

ALVIN COLLEGE

Associate Degree Nursing

STUDENT HANDBOOK

2026

(revised Fall 2025)



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## WELCOME & OVERVIEW

### WELCOME LETTER



**Dear Nursing Student,**

Welcome to the Alvin Community College Nursing Program! On behalf of the faculty, I congratulate you on your acceptance. We take great pride in our tradition of graduating well-prepared, highly skilled nurses, and we look forward to welcoming you into our community of accomplished alumni.

We acknowledge the hard work and dedication it has taken to reach this point, but your journey is just beginning. The program will challenge you both physically and intellectually and achieving success will require significant time and energy.

This handbook is designed to assist you by providing important information on the policies, procedures, and expectations specific to the nursing program. Please read it thoroughly. Once completed, be sure to sign the Student Agreement/Release of Information Form and return it to the Nursing office.

Best of luck as you embark on this exciting path toward your nursing career!

Sincerely,

A handwritten signature in black ink that reads 'Elizabeth Saucedo'.

Elizabeth Saucedo, MSN RN  
Director- Associate Degree Nursing

## PROGRAM OVERVIEW

The Alvin College Associate Degree Nursing (ADN) Program is designed to prepare students for entry-level practice as registered nurses. The curriculum is structured to meet all requirements set forth by the Texas Board of Nursing and incorporates the Differentiated Essential Competencies (DECs) for graduates of Texas nursing programs. Through a combination of classroom instruction, laboratory practice, and supervised clinical experiences, students develop the knowledge, skills, and professional behaviors necessary to provide safe, effective, and compassionate nursing care to diverse populations. Upon successful completion of the program, graduates are eligible to apply for licensure and take the NCLEX-RN examination. See appendix A for the DECs.

## PURPOSE OF THE HANDBOOK

The Alvin College Associate Degree Nursing (ADN) Student Handbook is designed to provide students with essential information about the ADN program, including its policies, procedures, expectations, and resources. This handbook serves as a supplement to the Alvin College Catalog and the Alvin College Student Handbook, offering guidance specific to nursing students as they progress through the program.

Our goal is to support your academic and professional success by clearly outlining the standards and requirements that will help you become a competent, ethical, and compassionate nurse.

## HOW TO USE THIS HANDBOOK

- Read thoroughly: Review the entire handbook at the start of your program and refer to it regularly throughout your studies.
- Reference as needed: Use the table of contents and section headings to quickly locate information about program policies, clinical requirements, grading, attendance, and student conduct.
- Supplement to college policies: This handbook provides nursing program-specific guidelines and does not replace the Alvin College Catalog or Student Handbook. Always consult those resources for broader college policies.
- Stay informed: Policies and procedures may be updated periodically. Check for announcements from the Nursing Department regarding changes or additions.
- Ask questions: If you need clarification or have concerns about any policy or procedure, contact your instructor, course coordinator, or the Nursing Program Director.

By using this handbook as a guide, you will be better prepared to meet the expectations of the ADN program and succeed in your nursing education.

## PROGRAM MISSION & PHILOSOPHY

### MISSION STATEMENT

The Alvin College Associate Degree Nursing Program serves its students and community by providing innovative and inclusive nursing education and by preparing quality registered nurse candidates that demonstrate clinical reasoning, ethical discernment, and professional accountability to diverse populations.

## PHILOSOPHY

Our philosophy and mission link to our parent institution. We provide an excellent quality education and a vital resource to our growing community. Nursing graduates will function within the roles of coordinator of care, provider of care, patient safety advocate, and member of the profession, compliant with the essential competencies.

We believe that nursing promotes wellness, facilitates restoration of health, and assists the individual or family in coping with disability or death. We believe that patients and their families are those seeking healthcare services or health information throughout the lifespan.

We believe nursing utilizes the applied science and principles of the humanities, biological, and social sciences to provide caring relationships to patients. Nurses work autonomously as well as collaboratively. Nurses focus on patient safety and the quality of care provided.

We believe that teaching is a system of directed and deliberate activities intended to induce lifelong learning. We believe in providing innovative quality educational facilities that are conducive to the learning process. We are responsive, caring, inclusive, welcoming, and student-centered. The role of the teacher is to facilitate the learning process in partnership with the student. Nurse educators are committed to guiding students and participating closely with students as mentors and role models. Learning occurs when a person's behavior or knowledge changes. Competent and qualified faculty are integral to accomplish the mission and philosophy. Faculty are expected to remain current with emerging trends in healthcare and professional standards. The nursing faculty are committed to preparing competent nurses for the global nursing workforce.



## ORGANIZING FRAMEWORK

The foundation for nursing knowledge originates from content based on the four concepts of society, patient/family, health and nursing roles. These concepts provide the foundation for the selection and sequence of courses and learning experiences as well as an understanding of the organization of the program. Content in the nursing courses integrates current knowledge of health concepts and commonly occurring acute and chronic health problems.

General education courses provide a foundation for nursing content in the ADN program and enable graduates to apply theoretical content and evidence-based findings in the provision of nursing care. The nursing courses follow a logical progression to encourage assimilation of knowledge and provide a progressive program of learning. Evaluation of the program is ongoing to ensure that the curriculum is consistent with current nursing practice and knowledge.

Learning is an individualized, active, and lifelong process. Faculty serve as facilitators providing opportunities for students to acquire the knowledge, clinical judgments, and behaviors necessary for nursing practice. Directed by the end-of-program student learning outcomes, the faculty plans, implements, and evaluates the student's learning experiences.

The nursing curriculum provides opportunities to demonstrate competence in the application of nursing knowledge, clinical judgments, and behaviors in healthcare settings. With an integrated nursing curriculum, classroom, laboratory, and clinical content are organized around a series of concepts that progress from simple to complex. The curriculum provides the framework for establishing partnerships with patients and their families for the promotion, prevention, rehabilitation, maintenance, and restoration of health of individuals across the lifespan.

The curriculum emphasizes nursing care within the following roles: member of the profession; provider of patient-centered care; patient safety advocate; and member of the healthcare team. Within these roles, the nurse integrates knowledge from general education and the sciences for the delivery of safe, compassionate care for patients and their families. Nursing care, nursing management, safety, quality, diversity, and legal/ethical content are evident throughout the curriculum.

Graduates are expected to practice within the limits of their nursing knowledge, scope of practice, and individual experience. They serve as positive role models for other members of the healthcare team. It is their responsibility to participate in educational and professional endeavors to continually advance knowledge and skills and promote the development of nursing and nursing practice.

## STUDENT LEARNING OUTCOMES

Students will:

1. Utilize clinical reasoning skills in the application of the nursing process when providing and managing safe, quality care.
2. Adhere to the standards of practice to maximize the self-care potential of culturally and socially diverse patients and families.
3. Collaborate with members of the interdisciplinary healthcare team to promote and maintain optimal health status of patients and their families.
4. Demonstrate skill in using patient care technologies and information systems that support safe nursing practice.
5. Apply knowledge of delegation, management, and leadership skills.

## **NURSING PROGRAM PERSONNEL**

### **ADMINISTRATION & STAFF**

#### **Admin Assistant:**

Michel Evans  
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281-756-5630

#### **Program Director:**

Elizabeth Saucedo, MSN, RN  
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### **FACULTY**

#### **Full-Time Faculty:**

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### **FACULTY OFFICE HOURS**

Each faculty member is available to students for conferences, counseling, and other purposes during specified hours. Office hours are posted by each instructor's door, in the course syllabus, and within the Blackboard course shell.

### **COMMUNICATING WITH FACULTY**

All electronic communication between ACC faculty and students will be through the college email. All correspondence requires the use of your ACC email address (example@student.alvincollege.edu). Please check your email regularly to avoid missing important information.

If you are a new student or a returning student who does not have an email account, please access [ACC Campus Technology](#) to set up your ACess ID and AC student email account. Additional information, including technical assistance, can be acquired on the Campus Technology website or by phone (281.756.3544) and email ([itservices@alvincollege.edu](mailto:itservices@alvincollege.edu)).

## **PROGRAM STRUCTURE & CURRICULUM**

### **CURRICULUM DESCRIPTION**

The aim of the Associate Degree Nursing Program is to prepare graduates to give direct patient care as members of the healthcare team in hospitals and other structured healthcare facilities. The program includes a background in general education and competencies related to patient care. The graduate is prepared to function in structured patient care settings.

With an integrated nursing curriculum, classroom, laboratory, and clinical content are organized around a series of concepts that progress from simple to complex. The curriculum requirements for the ADN Program consist of academic courses and nursing courses. Nursing content and clinical/laboratory experiences are sequenced and taught over a period of four (4) long semesters for the traditional students and three (3) long semesters for the transition students. The nursing courses are planned and taught by the Associate Degree Nursing Faculty.

