

**Tarrant County College District  
Department of Nursing  
Student Handbook**

**2025 - 2026**

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# Tarrant County College District Mission and Vision

## Mission and Vision

- **Mission:** Tarrant County College is *the* guiding star for accessible, high-quality educational experiences that drive lasting impact.
- **Vision: TCC's vision** is to be the leader in academic excellence, student success, and economic impact.

## Role and Scope

The College implements its mission through a clearly defined set of programs, services, and partnerships that include

- University transfer programs
- Workforce education programs
- Technical programs
- Customized training
- Developmental courses
- Adult literacy courses
- Lifestyle and community learning and community services

Our programs and services are guided by a commitment to institutional effectiveness through an ongoing process of self-examination, self-improvement, and an unending pursuit of excellence.

## Values

The College carries forward its values from the Trailblazing Together 2030 Strategic Plan

- Commitment to Excellence
- Connection for Belonging
- Opportunity in Engagement
- Transformation with Innovation
- Trust through Integrity

## Goals

The College has adopted the following goals to support students and the community:

- To enhance access and support for student success
- To elevate educational quality for optimal student outcomes
- To promote excellence in community engagement
- To ensure responsible stewardship of resources
- To transform lives and communities through education.

## Overall Program Information

### Department of Nursing Mission

The mission aligns with TCCD's focus on open access and quality teaching to prepare nurses for entry-level practice and academic progression

**AAS-Nursing Program Introduction:** TCC's ADN program is Texas Board of Nursing-approved and ACEN-accredited.

- **Accreditation:** Graduates can take the NCLEX-RN to become registered nurses.
- **Approving Bodies:**
  - Texas Board of Nursing
    - Address: 333 Guadalupe #3-460, Austin, TX 78701
    - Phone: (512) 305-7400
    - Website: [www.bon.state.tx.us](http://www.bon.state.tx.us)
- **Accrediting Bodies:**
  - ACEN
    - Address: 3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326
    - Phone: (404) 975-5000
    - Website: [www.acenursing.org](http://www.acenursing.org)
- **Equal Opportunity:** TCCD offers educational and employment opportunities without discrimination.
- **Licensure:** The program meets Texas state education requirements; check [NCSBN](http://NCSBN) for other states.

**VN -Nursing Program Introduction:** TCC's VN program is Texas Board of Nursing approved.

- **Accreditation:** Graduates can take the NCLEX-PN to become registered nurses.
- **Approving Bodies:**
  - Texas Board of Nursing
    - Address: 333 Guadalupe #3-460, Austin, TX 78701
    - Phone: (512) 305-7400
    - Website: [www.bon.state.tx.us](http://www.bon.state.tx.us)
- **Equal Opportunity:** TCCD offers educational and employment opportunities without discrimination.
- **Licensure:** The program meets Texas state education requirements; check NCSBN for other states.

**Patient Care Technician (PCT) Introduction:** Completion of the PCT program allows for eligibility to obtain 3 certifications: PCT, Phlebotomy Technician, and EKG Technician.

- Accreditation: Texas Health & Human Services Texas Nurse Aide Registry
- Approving Bodies: Graduates can apply for national certification exams through the:
  - [National Healthcare Association \(NHA\)](http://NationalHealthcareAssociation(NHA))

- [National Association for Health Professionals \(NAHP\)](#)
- **Equal Opportunity:** TCCD offers educational and employment opportunities without discrimination.

**Certified Nurse Aide (CNA) Introduction:** Successful completion of the CNA program provides state certification as a CNA

- Accreditation: Texas Health & Human Services
- Equal Opportunity: TCCD offers educational and employment opportunities without discrimination.
- Licensure: The program meets requirements for Nurse Aide Training and Competency Evaluation Program (NATCEP)

## Tarrant County College District Nursing Department Guidelines

### Overview

The guidelines are continuously reviewed and updated. Changes can occur anytime, and this document is informational, not contractual. Students must stay updated with TCC guidelines and sign a statement of understanding each semester.

### Tarrant County College District Nursing Department – Organizational Chart

[OrgPublisher - TCCD Organizational Chart](#)

All student concerns are encouraged to be resolved at the course faculty level. If the concern or grievance cannot be resolved, the chain of command should be followed.

