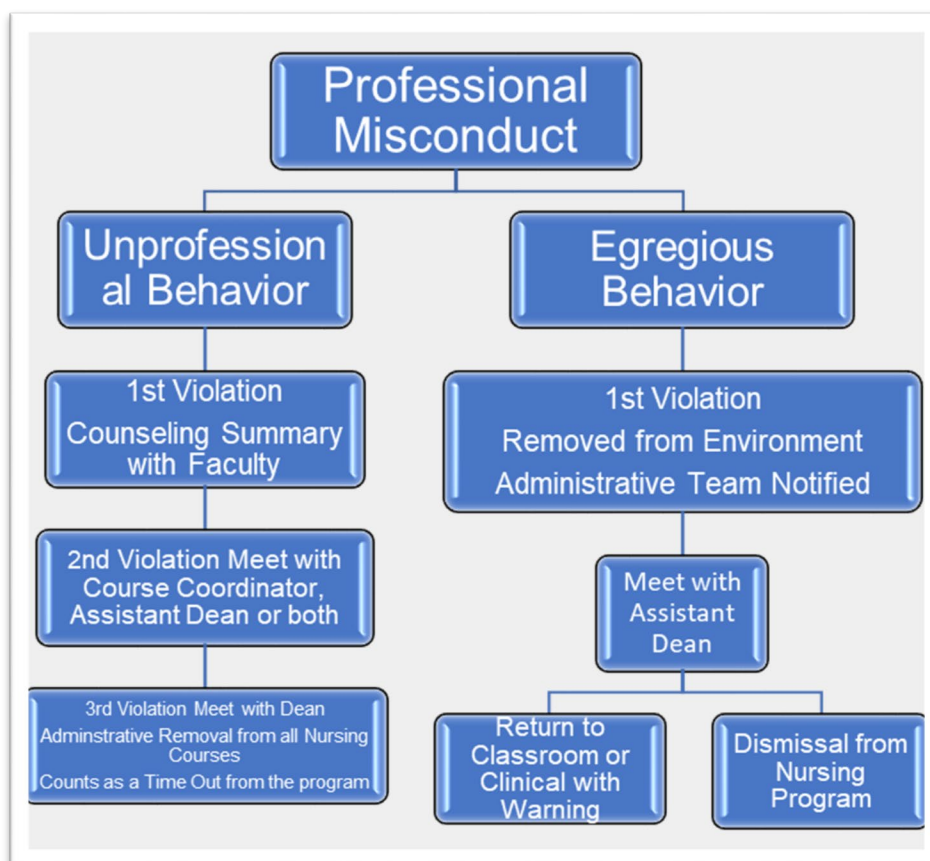
Professional behavior must be evident throughout the program. Students who fail to demonstrate professional behavior expectations will receive a documented violation in their course. A second violation will result in a meeting with the course coordinator, assistant dean, or both. Any student receiving three violations in a course (regardless of the course length) will meet with the Dean and be administratively removed from their nursing courses. This will count as an academic out regardless of the number of previous outs or academic status in the program. If the student has a previous academic or behavioral out, the student will be dismissed from the program.

Any student exhibiting egregious (shocking or awful) behavior at any time as assessed by the instructor will immediately be removed from the clinical or classroom environment. The student must meet with an administrative team member to determine if they can return to the clinical or classroom. Egregious behaviors are grounds for dismissal from the program. The behaviors listed are not all-inclusive but serve as a guide for student professionalism. Students are encouraged to seek guidance from their instructors to clarify behaviors inconsistent with professionalism.

Examples of Unprofessional Behavior	Examples of Egregious Behavior
Chronic tardiness (>3 tardies in a course)	Performing client care outside the scope of practice
Dress code violation	Breaching client confidentiality (HIPAA) or student privacy (FERPA) (U.S. Department of Health and Human Services [HHS], 2013)
Missing supplies required for client care	Physical or cognitive impairment reflective of substance abuse
Showing insensitivity to the client's needs (may also be considered egregious)	Repetitive, excessive, or provoking communication in verbal, written, or electronic form
Uncivil communication with faculty, peers, staff, and clients & their families	Abusive, insulting language used with anyone
Failure to notify Instructor of Absence or Tardy before the start of clinical or class	Falsification of medical records

Failure to take accountability and responsibility for one's actions	Making a physically hostile gesture or actual unwelcome physical touching to another
Inappropriate use of social media	(May be considered egregious in certain circumstances)
Use of rude, arrogant, passive/aggressive, or demeaning language (discourteous, sharp, or unmannerly) with anyone	(May be considered egregious in certain circumstances)
Failing to meet client care requirements on time	
Offering gifts to faculty or staff in exchange for favors or special consideration	

The Institute for Safe Medication Practices (ISMP, 2013) describes additional examples of disrespectful behavior in healthcare and tracks patterns of that behavior to improve the healthcare climate. Review https://www.ismp.org/resources/disrespectful-behavior-healthcarehave-we-made-any-progress-last-decade

References

Institute for Safe Medication Practices. (2013). *Disrespectful behavior in healthcare -- have we made any progress in the last decade?* https://www.ismp.org/resources/disrespectful-behavior-healthcarehave-we-made-any-progress-last-decade

U.S. Department of Health and Human Services. (2019*). Joint guidance on the application of FERPA and HIPAA to student health records.* https://www.hhs.gov/sites/default/files/2019-hipaa-ferpa-joint-guidance.pdf

Appendix C. Clinical Requirements post Theory Failure

Students who successfully complete a clinical course but are unsuccessful in the theory portion of that course must repeat both the theory and clinical courses a second time to meet the Texas Board of Nursing requirement for course compliance. (Effective 1/15/2023)