### **NURSING COURSE COMPONENTS (THEORY, CLINICAL, SKILLS LAB, & COMPUTER LAB)**

During severe emergencies, such as the COVID pandemic, nursing courses may be changed to hybrid instruction. Classroom content may be taught remotely, either synchronously or asynchronously. Some labs, skills, and clinicals will be face-to-face. This will be discussed in detail in the course syllabus review.

Nursing courses typically have a theoretical component (classroom) and may also include a laboratory component. Each major nursing course has a corresponding clinical co-requisite course. Theoretical content focuses on information essential for the safe, effective delivery of nursing care. The clinical component offers students the opportunity to apply theoretical knowledge in patient care settings. To be successful in the program, students are expected to spend 2-3 hours of preparation time for every hour spent in class or in clinical settings.

Each course has unique aspects as well as common concepts. These unique aspects will vary depending upon the objectives of each course, the focus upon specific categories of patients and their needs, and the clinical settings utilized. For each course, a Syllabus and a Student Information Plan (SIP) will be available. The faculty will facilitate learning experiences through lectures, discussions, audiovisual materials, selected clinical/laboratory experiences, computer-based content, simulations, and other relevant methods. Each student is expected to read the syllabus and the SIP, complete the assignments, and request clarification when necessary. It is the student's responsibility to learn the required competencies and to seek help when needed.

### **THEORY**

The theory portion of each course will generally require a minimum of four (4) classroom hours/week. Each course has a coordinator who is responsible for overseeing the course. Courses may be taught by either a single instructor or by a team of two or more instructors. The student is responsible for being present and on time and for preparing adequately for each class by reading all assigned materials prior to class.

### **CLINICAL**

Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and may include evening and weekend hours. Clinical courses provide the opportunity to apply knowledge and skills. Each course generally requires one (1) to two (2) clinical laboratory sessions per week or the equivalent. The number of clinical laboratory hours per week will vary from course to course (6 – 16 hours/week). The clinical instructor is responsible for making patient assignments, supervising students, conducting pre- and post-conferences, providing assistance as needed, and evaluating students' performance. The clinical instructor serves as a professional role model and as the liaison between the college and the hospital. The student is responsible for being present, punctual, and properly attired. The student is to carry out the assigned responsibilities to the best of his/her ability and to seek assistance when needed. Each student is expected to be familiar with hospital policy in the assigned agency. Orientation for each hospital is provided. Students are to be in the clinical agency only during their designated clinical hours or by permission of the instructor/agency. During the final semester, a portion of the student's clinical time may be coordinated with a preceptor. The student will be assigned to work the preceptor's schedule regardless of day/shift. The clinical instructor will be responsible for evaluating the student's performance.

## **SKILLS LAB**

Skills laboratories are located in Rooms S-101, S-125, S-124, S-128, and S-160 in the Health Science Building. These are designed to provide the practice setting and experience needed for clinical competency. Students are required to enroll in two skills courses and attend assigned skills sessions while enrolled in nursing courses.

## **COMPUTER LAB**

Three computer labs are located in the Health Science Building. Each is equipped with student workstations. PC applications and the Internet are available on the campus network. These labs are intended for use solely with computer applications and should not be used as a study room. Food and beverages are prohibited in the lab. The hours during which the lab is open are posted. Additional study rooms are available in the college library and a student computer lab located in Building A.

# **ACADEMIC POLICIES & GRADING**

## **ACADEMIC INTEGRITY**

Alvin College and the Nursing Program require all students to uphold the highest standards of academic integrity. Students must complete their own work honestly and ethically, without cheating, plagiarism, or unauthorized use of resources—including AI tools—unless specifically permitted by the instructor. Violations of academic integrity may result in disciplinary action.

For the full Academic Integrity Policy, please refer to the Alvin College Student Handbook: <https://www.alvincollege.edu/student-handbook>

## **GRADING SYSTEM**

Nursing courses in the ADN Program are planned to include both classroom and clinical participation. Each of these courses has an evaluation component. The grade for the theory portion

of the course will be determined primarily by scores on tests and written work. Evaluation methods will be described in the SIP for each nursing course.

Clinical courses may include practice in the hospital, community agencies, skills lab, and simulation lab on campus.

Clinical performance is evaluated by the student's individual clinical instructor. A letter grade will be given for the clinical component. Clinical evaluation methods will be described in the SIP for each nursing course. At the discretion of the clinical instructor, a student may be dropped from a course if they cannot consistently demonstrate the ability to deliver safe care at the required level in that course. This action may be taken at any time during the semester.

An ADN student is required to satisfactorily complete both theory and clinical courses in order to progress. If either the final grade of theory or clinical is below the established passing criteria, the student will receive a course grade of D or F and not be allowed to progress to the next nursing course. A grade of an "R" will be assigned to the co-requisite course where the D or F was earned. If eligible, the student may reapply to reenter the program. If accepted, the student will be required to retake both the theoretical and clinical portions of the course.

### **GRADING SCALE**

90 – 100 = A

80 – 89 = B

75 – 79 = C

60 – 74 = D

Below 60 = F

**Note:** Grades will be posted on Blackboard. After one calendar week, all quiz and exam grades will be considered final.

### **TESTING POLICY**

During severe emergencies such as the COVID pandemic, testing may occur with remote proctoring. A reliable internet connection and a computer with webcam and microphone capabilities will be required.

1. The ACC Academic Integrity Policy is enforced and is to be included on each exam.
2. Unit objectives found in the course syllabi serve as a blueprint for the exam.
3. Students' personal items must be placed in a designated area or left outside the classroom based on the instructor's preference. No electronic device is allowed in the testing area.
4. Students must bring their ACC ID badge to the exam. This allows the test proctor to clearly identify who is taking the exam.
5. If a student must be absent from an exam, the student should notify the instructor prior to the exam. The student is responsible for scheduling a makeup exam to be taken on or before the next scheduled class day or at the instructor's discretion. The makeup exam may be in an alternative format. If a student is not present within 30 minutes of the exam's start time, they are considered absent and may be required to take a makeup exam at the instructor's discretion.
6. Grades will be posted within 2 business days of the exam.

7. Students scoring below 75% on any exam are to schedule an appointment with an instructor to review the exam and create a plan of remediation.
8. Unit and final test lengths will be based on 1.5 minutes per test item.
9. ExamSoft or the currently available software will be used to administer unit and final exams. Students may use their personal device or an ACC computer at the instructor's discretion. Specific details are available in each course syllabus.
10. NOTE: In the event the total exam points are a fractional number, standard rounding will occur. Any fractional value equal to or greater than XX.50 will be rounded to the next higher whole number. Any fractional value equal to or less than XX.49 will be rounded to the lower whole number. For example, 374.50 will be rounded to 375. A score of 374.49 will be rounded to 374.
11. Exam Taking Environment: Unit and final exams are computer-based. Students will use either an ACC-provided computer or their personal laptop, at the instructor's discretion. Power cords should be brought with the personal laptop. A student ID is required; other personal items (such as Kleenex and earplugs) must be approved by the instructor. Students are required to leave hats, scarves, gloves, hoodies, and coats outside the testing room. Provisions are made for religious/cultural dress. Car keys must be placed at the front of the room. Cell phones and all watches are absolutely prohibited in the individual testing area, and if found, will be considered an act of cheating resulting in consequences for academic dishonesty and could affect the individual's grades. Phones or other devices must be turned off before entering the room. A calculator will be available on the computer. Instructors will provide scratch paper and a pencil that must be returned at the end of the exam.
12. Unit exam, finals exams, and ATI exams will not allow backward navigation (returning to a previously answered question).
13. A review will be offered immediately following all unit and final exams at the discretion of faculty. Students will have 20 minutes to review all the questions they missed.

#### EXAM QUESTION CONFIDENTIALITY AND REVIEW

Students are not permitted to discuss exam questions or test items outside of the designated testing environment. If a student has a question about a specific exam item, they must submit their question in writing (via email), including the page number from the assigned readings where the test item is addressed. Discussion of exam items outside of the testing environment or the instructor's office is considered a violation of the academic integrity policy and may result in disciplinary action. One week after a unit exam is administered, recorded scores become the final grade and are non-negotiable.