Required Courses for Progression and Completion Of AAS-Nursing Program

[Selective Admission: Nursing - Tarrant County College \(tccd.edu\)](#)  
[Nursing Program - TCC](#)

The program spans five consecutive terms. Admissions are made twice per academic year in the Fall and Spring, and the program spans five consecutive terms, allowing students to plan their education according to their needs and commitments.						
COURSE	TITLE	CREDIT HOURS	LECTURE	LAB	CLINICAL	CONTACT HOURS
<b>FIRST YEAR</b>						
BIOL 2401	Anatomy and Physiology I (Lecture + Lab) *	4	3	2		80
BIOL 2402	Anatomy and Physiology II (Lecture + Lab) *	4	3	2		80
BIOL 2420	Microbiology for Non-Science Majors (Lecture + Lab) *	4	3	4		112
		12	9	8		272

* Must be completed before admittance into the AAS Program - + Must be completed prior to beginning 4 <sup>th</sup> semester						
TERM I						
<b>RNSG 1413</b>	<b>Foundations for Nursing Practice</b>	4	4			64
<b>RNSG 1360</b>	<b>Clinical-Registered Nursing/Registered Nurse</b>	3			9	144
<b>RNSG 1105</b>	<b>Nursing Skills I</b>	1		3		48
PSYC 2301	General Psychology+	3	3			48
ENGL 1301	Composition I	3	3			48
		14	10	3	9	352
TERM II						
<b>RNSG 1441</b>	<b>Common Concepts of Adult Health</b>	4	4			64
<b>RNSG 1461</b>	<b>Clinical-Registered Nursing/Registered Nurse</b>	4			12	192
PSYC 2314	Life Span Growth and Development+	3	3			48
<b>RNSG 1201</b>	<b>Pharmacology</b>	2	2			32
		13	9		12	336
SECOND YEAR						
TERM III						
RNSG 2213	Mental Health Nursing	2	2			32
RNSG 2163	Clinical-Registered Nursing/Registered Nurse	1			3	48
		3	2		3	80
TERM IV						
RNSG 2208	Maternal and Newborn Nursing and Women's Health	2	2			32
RNSG 2260	Clinical-Registered Nursing/Registered Nurse	2			6	96
RNSG 2201	Care of Children and Families	2	2			32
RNSG 2161	Clinical-Registered Nursing/Registered Nurse	1			3	48
		7	4		9	208
TERM V						
RNSG 1443	Complex Concepts of Adult Health	4	4			64
RNSG 2461	Clinical-Registered Nursing/Registered Nurse	4			12	192
ARTS/LANG/CULT/ PHIL X3XX	Creative Arts or Language, Culture and Philosophy	3	3			48
		11	7		12	304
		60	41	11	45	1552

### Required Courses for Progression and Completion of Vocational Nursing Program

[Selective Admission: Vocational Nursing - Tarrant County College \(tccd.edu\)](http://tccd.edu)

The Vocational Nursing Program admits students once a year during the Fall term.

COURSE	TITLE	CREDIT HOURS	LECTURE	LAB	CLINICAL	CONTACT HOURS
BIOL 2401	Anatomy & Physiology I*	4	3	2		80
PSYC 2301	General psychology+	3	3			48
		7	6	2		128
*Must be completed before admittance into the VN Program +May be completed before admittance or the 1st semester of the VN Program						
SEMESTER I						
VNSG 1304	Foundations of Nursing	3	2	3		80
VNSG 1323	Basic Nursing Skills	3	1	7		128
VNSG 1360	Clinical-Vocational Nurse Training	3			12	192
VNSG 1116	Nutrition	1	1			16

		10	4	10	12	416
<b>SEMESTER II</b>						
VNSG 1429	Medical-Surgical Nursing I	4	4	1		80
VNSG 1461	Clinical-Vocational Nurse Training	4			16	256
VNSG 1331	Pharmacology	3	3			48
VNSG 1301	Mental Health and Mental Illness	3	3			48
		14	10	1	16	432
<b>SEMESTER III</b>						
VNSG 1432	Medical-Surgical Nursing II	4	4	1		80
VNSG 1234	Pediatrics	2	2			32
VNSG 1230	Maternal-Neonatal Nursing	2	2			32
VNSG 1219	Leadership and Professional Development	2	2			32
VNSG 1462	Clinical - Licensed Practical//Vocational Nurse Training	4			16	256
		14	10	1	16	432
		45	30	14	44	1408

### Required Courses for Progression and Completion of the PCT Program

<https://www.tccd.edu/academics/courses-and-programs/programs-a-z/credit/patient-care-technician/>

The PCT program runs three times in an Academic Year (Fall - Spring - Summer)						
COURSE	TITLE	CREDIT HOURS	LECTURE	LAB	CLINICAL	CONTACT HOURS
Weeks 1-4						
<b>HPRS 2200</b>	Pharmacology For Health Professions	2	2			32
<b>HPRS 1206</b>	Essentials of Medical Terminology	2	2			32
<b>HPRS 1304</b>	Basic Health Profession Skills	3	2	2		64
		9	7	6		128
Weeks 5-12						
<b>HPRS 2201</b>	Pathophysiology	2	2			32
<b>NUPC 1260</b>	Clinical-Patient Care Assistant	2		6	6	96
<b>ECRD 1211</b>	Electrocardiography	2	1	3		80
<b>PLAB</b>	Phlebotomy	2	2	1		256
		15	11	12	6	368

### Required Courses for Progression and Completion of the CNA Program

<https://www.tccd.edu/academics/courses-and-programs/programs-a-z/non-credit/cna/>

The CNA program runs three times in an Academic Year (Fall - Spring - Summer)					
TITLE	CREDIT HOURS	LECTURE	LAB	CLINICAL	CONTACT HOURS
Weeks 1-4					
NURA 1001- Nurse Aide	6.0				60
Weeks 5-6					
NURA 1030 – Clinical Nursing Aide	4.0				40

Total Certificate Hours: 100 hours

**Nursing Core Competencies:** [Differentiated Essential Competencies of Graduates of Texas Nursing Programs of Graduates of Texas Nursing Programs](#)

**ADN EPSLO (Measurable — RN Scope). Upon completion of the Associate Degree of Nursing Program Graduates will:**

1. Graduates will demonstrate professionalism by upholding ethical, legal, and RN scope-of-practice standards.
2. Graduates will analyze assessment data and apply clinical judgment to plan, implement, and evaluate evidence-based patient care interventions independently within the RN role.
3. Graduates will integrate healthcare technologies and clinical decision-support systems to analyze patient data, guide care planning, and evaluate outcomes.
4. Graduates will develop, implement, and evaluate individualized teaching plans that promote health maintenance, self-management, and disease prevention for patients and caregivers.
5. Graduates will deliver holistic, culturally informed, patient-centered nursing care and advocate for patient needs through independent decision-making and coordination of care.
6. Graduates will lead and coordinate communication and collaboration with the interprofessional healthcare team to prioritize, manage, and evaluate patient care.

**VN PSLO (Measurable — VN Scope). Upon completion of the Vocational Nursing Program Graduates will:**

1. Demonstrate professionalism by upholding ethical, legal, and VN scope-of-practice standards.
2. Collect and prioritize patient data and apply clinical reasoning to implement safe and evidence-based nursing interventions under RN/ physician supervision.
3. Accurately document and retrieve patient information and use healthcare technology to support data collection and care delivery within the VN role.
4. Educate patients and caregivers by reinforcing approved teaching plans, applying established teaching principles, and confirming understanding.
5. Provide holistic, culturally sensitive, patient-centered nursing care and advocate for patient needs within the LVN scope of practice.
6. Communicate effectively with members of the healthcare team and participate in coordination of care within the LVN scope of practice.

**Workforce PSLOs (PCT, PLB, EKG, Medical Coder, Pharm Tech). Upon completion of Workforce Programs:**

1. Graduates will demonstrate professionalism by adhering to ethical, legal, and regulatory standards and maintaining accountability, integrity, and respect in all workplace interactions.
2. Graduates will perform discipline specific clinical or technical procedures safely, accurately, and in compliance with current practice guidelines and industry standards.

3. Graduates will communicate effectively with patients, families, and members of the healthcare team using verbal, nonverbal, and written communication appropriate to the workplace setting.
4. Graduates will demonstrate employability skills—including teamwork, time management, adaptability, and professionalism—which support readiness for entry level employment in their field.
5. Graduates will demonstrate commitment to patient and workplace safety by following infection control, risk reduction, and quality improvement practices.

### **Prerequisites and Progression in Concurrent Courses**

TBON requirements dictate the sequence of theory and clinical courses. Failure in either component results in specific actions for re-enrollment.

### **Corequisites Expectations**

The Texas Board of Nursing (TBON) requires courses with co-requisites (theory and clinical) the clinical course must be taken concurrently with the theory course, or after successful completion of the theory course.