For the full Academic Integrity Policy, refer to the Alvin College Student Handbook:  
<https://www.alvincollege.edu/student-handbook>

#### DOSAGE CALCULATION EXAMS

1. Calculation exams are administered throughout the first semester and at the beginning of each subsequent semester.
2. A score of 90% is required for passing first-year exams (RNSG 1260, RNSG 1441, RNSG 1262) and 95% for second-year exams (RNSG 2462, RNSG 2463).
3. The grade on the first attempt will be the grade recorded.
4. The student may take the exam a total of three (3) times in each course to achieve the required grade.

5. Backward navigation (returning to a previously answered question) will be allowed during the dosage exam.
6. The dates of each exam are listed in the course calendar.
7. A grade of zero (0) will be recorded if a student is absent for a scheduled exam, unless prior arrangements are made.
8. If a student must be absent from a dosage exam, the student should notify the instructor prior to the exam.
9. If a student is not present within 15 minutes of the exam start time, the student may or may not be allowed to take the exam at the discretion of the instructor.
10. The student will be required to complete remediation after each exam attempt if a passing score is not achieved.
11. Failure to pass the dosage calculation exam after three attempts will result in the student being required to withdraw from both theory and clinical courses, with a “W” being recorded. Should the student not withdraw from the courses, an “F” will be recorded in both courses.

### EXAM REMEDIATION AND PROGRESSION

In most nursing courses, a test grade average of 75 or above (based on points, not percent) must be achieved to pass a course. Students who score less than 75 on an exam are expected to attend a remediation session with an instructor. During this session, the student will review test-taking strategies and work with the instructor to develop a plan for improving performance on future exams.

### ATI EXAMINATIONS

Throughout and at the completion of each semester, comprehensive specialty standardized exams are administered. Students scoring certain proficiency levels on the exams are awarded additional course points, which are added to their examination grade, as designated in the course SIPs/Syllabi. In addition to the specialty exams, during the final semester of the Program, each student will take an exit exam (ATI Comprehensive Predictor) twice. The results of the exit exam are utilized for remediation and for academic advising for all graduates.

### TECHNOLOGY AND SMART DEVICES REQUIREMENTS

Student nurses need current, reliable, and accurate information at the point of patient care delivery. Therefore, some type of smart device is necessary in the clinical setting (i.e., smartphone or tablet). Many books are available in e-book format, so a computer with updated software is strongly recommended. Some exams may be administered via computer with remote proctoring. Therefore, you must have reliable internet access and the ability to use the internet on a regular basis, Monday through Thursday at a minimum. A computer with a webcam and a microphone is required.

## **STUDENT RESPONSIBILITIES & PROFESSIONAL CONDUCT**

### STUDENT RESPONSIBILITIES

Learning is a personal process shaped by many factors. Faculty serve as content experts, facilitators, and resources to support students in this journey. However, the ultimate responsibility for learning rests with the student, who must be a self-directed, active adult learner.

**Students are expected to:**

- Attend all classes, labs, and clinical sessions fully awake, attentive, and engaged.
- Read assigned materials and complete workbook activities.
- Stay current with Blackboard and other course platforms.
- Use library and online resources to strengthen understanding.
- Seek new learning experiences and actively participate in discussions.
- Provide verbal and written reports and complete all required learning activities.

Nursing education requires full mental participation to ensure competency, safety, and readiness for real-world patient care. While the program consistently achieves a strong success rate on the State Board Exam, completion of the curriculum does not guarantee a passing score on the NCLEX® licensure examination.

### SKILLS LAB CONDUCT

To maintain a professional, safe, and respectful learning environment while in the skills lab, students are expected to:

- Maintain a clean and organized lab space. All equipment, supplies, and furniture must be returned to their original locations at the end of each session. Workstations should be left clean, with trash properly disposed of and supplies replenished as needed.
- Treat all manikins and task trainers with the same respect afforded to real patients. Manikins should be handled gently, kept covered when appropriate, and used only for their intended educational purpose. Students are expected to demonstrate professionalism, privacy, and therapeutic communication when working with simulation equipment.
- Return the lab to the condition in which it was found. This includes lowering beds to the appropriate height, ensuring side rails are up as required, turning off equipment, disposing of sharps appropriately, and securing any specialty items or technology.
- Use the lab only during approved times. Access outside of scheduled sessions requires permission from the faculty. Students are not permitted to use equipment or supplies without prior authorization. Please note that open-lab time is not guaranteed and may not be available due to limited lab space, faculty availability, scheduled classes, or other program requirements.
- Report damaged or malfunctioning equipment immediately. Notifying faculty ensures safety and prevents disruptions to future learning activities.

Failure to meet these expectations may result in loss of lab privileges, a meeting with the Nursing Program Director, and disciplinary action.

### PROFESSIONAL CONDUCT & REPRESENTATION

Whenever a student is in the classroom, a clinical agency, on a college-sponsored field trip, participating in an off-campus activity, or attending a meeting, they represent the Alvin College Associate Degree Nursing Program and are expected to conduct themselves professionally.

The Code of Student Conduct outlined in the ACC Student Handbook applies to all nursing-related activities. Violations of this code will result in disciplinary action. The Student Handbook is available online at: <https://www.alvincollege.edu>.

As required by the Board of Nursing for the State of Texas and Texas Administrative Code Rule 215.8, students may be dismissed for demonstration of the following, including, but not limited to:

- a. evidence of actual or potential harm to patients, clients, or the public;



- b. criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;
- c. intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
- d. the lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the Board, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

## **ATTENDANCE, PUNCTUALITY, AND TARDINESS**

### **ATTENDANCE POLICY**

Attendance and punctuality are essential components of professional responsibility, accountability, and academic success in nursing education. Students are expected to arrive on time and attend all scheduled theory classes, clinical experiences, and assigned skills labs. Consistent participation, active engagement, and timely communication are required to meet course objectives and uphold standards established by the Texas Nursing Practice Act and the Texas Board of Nursing.

Students are responsible for all material presented during any absence. Nursing courses are rigorous; students should plan to dedicate a minimum of 40 hours per week to classes, clinicals, and study time. Employed students must schedule work around their academic commitments to ensure full attendance.

### **ABSENCE FROM CLASS, LAB, AND CLINICAL**

#### **Absence from Class or Skills Lab**

Regular attendance in theory classes and skills labs is essential for academic success and mastery of nursing competencies. Students are expected to attend all scheduled sessions and actively participate in learning activities.

If you are absent from class or skills lab:

- You are responsible for all material covered during your absence, including announcements, assignments, and skills demonstrations.
- Notify the instructor before the scheduled start time using the communication method specified in the course syllabus.
- Arrange to obtain missed content from classmates or course resources; instructors are not obligated to provide individual make-up sessions for missed lectures or labs.
- Excessive absences may result in failure to meet course objectives and could jeopardize progression in the program.
- Students may not leave class early without express permission from the instructor.
- If a student is absent from class, any quizzes or graded assignments scheduled for that day cannot be made up.
- There is no make-up work for absences in theory classes or skills labs. Missed assignments will result in a grade of zero. This policy ensures fairness and maintains the integrity of the program's academic standards.

- Important: Not reporting absences or repeated non-attendance is unprofessional and may result in a meeting with the Nursing Program Director and disciplinary action.

### **Absence from Clinical**

Clinical assignments are often done before the student arrives at the hospital; therefore, it is critical to notify the clinical instructor of any expected absence before the scheduled start time.

- Procedures for reporting absences are outlined in the Student Information Plan (SIP) for each course or by the individual clinical instructor.
- Students who are absent from clinical will receive point deductions from their total course grades as follows for each clinical day absent. Points missed from absences cannot be made up:
  - First Semester – 5%-point deduction from total course points
  - Second, Third, and Fourth Semester - 10%-point deduction from total course points
- Students who have two absences from clinical will be referred to the Director of Nursing
- Missing more than 10% of total clinical hours makes successful completion of the course and achievement of objectives unlikely.
- Students may not leave clinical early without expressed permission from the instructor.
- Due to restraints of clinical locations, students absent from clinical/class may not be able to make up quizzes, exams, or graded assignments. Missed assignments will result in a grade of zero. This policy ensures fairness and maintains the integrity of the program's academic standards.
- Because of the Texas Board of Nursing requirements for graduation, students who are absent will be required to complete make-up work to gain the missed hours back; however, no points can be gained back.
- Important: Not reporting absences or repeated non-attendance is unprofessional and may result in a meeting with the Nursing Program Director and disciplinary action.

Note: Emergency or extraordinary circumstances may be reviewed on a case-by-case basis by the Program Director. However, the responsibility to meet contact hours and skill competency requirements remains unchanged.

Students enrolled in RNSG 2463 – Clinical IV RN are allowed one (1) clinical absence to attend an interview(s) on one (1) day. Please refer to the RNSG 2463 – Clinical IV RN Syllabus for more information and additional requirements for one (1) clinical absence for interview(s). Failure to submit any of these documents will result in a clinical absence, and the regular point penalties will apply. Any further absences, including for interviews, will be treated as any other clinical absence in the program.

### CLINICAL HOUR REQUIREMENTS

Semester	Total Clinical Hours	10% Limit	Impact of Absences
First Semester	96 hours	9.6 hours	1 day = 6 hrs; 2 days = 12 hrs (unlikely to meet objectives)

Semester	Total Clinical Hours	10% Limit	Impact of Absences
Second Semester	192 hours	19.2 hours	1 day = 12 hrs; 2 days = 24 hrs (unlikely to meet objectives)
Third Semester	192 hours	19.2 hours	Same as above
Fourth Semester	192 hours	19.2 hours	Same as above

### TARDINESS POLICY

Tardy is arriving after the scheduled start time listed in the course syllabus. Arriving late is considered unprofessional and disruptive.

- The instructor determines tardiness; if the instructor states you are late, you will be counted tardy.
- Students arriving late to class may be asked to wait till a break in the class before entering the classroom.
- Tardiness will be penalized as documented in each course SIP.
- Students with repetitive tardiness may be referred to the Nursing Program Director for counseling and disciplinary action.
- If a student arrives late and misses a graded assignment or quiz, it cannot be made up, and the student will not be allowed to start the quiz or assignment once it has begun.

### CLINICAL TARDINESS POLICY

Punctuality is crucial for maintaining client care continuity and demonstrating professional behavior.

- A student is considered tardy if they arrive 1–30 minutes late for a clinical day or clinical activity.
- Students who are tardy to clinical will receive point deductions from their total course grades as follows for each clinical tardy. Points missed from tardies cannot be made up:
  - First Semester – 2.5%-point deduction from total course points
  - Second, Third, and Fourth Semesters - 5%-point deduction from total course points
- Students with repetitive tardiness may be referred to the Nursing Program Director for counseling and disciplinary action.
- A student arriving more than 30 minutes after the start of the clinical day will be considered absent and receive a point deduction from their total course points. Based on the clinical absence policy as stated above. At the discretion of the clinical instructor, the student may be allowed to remain at clinical and complete their clinical assignments for the day, or the student may be asked to leave clinical. The student may be referred to the Nursing Program Director for counseling and disciplinary action.
- Excessive tardiness or absences are considered unprofessional conduct and will result in counseling.
- Students will also be counseled for failure to notify the clinical instructor of an absence or tardiness.
- Students are expected to be on time for post-conference sessions. Being late to post conference is considered unprofessional and may result in counseling.

### NOTIFICATION PROCEDURES

Students are required to notify the appropriate instructor in advance of any absence or anticipated tardiness. Timely communication is crucial for maintaining professionalism and ensuring patient safety during clinical experiences.

Guidelines for Notification:

- Classroom or Lab: Notify the course coordinator/instructor before the scheduled start time if you will be or absent.
- Clinical: Contact the clinical instructor prior to the scheduled clinical start time, following the procedure outlined in the Student Information Plan (SIP) for your course.
- Notification must be made personally by the student (not through a classmate or family member) via the method specified by the instructor (phone call, email, or other approved communication).
- Failure to notify the instructor as required will be considered unprofessional conduct, and the student may be referred to the Nursing Program Director for counseling and disciplinary action.

Important: Repeated tardiness or failure to communicate absences may jeopardize your standing in the program and your ability to meet course objectives. Failing to notify before an absence or repeated non-attendance is considered unprofessional and may result in a meeting with the Nursing Program Director and disciplinary action.

### ATTENDANCE IN ONLINE & HYBRID COURSES

Online and hybrid course attendance will be determined in terms of participation. According to the U.S. Department of Education definitions simply logging into the course in Blackboard does not constitute attendance in the online class. Examples of online attendance, as defined by the U.S. Department of Education, includes direct interaction between instructor and student; submission of an academic assignment; examination, interactive tutorial or computer assisted instruction; participation in online discussion about academic matters; video assignments, etc. Any of the previously listed activities above can be used for certifying attendance for Distance Education students. Students are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Each individual course syllabus will provide further details on attendance taking methods for that course.

Faculty will review student participation for the week and enter attendance accordingly. Hybrid sections will utilize online participation and take attendance on their assigned face-to-face meeting dates.

## **CLINICAL GUIDELINES & REQUIREMENTS**

### CLINICAL PERFORMANCE

#### **Professionalism**

Students are expected to maintain the highest level of professionalism, which includes adhering to ethical principles, maintaining patient confidentiality, engaging in respectful interactions, and presenting a professional appearance. Punctuality, reliability, and continuous self-improvement are essential. Appendix B lists examples of expected daily clinical behaviors for all ACC Nursing Program students.

#### **Unsafe and Unprofessional Behaviors**

As an Associate Degree Nursing (ADN) student, you are expected to uphold the highest standards of professional conduct and patient safety. Any behavior that compromises client safety or violates professional nursing standards is considered unsafe clinical practice and may result in disciplinary action, including removal from the clinical setting or dismissal from the program. Unsafe or unprofessional conduct may result in failure of the clinical course and dismissal from the ADN program, in accordance with Texas Administrative Code §215.8 and program policy. Refer to Appendix C for examples of Unsafe and Unprofessional Behaviors.

As required by the Board of Nursing for the State of Texas and Texas Administrative Code Rule 215.8, students may be dismissed for demonstration of the following, including, but not limited to:

- a. evidence of actual or potential harm to patients, clients, or the public;
- b. criminal behavior, whether violent or non-violent, directed against persons, property or public order and decency;
- c. intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
- d. the lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the Board, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

### CLINICAL SKILLS

In the clinical area, students must demonstrate the safe performance of the skills listed on the checklist. It is the responsibility of the individual student to seek learning opportunities that enable skills to be completed. Only after successfully completing the lab check-off may the student perform the skill in the clinical setting, with instructor approval. Some skills (like medication administration) require the supervision of the nurse, clinical instructor, or preceptor. Performing a skill that requires supervision without the correct supervision is unprofessional and may result in a meeting with the Nursing Program Director and disciplinary action. Students will receive information about the skills they are permitted to perform and the required supervision during their clinical rotations. For any questions regarding clinical skills, students should refer to the course syllabus and consult the clinical course coordinator. Students are expected to perform skills safely, correctly, and efficiently while actively seeking opportunities to practice new skills appropriate to their learning level. Clinical instructors may request documentation of successful completion of skills. Students unable to perform a skill may be required to practice in the skills lab or complete assigned video tutorials on their own time.

### MEDICATION ADMINISTRATION

The student will not be allowed to administer medications until they have successfully completed the dosage calculation exam. The student must verify physician orders with the medication administration record. The student is expected to use all the rights for medication administration. Students must research the medication before administering it. The student is expected to articulate knowledge of medications and provide education to the client about the medications. In any clinical area, students are not allowed to administer medications without the presence and direct supervision of a clinical instructor or a primary nurse (RN). During any Mental Health Clinical rotation, the student will not administer any medications to psychiatric patients.

RNSG 1461: The clinical instructor must observe the student for the first medication administration. The instructor will decide on future medication administrations and the required level of instructor supervision.

### SIMULATION

Simulations reinforce the content taught in theory, skills, and clinical courses. Students will work in assigned groups and assume varied roles during simulations. Refer to Blackboard and the syllabus for simulation-specific information. Clinical simulation days are considered clinical facility days, and a full clinical uniform is required. Students who dress inappropriately or are unprepared will be dismissed.

### CLINICAL PAPERWORK

Students are required to complete their clinical assignments on time and by the stated due date in the clinical course syllabus. Failure to submit assignments on time could result in a zero for that assignment. Refer to the clinical course syllabus for more information about the specific assignments, due dates and semester specific grading policies.

### CLINICAL EVALUATION

The student evaluation will be conducted every week when the student is off campus. It is graded on a satisfactory/needs improvement basis. The student must demonstrate improvement on weekly (formative) evaluations and achieve a satisfactory rating of 75% or above on the final (summative) evaluation tool to pass.

NOTE: At any time during the semester, the instructor may dismiss any student from the clinical rotation if the student's clinical performance is unsafe. The student will be counseled regarding the unsafe performance in accordance with due process. Review the Criteria for Unsafe Clinical Performance, the Clinical Evaluation tool, and the Expected Daily Clinical Behaviors.