[Program: Nursing, AAS - Tarrant County College - Modern Campus Catalog™ \(tccd.edu\)](https://www.tccd.edu/modern-campus-catalog/programs/nursing-aas)

[Program: Vocational Nursing - Tarrant County College - Modern Campus Catalog™ \(tccd.edu\)](https://www.tccd.edu/modern-campus-catalog/programs/vocational-nursing)

[Program: Patient Care Technician - Tarrant County College - Modern Campus Catalog™ \(tccd.edu\)](https://www.tccd.edu/modern-campus-catalog/programs/patient-care-technician)

- If a student withdraws from theory, they must withdraw from all co-requisites. The student will have to withdraw from all corequisites and repeat them in the subsequent term.
- All Nursing students (ADN and VN) must achieve a 75% exam average and 750 total points to progress to the next level course
- PCT students must earn 80% or greater in all courses to progress to the next level courses.
- CNA students must complete all course work with an 80% or greater and all procedural skills with a satisfactory performance score to take the Texas Nurse Aide Certification Exam.

## **General Student Information**

### **Student Code of Conduct**

- Students are expected to comply with all TCC Student Code of Conduct components. Administrative procedures are defined in the TCC Catalog.
- Students are expected to demonstrate professional behavior and comply with all Department of Nursing Professional Conduct policies.
- Students are accountable for compliance with [Professional Student Conduct Requirements](#)

- As healthcare professionals, students commit to maintaining ethical standards and moral character.
- Students are accountable for their own academic and professional behaviors and resulting consequences
- Students will demonstrate professional conduct in the classroom, clinical setting, and community.
- Serious safety violations or unprofessional conduct may provide grounds for dismissal from respective programs
- Faculty and administrators are the arbiters of professional standards.

## **Honor Code**

### **Ethical Standards**

- [American Nurses Association Code of Ethics for Nurses with Interpretive Statements \(American Nurses Association, 2015\)](#)
- [Texas Board of Nursing Laws & Rules - Nursing Practice Act](#)
- [National Student Nurses' Association \(NSNA\) Code of Ethics](#)
- National Association for Practical Nurse Education and Service—Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs
- [National Federation of Licensed Practical Nurses](#)
- Report any unethical or illegal practices.

### **Student Contact Information/Official Means of Communication:**

- Students must maintain a current mailing address and telephone contact with the Department of Nursing. This is essential so that schedules, official correspondence, notifications, and emergency messages will not be delayed or lost. Per TCC [official communication policy](#), the student must monitor their TCC email for notifications regularly.
- A Department of 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 Assistant Dean's Office to update the Nursing database. Once the student officially changes their name with the Registrar, the change will be updated with the Nursing Department by emailing [Nursing.Department@tccd.edu](mailto:Nursing.Department@tccd.edu).

## **Clinical Requirements**

### **Compliance Tracking**

TCC must comply with all guidelines required by clinical facilities and state agencies. The Department of Nursing requires students to maintain clinical requirements throughout the program. If a program requirement is overdue/pending, the student will be immediately removed from their current courses, which may result in dismissal from the program. The student must submit the required documents by the due date to the designated third-party verification company

### **Up-to-date immunizations**

1. Current negative Drug Screening results

2. 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 will accept American Red Cross BLS.
3. Proof of Health Insurance
4. Criminal Background Check
5. Blue Card from Texas Board of Nursing or letter of clearance (ADN and LVN only)
6. N-95 fit testing
7. Health History and Physical Examination

### **Clinical Placement**

Clinical placement is determined by site availability. Our clinical partners control sites, days, and times and are subject to change. While the Department works to minimize changes, it is important to emphasize that, at times, changes may occur that are outside of the control of the Department of Nursing. Individual requests cannot be honored.

### **Graduation Requirements**

The VN & AAS-Nursing certificate/diploma will be awarded to students who successfully meet the following requirements

- Completion of a minimum of 45 (VN) or 60 (AAS) semester hours in identified coursework
- Completion of all Department of Nursing courses.
- Completion of the Common Prerequisite requirements.
- A minimum 2.0 cumulative grade point average.

The PCT/Workforce certificate will be awarded to students who successfully meet the following requirements

- Completion of all Department of Nursing courses with 80% or better as required by the state of Texas.
- Satisfactory completion of all certificate requirements.

A degree or certificate plan must be on file in the counseling office. Degree and certificate plans may be filed after enrollment in the first nursing course. To be considered a candidate for a degree or certificate, the student must submit an online graduation application before the date specified in the College Catalog. The candidate must indicate the Catalog year of their degree or certificate plan. Students should contact the Counseling Center with questions about their degree or certificate plan and requirements. Students completing graduation requirements during the summer or fall semesters may choose to participate in the spring graduation. For more information, go to.