### CLINICAL REQUIREMENTS

To participate and continue in an Alvin College nursing program, students must meet the immunization and testing requirements mandated by clinical affiliates and recommended by the Centers for Disease Control (CDC). These requirements include, but are not limited to, immunizations, CPR certification, training modules, and health insurance. Additional clinical requirements may be required by specific facilities. Additional information will be provided regarding any additional requirements. See Immunizations and Tests below for a list of required immunizations, tests, and certifications (CPR), along with information about each. Students are responsible for maintaining records of all clinical documents and uploading them into the approved vendor tracking system. All required clinical compliance documents, including documentation of influenza vaccination, must be submitted by the deadline set by the Nursing Department. Failure to meet these deadlines is considered unprofessional conduct, and the student may be referred to the Nursing Program Director for counseling and disciplinary action.

## IMMUNIZATIONS & TESTS

To enter and continue in an Alvin College nursing program, the following immunizations and tests are required by clinical affiliates and recommended by the Centers for Disease Control (CDC).

### **HEPATITIS-B**

- Two-year ADN students must submit a Hep-B titer report before starting their second semester. Transition students must submit a Hep-B titer report upon starting their first semester. This is required by clinical sites.
  - **MAKE SURE YOU GET THE CORRECT HEP-B TITER DONE.** It should be a "Hepatitis-B surface antibody" test (abbreviated as "anti-HBs" or "HBsAb"). Do not get "surface antigen" test or any other hepatitis test.
  - You must submit the titer report whether it is positive or negative (whether it says you are immune or not)
  - Clinical sites set a 5-year time limit on the Hep-B titer, and they require that it remain current throughout the entire semester. If your titer expires before the end of a semester, you must repeat the titer and submit the report before that semester starts.
  - If you have recently finished taking Hep-B shots, you must wait at least 2 months after the last shot before getting the titer done, otherwise it may incorrectly say you are not immune when you really are.
  - If your Hep-B titer is negative (meaning you are not immune to Hep-B), you must repeat the entire Hep-B immunization series. Then repeat the Hepatitis-B surface antibody titer after the wait period. We recommend that you get the "Heplisav" type of Hep-B immunization - two shots one month apart. If your repeated titer does not show immunity, you will need to get a doctor's note stating you are a non-responder to the Hep-B vaccinations.

### **VARICELLA (chicken pox):**

- EITHER submit report of blood test that states whether you are immune to varicella (called "varicella IgG titer");
- OR submit proof of two varicella immunizations spaced at least 28 days apart.
- Childhood varicella immunizations are acceptable.
- Documentation of varicella illness (of having had the chicken pox as a child) is not acceptable.
- If having varicella vaccinations, the TB screening must be done before the varicella vaccination.
- If you get a varicella titer instead of shots:
  - **MAKE SURE YOU GET THE RIGHT VARICELLA TITER DONE.** It should be a varicella immunity test (abbreviated "IgG"). Do not get the IgM test which only checks if you are currently infected with it.
  - You must submit the titer report whether it is positive or negative (whether it says you are immune or not)
  - If your varicella titer is negative (meaning you are not immune to varicella), submit proof of 2 varicella immunizations spaced at least 28 days apart that were done after the titer. After that you are done, you will not have to repeat the varicella titer.

- There is a 5-year time limit on the varicella titer - it must be current throughout the entire semester. If your titer expires before the end of a semester, you must repeat the titer and turn in the report before that semester starts.
- TB screening must be done before the vaccinations to be accurate.

### **MMR (measles, mumps, rubella)**

- EITHER submit report of blood test that states whether you are immune to measles (rubeola) / mumps / rubella (called "MMR IgG titer");
- OR submit proof of two MMR immunizations spaced at least 28 days apart.
- Childhood MMR immunizations are acceptable.
- If having MMR vaccinations, the TB screening must be done before the MMR vaccination.
- If you get an MMR titer instead of shots:
  - MAKE SURE YOU GET THE RIGHT MMR TITER DONE. It should be an MMR immunity test (abbreviated "IgG"). Do not get the IgM test which only checks if you are currently infected with it.
  - You must submit the titer report whether it is positive or negative (whether it says you are immune or not)
  - If any components of the MMR titer are negative (meaning you are not immune to one or more components of MMR), submit proof of 2 MMR immunizations spaced at least 28 days apart that were done after the titer. After that you are done, you will not have to repeat the MMR titer.
  - There is a 5-year time limit on the MMR titer - it must be current throughout the entire semester. If your titer expires before the end of a semester, you must repeat the titer and turn in the report before that semester starts.
  - TB screening must be done before the vaccinations to be accurate.

### **TDAP (tetanus, diphtheria, acellular pertussis)**

- Submit proof of one Tdap immunization administered when you were an adult (on or after your 18th birthday).
- Childhood Tdap or Dtap immunizations (before you were 18) are not acceptable. You MUST have proof of a shot that includes pertussis as an adult.
- If your adult Tdap is more than 10 years old, submit proof a Td booster in addition to proof of the adult Tdap.
- There is a 10-year time limit on Tdap or Td booster. It must be current throughout the entire semester; if it expires before the end of a semester, you must turn in proof of Td booster before that semester starts.

### **FLU**

- Students starting ADN program in August: you will get a seasonal flu immunization in late September. You DO NOT have to turn in flu shot proof before you start in August.
- Students starting ADN program in January: you must turn in proof of a current seasonal flu immunization before you start in January.
- All students will repeat their flu immunization in late September of their second year in the program.
- Flu documentation must show the name of the facility or healthcare provider where you got it. This is required by some of the hospitals you will attend.



### **TUBERCULOSIS SCREEN:**

- Submit a two-step TB skin test (details here: <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>)
- Or submit a QuantiFERON Gold TB test performed in the past three months stating negative results;
- If your TB test is positive, also submit a report of chest x-ray showing no evidence of active lung disease.
- TB screen is good for one year. Chest x-ray is good for 2 years.
- TB screen or chest x-ray must be current throughout the entire semester; if yours expires before the end of a semester, you must repeat the TB screen or x-ray and turn in the report before that semester starts.

### **COVID VACCINE (may be required by clinical affiliates)**

- Submit documentation of receiving the COVID vaccine series. All brands accepted. Boosters may be required.

### **MENINGITIS**

- DO NOT turn in meningitis proof to nursing - turn that into the Admissions office because it is a college requirement, not a nursing requirement.
- Ask Admissions if you have any questions about the meningitis immunization 281-756-3531.

### **KEEP THE ORIGINALS OF YOUR IMMUNIZATIONS & TESTS!!**

- You need to keep your originals to submit copies:
- To your employer when you are hired.
- To another nursing school if you decide to pursue your BSN degree
- All documents are to be uploaded to your account in Viewpoint. Follow the directions in the handout provided.

### **CPR CERTIFICATION**

All students are required to be certified in CPR by the American Heart Association. A copy of the current certification must be on file in the nursing office in order to attend clinical practice. Certification must be CPR/Basic Life Support for Healthcare Providers (AHA). There must be a skills component to the course (i.e. not solely online). No other course will be accepted. The certification must be good for the entire semester. Students will complete CPR training during their first semester of the Associate Degree Nursing program. Even if a student is already certified in CPR, they will still complete CPR training. Students may be required to complete CPR training again during their time in the nursing program. The students must keep their CPR certificate up to date, as it will be required for clinical placement documents.

### **TRANSPORTATION**

Transportation to and from the hospital or other assigned agencies, field trips, and off-campus meetings is the responsibility of the student. The student is also responsible for parking fees charged by the hospital/agency. Students must adhere to the parking regulations of the clinical facility to which they are assigned.

### **CLINICAL BREAKS**

Students are allowed appropriate breaks during the clinical day, which will be coordinated with the staff nurse(s) or other designated personnel. The clinical instructor must be able to find the student at any time during the clinical day. Policies and student expectations regarding clinical attendance and absences during the precepted clinical experience will be outlined in the Preceptor Handbook.

### CONFIDENTIALITY

Students are responsible for maintaining the strict confidentiality of patient information. A breach will result in disciplinary action and may lead to dismissal from the nursing program. Patient confidentiality encompasses all forms of communication, both oral and written, regarding the patient. It also includes electronic documentation systems utilized by the hospitals. The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law that prohibits unauthorized disclosure of private patient information. HIPAA provides both civil and criminal penalties for violations that can range up to fines of \$250,000 and 10 years in prison.

### HEALTH AND INSURANCE

#### PERFORMANCE REQUIREMENTS AND ADA

The following is a list of performance requirements for all students enrolled in the Associate Degree Nursing Program:

- A. Visual acuity, depth perception and peripheral vision adequate with corrective lenses to see objects more than 20 feet away, see objects less than 20 inches away, read small print on containers and withdraw medications from small containers.
- B. Hearing ability with auditory aids to distinguish faint sounds with variations, understand the normal speaking voice without viewing the speaker's face, hear auditory alarms, emergency signals, and communicate via the telephone.
- C. Gross motor skills and physical endurance to be able to stand and maintain balance for prolonged periods of time, lift objects of 35 lbs. or more, reach above shoulders and below waist, move from room-to-room, maneuver in limited spaces, and squeeze with hands.
- D. Communicate effectively in verbal and written form by speaking clearly and succinctly when explaining treatment procedures, describing patient conditions, implement health teaching, and write legibly.
- E. Fine motor skills with manual dexterity to write with a pen or pencil, type on a computer keyboard, pick up and manipulate small objects with hands, screw on caps, perform actions using two hands simultaneously, and pinch small objects with fingers
- F. Physical Endurance Stand in place for prolonged periods, sustain repetitive movements, maintain physical tolerance for up to 12-hour periods, Stand and perform repetitive procedures on patients such as administering medications, and performing CPR. Function safely under stressful conditions with the ability to adapt to ever-changing environments.

The Associate Degree Nursing Program complies with college policies regarding Civil Rights and the Rights of Individuals with Disabilities. Purpose of the ADA: to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; to provide clear, strong, consistent enforceable standards addressing discrimination against individuals with disabilities; to ensure that the Federal government plays a central role in enforcing the standards established in this act on behalf of individuals with disabilities and to invoke the sweep of congressional authority, including the power to enforce the 14<sup>th</sup> amendment and to regulate commerce, in order to address the major areas of discrimination faced day-to-day by people with disabilities. (Americans with Disabilities Act, 1991)

An individual with a disability is a person who has a physical or mental impairment that substantially limits a “major life activity,” or has a record of such impairment, or is regarded as having such impairment. A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity with or without reasonable accommodation. (ADA 1630.20) Essential functions are: those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. (ADA 1630.2m) Reasonable accommodation: “Change in the way things are customarily done that will enable an individual with a disability to enjoy equal opportunities.” (ADA 1620.20)

- equal opportunity in the application process
- enable the disabled to perform essential functions of the position held or desired.
- accommodations that enable the disabled to enjoy equal benefits and privileges of persons without disabilities.

Performance requirements are the basic activities a student must be able to complete in a reasonably independent manner. A student who poses a direct threat to the health or safety of others or to themselves will not meet the clinical/skills competencies required in the Associate Degree Nursing Program. A “direct threat” is defined as a significant risk to the health or safety of others that cannot be eliminated or reduced to an acceptable level by modification of policies, practices, or procedures, by the provision of auxiliary aids or services. Determination will be made on an individual basis.

### HEALTH AND ILLNESS

Students are responsible for their own health and the associated healthcare expenses. Personal health insurance is required. Prior to entering the second semester of the Program, traditional/generic students must provide proof of health insurance coverage. LVN/ADN Transition students must provide proof of health insurance upon admission. Injuries incurred while on campus or in the clinical area are not covered by the College’s or hospital’s insurance.

A physical examination is required prior to the start of the program. A TB screen (either skin test or blood test), and up-to-date immunizations, including the complete series of Hepatitis B, are required. Students must be in good health, or they may be denied entrance into the clinical agency. Forms will be provided for the physicals, and the student must use these forms. A student will be denied admittance to a clinical agency if the completed physical examination form, required vaccinations, and TB screening are not presented to the nursing office by the dates announced. This will result in a clinical absence. In addition to the immunizations, serologic titers are required for Hepatitis B, varicella, and rubella. These titers must be less than five (5) years old.

In the event of a major illness or orthopedic problem, a physician’s release indicating that the student can safely continue to give patient care is required. The release must indicate the student’s

ability to perform the physical activities listed in the “Performance Requirements.” The student will be denied entrance into the clinical agency if the physician’s release slip is not submitted. Refer to the Performance Requirements for the ADN Program.

Due to the physical nature of the profession, technical standards, and job requirements, there is no “light duty” in this program. If a student cannot perform the required duties for any reason the student will be allowed to withdraw in good standing and return as soon as the student receives clearance from his/her physician. A plan for completion will be established that meets the needs of the student and the college timeline.

Should emergency care be necessary when the student is in the clinical setting, the student will be provided with emergency care at the clinical affiliate to which they are assigned. This care is provided in accordance with the Agreement between Alvin College and the clinical affiliate. The student will be charged for this care and for any follow-up care that may be required.

### PREGNANCY AND PARENTING

Alvin College does not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient. ACC provides supportive measures on an individualized and voluntary basis, depending on the student’s needs resulting from pregnancy or parenting.

In accordance with Texas Senate Bill 412 and ACC Board of Regents Policy FAA(Legal), the College provides reasonable supportive measures when necessary to prevent discrimination and ensure equal access to education unless the modification would fundamentally alter the education program or activity.

#### Supportive Measures

The following are examples of supportive measures for students:

- Excused absences with the availability to make up missed assignments or coursework.
- Additional time to complete assignments.
- Allowing the student to maintain a safe distance from substances, areas, and activities known to be hazardous to pregnant women or unborn children.
- Access to instructional materials and video recordings of lectures (if available) for classes due to excused absences due to pregnancy or related conditions (applied in the same manner as any other student with excused absences).
- Any other accommodations deemed reasonable, based on the student’s individual needs

### PREGNANCY AND PARENTING LIAISON

The Pregnant and Parenting Liaison is a staff member in the office of Accessibility and Counseling Services that provides current and incoming parenting students with information regarding supportive measures and other resources available at ACC.

The Pregnant and Parenting Liaison facilitates medically necessary periods of leave for pregnant and parenting students. Medical documentation is required to facilitate a period of medically necessary leave. Medically necessary leave may be provided due to the following circumstances:

- Pregnancy-related conditions that require leave or academic accommodations.
- Medical recovery in the immediate postpartum period.

- Childcare taking and parenting responsibilities in the immediate postpartum period.

A pregnant or parenting student may undertake a leave of absence and, if in good academic standing at the start of the leave of absence, return to the student's degree or certificate program in good academic standing without being required to reapply for admission

Any student may report experiencing or witnessing discrimination based on pregnancy or parenting status to the Pregnant and Parenting Liaison. More information about Pregnant and Parenting Resources can be found on the ACC Website: <https://www.alvincollege.edu/student-information/pregnant-parenting-resources.html>

### LIABILITY INSURANCE

All students are required to carry liability (malpractice) insurance. The college has arranged for the purchase of insurance. The fee is collected as part of the registration process when students register for nursing courses. This policy will cover students only while they are in assigned clinics.

### PERSONAL HEALTH INSURANCE

Clinical agencies require proof of a student's personal health insurance coverage as a requirement for clinical training. Personal health insurance is now required. Prior to entering the second semester of the Program, each traditional student must provide proof of health insurance coverage. LVN-ADN Transition students are required to provide proof of insurance upon admission to the program. Affordable insurance is available for students. Additional information is available upon request.

## **DRESS CODE & UNIFORM**

### **UNIFORM REGULATIONS**

Students in the Associate Degree Nursing program are required to be in the designated school uniform for all classes and clinical activities. See specific uniform requirements below:

<b>Clinical Uniform</b>	<b>Class Uniform</b>
<ol style="list-style-type: none"><li>1. Navy blue scrub pants</li><li>2. Navy blue scrub top with ACC patch</li><li>3. White or Navy socks</li><li>4. White closed-toe tennis shoes</li><li>5. ACC Picture ID</li><li>6. Navy scrub jacket with ACC patch may be worn if desired.</li><li>7. Clinical Supplies</li></ol> <p>*All scrub tops and jackets MUST have an appropriate ACC patch. The ACC patch is worn 2” down from the shoulder seam on the left arm. The uniform company provides this patch.</p> <p>* Students may wear a white, navy, or black body shirt tucked into the pants and under the uniform shirt.</p> <p>*Pants must fit properly and should be hemmed so that the pants do not touch the floor</p>	<ol style="list-style-type: none"><li>1. Navy blue or black scrub pants</li><li>2. Navy blue or black scrub top, ACC ADN nursing shirt, or approved ANSA shirt</li><li>3. Closed-toe tennis shoes</li><li>4. ACC Picture ID</li><li>5. ACC Clinical Uniform can be worn to class and followed as outlined in the Clinical Uniform Guidelines</li></ol> <p>*ACC Nursing shirts are sold at the bookstore.</p> <p>*ANSA shirt(s) are sold each semester.</p>

**Required Clinical Uniform Information:** You will receive specific instructions on how to order your clinical uniform, and uniforms must be purchased through the designated vendor. Vendor details will be shared at the new student orientation, where you may also have an opportunity to buy your uniform. If you are unable to do so during orientation, you are still required to buy from the approved vendor. Uniforms from other sources are not allowed. Only the approved vendor supplies the ACC patch needed for the Associate Degree Nursing program uniform.