[http://www.tccd.edu/Student\\_Services/Graduation.html](http://www.tccd.edu/Student_Services/Graduation.html)

### **Pinning and Completion Ceremonies**

The Nursing Department may offer a pinning or completion ceremony at the conclusion of the program.

### **Scholarships and Financial Assistance**

Scholarships for TCC students are available through the TCC Foundation. Visit Scholarships for more information. <https://foundation.tccd.edu/>

### **Academic Accommodations**

The Department of Nursing complies with the [American Disabilities Act](#). Students requesting accommodations should refer to the [Student Accessibility Resources website](#). The students must present documentation of provided accommodations to each instructor at the beginning of each semester. [Trinity River SAR Office Contact](#)

### **Campus Emergencies, Delays, Closures and Severe Weather**

The student is responsible for checking correspondence regarding inclement weather closures and [emergency plans](#). Students must follow the college guidelines regarding campus closures and contingency plans. Students not in attendance when the campus is open will be considered absent. [TCCD Severe Weather Guidance](#)

### **Attendance Policy**

Department of Nursing students must comply with TCC District and Texas Board of Nursing policies regarding [mandatory attendance](#). An absence is defined as non-attendance for one course meeting or three tardies. For clinical absences, the student will be required to provide verifiable documentation of the extenuating circumstance that prohibits them from attending clinical.

### **Religious Observance Policy**

Under state law, TCC allows excuses for a religious holy day. To be excused, the student must communicate planned absences with the instructor in advance and complete make-up work as assigned by the instructor. It is suggested that students review the academic schedule at the start of the semester and inform instructors of any religious observances by the end of Week 1. An excused absence for a religious holiday will not count against the student's total absences.

### **Minors on Campus**

Classes and activities are offered at TCC from time to time for minor children. On these occasions, children are permitted to participate in these opportunities. Otherwise, no children are permitted to be left unattended on any campus or property owned or controlled by TCC GDA(LOCAL).

<https://catalog.tccd.edu/content.php?catoid=16&navoid=1943#article-2>

Additionally, minors are not allowed in classrooms, skills lab, testing centers, or clinical sites at any time.

### **Student Success and Advising**

For more information, visit the Student Success & Advising Office

<https://www.tccd.edu/academics/academic-help/advising/>

<https://www.tccd.edu/academics/academic-help/advising/advising-contact/>

### **Course Drops and Withdrawals**

Students must comply with Tarrant County College [Withdrawal Policy](#). The student may initiate a withdrawal prior to the institutional drop date for the academic term, which can be found on the academic calendar.

### **Medical Withdrawal Policy**

Medical withdrawal is available if the student is passing the course at the time of the request. [Medical Withdrawal Policy](#). Students who experience a significant medical or mental health issue may request a withdrawal or a reduction in their course loads, if applicable. All requests will require documentation from a medical/mental health professional.

### **Incomplete Policy**

An incomplete or "I" can be granted only with the permission of the Dean and Vice President of Academic Affairs. The student must complete 80% of the course work and be in good academic standing, passing at the time of the request. According to TCCD policy, all requirements must be met by the established due dates.

[Incomplete Policy](#)

### **Student Grievance Procedure (District Student Handbook)**

#### **Grievance Policy:**

Students are encouraged to address concerns through informal conferences with those immediately involved. Formal due process is available when a satisfactory outcome cannot be achieved. An online [Student Complaint/Grievance Form](#) should then be completed within 15 days of the incident. [Student Complaint/Grievance Process](#)

#### **Academic Dishonesty:**

Academic dishonesty is a breach of the expected behavior of a healthcare professional and will not be tolerated in the Tarrant County College Department of Nursing. A student violating any rule, policy, or procedure of the TCC Nursing Program will be subject to the college's disciplinary procedure. Students are responsible for adhering to the TCCD policy on scholastic dishonesty, as stated in the online student handbook.

### **Grade Appeal**

Students may petition for appeal of a grade within thirty (30) calendar days after the first-class day of the next long session. [Grade Review](#)

## **Tarrant County College District Nursing Department Academic Progression:**

### **Progression and Graduation Requirements**

Successful completion of all nursing courses to progress or graduate in ADN and VN programs. Additionally, all assignments during the term must be completed to progress or graduate.

Successful completion of all PCT/Workforce courses to progress or graduate. Additionally, all assignments during the term must be completed to progress or graduate.

**Corequisite Expectations:**

If a student is unsuccessful in a Theory course, the student would be required to withdraw from the associated clinical course but may be permitted to continue in other non-clinical co-requisite courses at the discretion of the Program Director and Dean.

If a student is unsuccessful in a Clinical course, the student may be permitted to continue co-requisite courses. Upon the re-enrollment in the clinical course, if the student demonstrates successful completion of the co-requisite course(s), the clinical course may be taken independently.

**Dosage Calculation Exams**

Dosage calculation is an essential component for progression within the nursing program. A student is permitted three attempts to successfully complete the dosage calculation requirement in their clinical courses. If after the third attempt the student is not successful, they will be required to withdraw from the clinical course but may be permitted to continue the associated co-requisite course(s). Successful completion of the clinical course is required to progress to the next course.

**Academic Probation (ADN and VN Programs only):**

Students are placed on academic probation when their academic performance falls below the required standard. Students placed on academic probation remain on probation until they complete the program or graduate.

A student may be placed on Academic Probation for one or more of the following reasons:

- Academic Withdrawal
- Course Failure
- Progression of clinical preparation, knowledge, and overall professional conduct

Students on academic probation must meet certain criteria to continue their studies, which may include:

- Achieving all remediation assignments regardless of score.
- Attending all future academic advising sessions regardless of score.
- Completing all future academic improvement plans.

Failure to meet these requirements may lead to further consequences, including academic dismissal.

**Academic Dismissal (ADN and VN Programs only):**

Academic dismissal at the TCC Department of Nursing occurs when a student consistently fails to meet the required educational standards, even after being placed on academic probation. This dismissal means the student can no longer continue their studies within the current program due to low academic

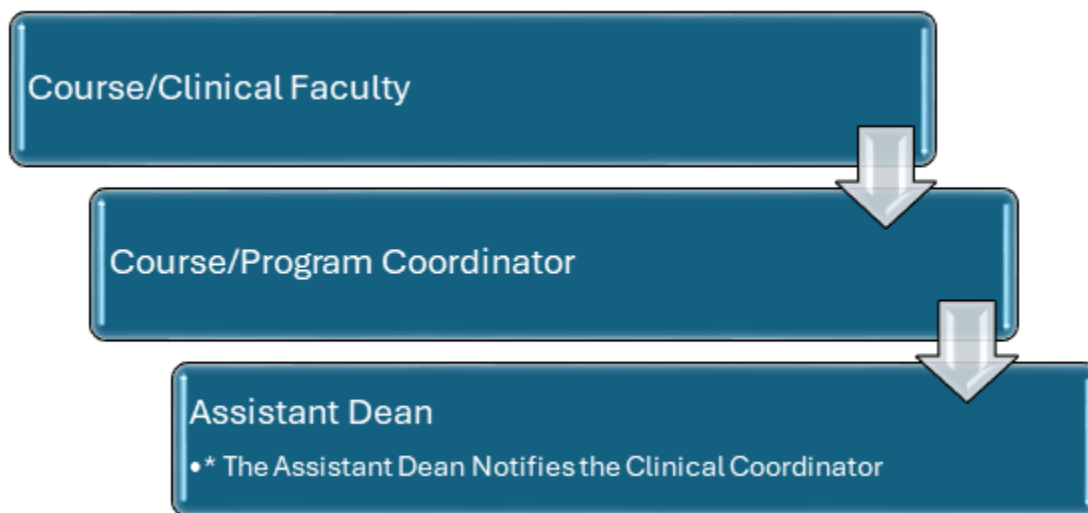
performance. Students dismissed from any Nursing Program will have one academic year before they can reapply. When applying, all application requirements must be met.

The following specific reasons for academic dismissal include:

- Failing to achieve the minimum required grade of 75% in nursing courses (lecture and clinical).
- Additional course failures while on academic probation, breaches of conduct, behavior, or 2 withdrawals equal to (1 withdrawal from clinical and 1 withdrawal from the required corequisite theory class will count as (1) one withdrawal) within the duration of the academic program).
- Not maintaining the required GPA for the nursing degree plan.
- Depending on TCC's policies, students who are academically dismissed may have the option to appeal the decision or may reapply to the Nursing Program after one Academic Year.