- **PICTURE ID BADGE:**

- Students will obtain the photo ID during the first week of class while wearing the uniform. The ID must be worn with the ACC/ADN uniform. Specific information is required on the school ID. Inform the clerk creating the ID that you are a nursing student.
- Some facilities require students to obtain a badge from that facility. Students will be notified if they are required to have a facility-specific badge. Students are expected to wear the facility badge and ACC student ID badge to clinical. If the student does not have their facility badge, they will not be allowed to remain at clinical that day.

- **Required Clinical Supplies:**

1. Analog watch with second hand; modest style without ornamentation
2. Black pen
3. Stethoscope
4. Bandage scissors
5. Penlight

## CLINICAL UNIFORM GUIDELINES

To maintain a professional appearance and infection control, the following guidelines have been established. The following dress code requirements apply in the clinical areas. Clinical areas encompass both external clinical facilities and simulation or skills labs.

- **UNIFORM:** The uniform should be clean, in good repair, and unwrinkled
- **SHOES:** No open-toe or heel shoes are to be worn. Socks must be solid white or navy. Shoes, primarily white leather, should be polished, and laces should be clean.
- **GROOMING:** Appropriate grooming is expected. Personal grooming will include attention to cleanliness, neatness, the use of deodorant, keeping nails short, hands and nails well cared for, and maintaining good oral hygiene.
- **HAIR:** Hair must be a natural color. It must be kept away from the face and secured in a manner that appears professional and prevents it from falling forward. Ornamental ribbons, barrettes, and combs should not be worn with the uniform. If Bobby pins, combs, or barrettes are necessary to restrain the hair, they should be plain and inconspicuous. A navy blue or black scrub cap may be worn while in clinical uniform. Facial hair must be neatly trimmed and should be short enough to be covered by a surgical mask.
- **MAKE-UP:** Heavy makeup is inappropriate while in uniform
- **PERFUME:** Scents, such as perfumed soaps and colognes, aftershave lotions, and cigarette smoke, are not permitted.
- **NAILS:** Artificial nails and nail polish are not to be worn.
- **EYELASHES:** False eyelashes are not permitted while in uniform.
- **JEWELRY:** Jewelry worn with the uniform is limited to a ring, a watch, and a single pair of earrings. Earrings must be a simple post-style worn in the earlobes. Visible body-piercing jewelry may not be worn. This includes tongue studs. No chains, bracelets, or necklaces are permitted.
- **TATTOOS:** ALL tattoos must be covered. Long-sleeved undershirts in navy or white must be worn to cover arm tattoos. A concealer such as *Dermablend* must be used to cover other visible tattoos, such as those on the hands and neck. Adhesive bandages (e.g. Band-Aid) may be used to cover small tattoos on the head, but not hands, as this would pose an infection control risk regarding hand washing.
- **JACKETS:** Only the ACC lab coat may be worn with the uniform. Sweaters, hoodies, sweatshirts, or other coats are not permitted with the uniform.
- **OTHER:**
  - Students are not allowed to chew gum while wearing their clinical uniform.
  - Ear buds and headphones may not be worn with the clinical uniform.
  - Holiday attire cannot be added to or worn with the clinical uniform.
  - Students going to the clinical facility during non-clinical hours (i.e. to select patients or obtain patient data) must wear business casual attire with the ACC lab coat and picture ID badge. Shorts, blue jeans, T-shirts, tank tops, etc. are not to be worn.
- Some of the specialty units, such as mental health facilities and neonatal units, may have different dress code requirements. These requirements will be addressed by the clinical instructor.
- The clinical instructor has final authority regarding uniform regulations and compliance.

## **STUDENT INVOLVEMENT**

### **Associate Degree Nursing Standing Committees**

Students, when needed, shall have the opportunity to provide input to the ADN program by participating in the ADN standing committees. The meeting shall be called by the committee chairperson. The committee shall meet at least once during the fall and spring semesters. The ADN program has three (3) standing committees:

- Curriculum and Testing
- Faculty and Student Affairs
- Resources and Program Outcomes

### **ALVIN NURSING STUDENT ASSOCIATION (ANSA)**

Alvin Nursing Students Association (ANSA) is an organization for nursing students at Alvin College. All current nursing students and entering nursing students are invited to join. ANSA members are involved in both campus and community activities. Monies accumulated from various fundraising activities are used primarily to provide scholarships for ANSA members.

### **ALPHA DELTA NU, ETA TAU HONOR SOCIETY CHAPTER**

Eta Tau is the honor society for nursing students at Alvin College, affiliated with Alpha Delta Nu Honor Society, established by the Organization for Associate Degree Nursing (TOADN). Membership is by invitation only and recognizes academic excellence and leadership potential in the field of nursing. Students are typically invited to join during the third semester of the program, after meeting eligibility requirements that include a strong academic record and a demonstrated commitment to the nursing profession. Eta Tau members engage in scholarly activities, leadership development, and community service initiatives that promote nursing excellence.

## **SOCIAL MEDIA & COMMUNICATION**

### **Social Media and Professional Conduct**

The Alvin College Nursing Department recognizes that social networking platforms are widely used for communication. However, students should be aware that future employers often review social media profiles when evaluating candidates. No privacy setting is foolproof information posted online can persist and circulate even after it is removed.

As a nursing student and future healthcare professional, you must exercise caution and maintain professionalism online. Do not:

- Share any personal health information about individuals. Removing names does not guarantee proper de-identification. Details such as age, gender, race, diagnosis, dates, treatments, or specific medical images may still reveal identity.
- Present yourself as an official representative or spokesperson for the Alvin College Nursing Department.
- Use social media or applications in a way that interferes with clinical responsibilities.

Students should strive to present themselves in a mature, responsible, and professional manner. Online discourse should always be conducted in a civil and respectful manner. The following actions are strongly discouraged:



- Posting language or images that imply disrespect toward any individual or group based on age, race, gender, ethnicity, or sexual orientation.
- Sharing content that suggests or condones irresponsible alcohol use, substance abuse, or sexual promiscuity.

Think carefully before posting. Your online presence reflects your professionalism and can impact your future career. For additional information and guidelines with social networking, please refer to the Alvin College Student Handbook.

#### Official Nursing Program Facebook Page

The Alvin College Nursing Program maintains an official Facebook page to share program updates, events, and news. Students are encouraged to follow the page for additional information and opportunities to stay connected.

### **STUDENT INFORMATION**

#### STUDENT RECORDS

Records for each student are kept in the nursing office. Records include the application, physical exam and vaccination records, official transcripts, clinical evaluations, photo, correspondence, and counseling records. The student is responsible for providing the ACC Registrar's Office with official transcripts of work completed at all other colleges and universities attended. Failure to provide up-to-date transcripts will result in a "hold" being placed on the student's records and the blocking of future registrations until transcripts are received.

#### CHANGE OF IDENTIFYING INFORMATION

Report any changes to your name, address, email, or phone number to the ADN Office and the Registrar immediately. It is essential that we have accurate and up-to-date contact information in your file. The College provides all students with a student email ([ACCessID@student.alvincollege.edu](mailto:ACCessID@student.alvincollege.edu)). This email will be the only form of electronic communication between ACC and the student. It is the student's responsibility to regularly check this email.

#### SMOKING, VAPING, AND TOBACCO REGULATIONS

The use of tobacco products is not permitted in any building on campus or in any college vehicle. The sale of tobacco products on campus is prohibited. Students must adhere to the no-smoking or vaping (E-cigarettes) policies of the clinical facilities to which they are assigned.

#### EATING/DRINKING REGULATIONS

Eating and drinking are prohibited in classrooms, labs, and other college meeting places. Please help keep these areas free of litter and insects by observing the no eating/drinking signs.

#### CELL PHONES AND ELECTRONIC DEVICES

Students may have their cell phone and electronic device(s) with them while in the classroom and clinical setting. All devices must be set to silent mode while in the classroom and clinical settings.

Students should inform their families, childcare providers, and others of their schedules so that they can be contacted during non-class or non-clinical times. If a student needs to use their electronic device in the clinical setting, they will inform the patient, nurse, and instructor that the device is being used for care-related activities and patient care. If a student needs to make a phone call or send a text message, they must complete all patient care and safety measures before making the call. Failure to do so will interrupt patient care and result in disciplinary measures.