**Reinstatement Procedure for ADN only:**

Students who drop or fail a nursing course must meet with the following members:



A digital summary must be started at the Course/Clinical level, and the student must make appointments with all the staff mentioned above. Completing the form does not automatically guarantee placement in the next academic term due to space and clinical availability limitations.

Eligibility depends on space, completing exit summary recommendations, and providing health clearance.

Students who drop or are unsuccessful in a course may be permitted to repeat the course during the next course offering. If the student is unsuccessful in a course and

is unable to return for two terms, the student would be required to reapply to the program.

### **VN/PCT/Workforce**

If a student withdraws or is dismissed from the VN/PCT/Workforce program for any reason, the student must reapply to the program.

**Guidelines for Testing:** See course syllabi for testing requirements.

### **NCLEX Review**

The TCC Department of Nursing may provide an NCLEX review for ADN and VN programs. Attendance in these classes is **mandatory**. If you cannot attend, documentation of an alternative review course may be required.

## **Clinical Guidelines**

### **Clinical Safety:**

Students must demonstrate professional conduct and adhere to safety criteria in clinical settings. Faculty will remove students posing a risk to self, patient, faculty, or staff safety. Examples include failure to meet performance or safety standards, impairment, excessive fatigue, or posing a disease of transmission or violence risk. Students should notify the instructor immediately if there are unsafe clinical environments.

### **Criteria for Safe/Professional Performance:**

Safe behaviors include physical, microbiological, chemical, and thermal patient safety, psychological safety assurance, accurate nursing process application, skill demonstration, ethical responsibility recognition, and growth recognition. Unsafe behaviors include neglecting patient safety, violating safety protocols, incompetency, and ethical violations.

### **Nursing Department Infection/Standard Precautions Policy:**

Students must follow CDC guidelines during clinical experiences involving communicable diseases. Compliance with CDC, ANA, and OSHA standards is mandatory.

### **Clinical Requirements and Documentation:**

Students must maintain program requirements throughout the semester and submit required documents to Castlebranch. Students with pending results cannot attend clinicals until clearance is confirmed.

### **Liability Insurance:**

Tarrant County College tuition fees cover professional liability insurance.

**Health Care Coverage:**

Students are responsible for individual healthcare coverage. This must be maintained throughout the program.

**TB Screening, Influenza Vaccination and N95 Mask Fit Testing:**

Annual TB Screening, Influenza (flu) vaccination, and N95 Mask Fit Testing are required.

**Immunizations:**

Immunization records are required. COVID vaccinations may be mandatory depending on clinical facilities.

**Health Clearance:**

Students must provide health status updates and complete health clearance forms as needed.

**Medication Supervision of Students by Faculty:**

Students must give medications in the presence of their faculty and/or patients' primary nurse. It is the student's responsibility to ensure that they have been checked off at the clinical site by their faculty prior to administering any medication.

**Student Dress Code:**

Students must dress professionally when representing themselves as TCC Healthcare students. Dress [Code](#) includes attire, grooming, and personal hygiene standards.

**Confidentiality:**

Students must maintain patient confidentiality and privacy laws, refraining from recording and photographing material in clinical settings, or removing materials from the clinical setting.

**Clinical Requirements References:**

- American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. [AACN](#)
- American Nurses Association. (2015). Code of ethics for nurses with interpretive statements. [ANA Code of Ethics](#)
- National Council State Boards of Nursing. (2018). A nurse's guide to the use of social media. [NCSBN Social Media Guide](#)
- QSEN Institute. (2022). Quality and safety education for nurses. [QSEN Competencies](#)
- Texas Board of Nursing. (2013). Initial licensure and recognition forms - Declaratory order. [Texas BON Declaratory Order](#)
- Texas Board of Nursing. (2021). Differentiated essential competencies of graduates of Texas nursing programs. [Texas BON Competencies](#)
- Texas Board of Nursing. (2013, Sept. 1). Nursing practice act, nursing peer review, & nurse licensure compact Texas occupations code and statutes regulating the practice of nursing as amended September 2013. [Texas BON Nursing Practice Act](#)

## Appendix A: Technology Requirements

### Windows Requirements:

- OS: 32-bit and 64-bit Windows 10 (Not supported: Windows RT, Windows 10 S)
- CPU: 2.0 GHz Intel i3 or equivalent (Qualcomm Snapdragon not supported)
- RAM: 4GB or higher
- Hard Drive: 4GB available space
- English (United States) Language Pack
- USB port for on-site support
- Internet connection for download and exam features
- Exemplify cannot run within virtualized environments (e.g., VMWare, Parallels)
- Screen resolution: 1024 x 768
- Admin-level account permissions
- For ExamID/ExamMonitor: Version 2.5+, 8GB RAM recommended, webcam, microphone, 2.5 Mbps upload speed

### Mac Requirements:

- OS: macOS 10.14.6 (Mojave), macOS 10.15.7 (Catalina), macOS 11.0 (Big Sur)
- CPU: Intel processor (Apple M1 supported on version 2.6+)
- RAM: 4GB or higher
- Hard Drive: 4GB available space
- USB port for on-site support
- Internet connection for download and exam features
- Admin-level account permissions
- For ExamID/ExamMonitor: Version 2.5+, 8GB RAM recommended, webcam, microphone, 2.5 Mbps upload speed

## Appendix B:

### **Legal Requirements for Licensure Drug Screening/Criminal Background:**

Faculty and students entering health-related programs of study at TCC will be subject to fingerprinting, drug screening, and criminal background checks, in addition to the existing immunization requirements. Students will be contacted with program-specific requirements prior to the start of their program.

The following paragraphs outline the major points related to these policies and procedures.

These policies and procedures will apply to all health-related programs that include a clinical component in which the faculty and students are involved in direct patient care.

1. New nursing students will be screened after admission to the program, but before registration in nursing classes.
2. The Board has identified certain circumstances that may render a potential nursing student candidate ineligible for licensure as a nurse. Applicants must complete a criminal background check to determine eligibility. Criminal background checks and fingerprinting will be conducted in accordance with the Texas Board of Nursing. The Department of Nursing will be notified of any positive results of the drug screening and the results of the background checks.
3. The students will bear the cost of their onboarding requirements including vaccinations, tests, and other onboarding requirements.
4. A nursing student candidate may need to petition the Board for a Declaratory Order as to their eligibility in accordance with Texas Occupations Code Section 301.252, 301.257, and 301.452-469 and Texas Board of Nursing Rules and Regulations Sections 213.27- 213.30. The petition for a Declaratory Order is a formal and lengthy process disclosing any criminal misconduct and/or conviction. An applicant must initiate the process prior to applying for admission to the nursing program. Information regarding the process to petition for a Declaratory Order to determine eligibility may be obtained from the Texas Board of Nursing at 512-305-6889 or [www.bon.state.tx.us](http://www.bon.state.tx.us).
6. Department of Nursing students not meeting the standards will not be allowed to enroll in nursing classes.
7. Students with a break in enrollment may be required to repeat the background investigation and urine drug screen prior to readmittance.
5. A student will not be scheduled for licensure exams nor given a temporary permit until the Board has determined that the applicant is eligible to take the exam.
6. After admission to the nursing program, should an infraction\* occur, or any subsequent changes in criminal history, the student must notify the Dean or Assistant Dean within 48 hours. The student will not be able to remain in the program and will be required to withdraw immediately. The student must complete a declaratory order with TBON. The student will not be allowed to return to the program until cleared by TBON.

\*The Board has developed four (4) Disciplinary Sanction Policies pertaining to substance use disorders and other alcohol and drug-related conduct; lying and falsification;

sexual misconduct; and fraud, theft, and deception. The Board has also developed Disciplinary Guidelines for Criminal Conduct.  
([http://www.bon.texas.gov/discipline\\_and\\_complaints\\_policies\\_and\\_guidelines.asp](http://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp))

### **Declaratory Order**

The "Declaratory Order" form can be accessed at [https://www.bon.texas.gov/forms\\_declaratory\\_order.asp.html](https://www.bon.texas.gov/forms_declaratory_order.asp.html). Nursing students are required by the Board of Nursing to acknowledge in writing that they have received information related to eligibility for licensure and declaratory order information. The first nursing course provides full information from the Nursing Practice Act/ Rules and Regulations. A signature of receipt is required by the BON. The Student Statement of Understanding Signature form is located on the last page of this document, on which the student acknowledges that he/she has received the information. This form will be signed by the student and kept in their file.

### **Jurisprudence Exam**

Effective September 1, 2008, anyone applying for licensure in the State of Texas will have to pass a state approved "Jurisprudence Exam" in addition to the NCLEX-RN/PN in order to be licensed. The student should access the Board of Nursing website [https://www.bon.texas.gov/licensure\\_nursing\\_jurisprudence.asp.html](https://www.bon.texas.gov/licensure_nursing_jurisprudence.asp.html) for information about the Jurisprudence Exam.