### **PROFESSIONAL RELATIONSHIPS**

Students are expected to remain within the limits of professional boundaries in their relationships with patients, hospital staff, and nursing faculty. This enables a professional relationship that fosters a safe and effective association. In the clinical setting, a therapeutic nurse-patient environment is established; in the educational setting, an appropriate learning atmosphere is maintained. To this end, students should not accept gifts or tips from patients or their families, and faculty members are also prohibited from accepting gifts from students. Avoid giving personal information about yourself to patients.

### **EMPLOYMENT**

Students are often employed while enrolled in the nursing program at Alvin College. The work schedule must be adjusted so that the student may attend the full time of both academic classes and clinical assignments. The scheduling of the nursing courses must take precedence over that of the employment. If work interferes with academic or clinical performance, the student will be counseled and requested to limit the number of work hours. Each student is responsible for maintaining a satisfactory academic status. Students must not wear the school uniform or picture ID badge while working for wages in any institution.

### **DRUG SCREENING AND BACKGROUND CHECKS**

Alvin College specifically forbids the on-campus use of or possession of alcoholic beverages, intoxicants, hallucinogens, or materials which might produce effects that alter the mental processes or normal physical functions. Violation of this regulation leaves the student liable to disciplinary action by college authorities. Alvin College has established a Code of Conduct for all its students. Each student should review this Code, which may be found in the Student Handbook located on the ACC Website at [www.alvincollege.edu](http://www.alvincollege.edu). At no time shall the student consume alcohol while wearing the ACC ADN uniform.

### **DRUG SCREENING AND CHEMICAL DEPENDENCY POLICY**

#### **Purpose**

- Promote and protect patient/client safety.
- Comply with clinical affiliate drug-screening requirements.
- Detect illegal drug use.

#### **Definitions**

- Positive Drug Test: A medically acceptable test approved by Alvin College indicating the use of illegal drugs.
- Illegal Drugs: Substances prohibited by Texas or Federal law, including:
  - Drugs taken without a valid prescription.
  - Drugs taken in excess of prescribed limits.

#### **Policy**

The Alvin College Associate Degree Nursing Program maintains a strict drug-free policy to ensure patient safety and uphold professional standards.

- A negative toxicology screen is required as a final step in the admission process and before participation in any clinical component.
- A student with a positive drug screen will not be allowed in the clinical setting and will be unable to meet required program competencies.
- Any student exhibiting behavior suggestive of impairment from drugs or alcohol will be subject to mandatory chemical dependency assessment.
- The student will be escorted by faculty to the nearest emergency room or designated testing facility for immediate drug screening.
- All testing costs are the responsibility of the student.
- A student who tests positive must:
  - Cannot attend any clinical rotation for at least 12 months.
  - Must withdraw from all clinical and concurrent nursing courses.
  - Participate in a recognized chemical dependency treatment program.
  - Obtain clearance from the Texas Board of Nursing before continuing in the program.
- Each case will be evaluated individually for continuance or readmission.
- Must reapply for admission, complete retesting, and provide documentation of successful treatment at their own expense.
- Upon readmission, the student will be subject to random drug screening at their expense.
- A petition for a declaratory order must be filed with the Texas Board of Nursing, and a positive outcome letter is required to continue in the program.

#### Drug Screening Procedure

- All applicants must complete drug screening prior to program acceptance.
- A positive drug test will bar admission for a minimum of 12 months.
- Results are valid for the duration of uninterrupted enrollment unless reasonable cause for retesting arises.
- Students may be required to submit to additional testing at their own expense if impairment is suspected.
- Students may be required to submit to additional testing at their own expense due to clinical facility requirements.
- Testing must be completed at the scheduled time; unscheduled tests will incur additional costs.
- Students must pre-pay for testing and sign a release allowing results to be sent directly to the Program Director.

#### Retesting:

- Students have 10 days to request retesting of the original specimen in writing.
- Additional costs apply; refunds are issued only if results change.
- Once GC/MS confirmation and Medical Review Officer verification are complete, results are final and cannot be appealed.

#### POLICY FOR CRIMINAL BACKGROUND SCREENING

The purpose of this policy is to:

1. Comply with clinical affiliates who may require a student background check as a condition of their contract.
2. Provide early identification of students who may have difficulty meeting Texas Board of Nurse Examiners (BON) eligibility for licensure requirements.
3. Promote early submission by students of petition for a declaratory order by the BON.

#### 4. Promote and protect patient/patient safety.

### Criminal Background Check

Background checks will be conducted as a condition of full acceptance into the Associate Degree Nursing program. Alvin College designates the agency selected to do the criminal background screening. Results of the background check are sent directly to the nursing program director. The student pays the cost of the background directly to the agency. The student indicates knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from participating in clinical rotations, as stated in their ADN application for admission.

A satisfactory criminal background check is determined by the licensure eligibility criteria established by the BON and standards mandated by clinical affiliates. A person with a criminal history may be considered for admission if the BON indicates in a letter that a “Declaratory Order” was received, and the individual is eligible to apply to take the licensure examination. The BON website, [www.bon.state.tx.us](http://www.bon.state.tx.us), contains eligibility questions and the petition for declaratory order. Individuals with felonies are ineligible for admission to the ACC nursing programs.

### Student Rights

If the student believes their background information is incorrect, they are responsible for providing evidence of the inaccuracy to the investigating agency. The student will not be able to enroll in the nursing program until the question is resolved.

Background checks are conducted as a condition of full acceptance into the Associate Degree Nursing Program.

Two clear background checks are required as a condition of full acceptance after your initial acceptance into the ACC ADN program and before you may enroll in an RNSG course with a clinical component:

- (1) a DPS/FBI background check conducted by the Texas Board of Nursing (BON); and
- (2) an additional background check through the Viewpoint/Compilo company, which is required by clinical affiliates.

A student who has any criminal offense (other than a felony as mentioned above) other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse (i.e. the answer is “yes” to any of questions 2-5 below), is eligible for admission into the ADN program only if the student has: 1) Submitted a “Petition for Declaratory Order” to the Texas Board of Nursing (BON), 2) Received BON verification of eligibility for future licensure by the ADN application deadline, and 3) Meets the minimum standards set by clinical affiliates.

Depending on the complexity of the student’s background and the BON's workload, it may take a minimum of 6 months to 2 years for the BON to process the student’s Petition for Declaratory Order. The BON determines eligibility for future licensure on a case-by-case basis. For criminal incidents, the BON considers the severity of the offense, the time elapsed since the offense was committed, and the individual's behavior since the incident.

Students with felonies are not eligible for admission to the ACC ADN Program.  
If it is found that a student has a felony, the student will be immediately dismissed from the nursing program.

The Petition for Declaratory Order form and other information regarding eligibility for licensure is available from the Texas BON website at [http://www.bon.state.tx.us/licensure\\_eligibility.asp](http://www.bon.state.tx.us/licensure_eligibility.asp)

If you answer "NO" to all questions below, you are not required to submit a Petition for Declaratory Order to the BON.

### CRIMINAL ACTIVITY DURING NURSING PROGRAM ENROLLMENT

All students who have been fully accepted into the Alvin College Associate Degree Nursing Program (ACC ADN) or the Alvin College Vocational Nursing Program (ACC VN) program have successfully completed the Texas Board of Nurses (BON) mandated DPS/FBI criminal background check (CBC) and Viewpoint.

When reviewing any information concerning a student's legal infractions, the ACC Nursing Programs utilize the same considerations that the BON considers when determining a person's fitness to practice nursing. These considerations are, in part:

Nurses have access to persons who are physically, emotionally, and financially vulnerable and who are easily exploited by virtue of illness, injury, age, and / or cognitive ability. Nurses are also in a position to have access to privileged / confidential information concerning their patients. Therefore, criminal behavior, whether violent or non-violent, directed against persons, property, and / or public order and decency, is considered by the BON to be highly relevant to an individual's fitness to practice nursing. Nurses who commit crimes outside the workplace raise concerns about the nurse's propensity to repeat the same conduct in the patient care setting, which raises further concerns about the nurse's ability to provide safe, competent care to patients.

Because of this, the following policies will be strictly enforced by the ACC Nursing Programs:

- A student has two school business days to inform the Director of any legal infractions committed while enrolled in the program. If the student fails to do so, they may be dismissed from the program and will not be allowed to reapply.
- If a student reveals legal charges to the Director within the required time frame, one of two things will occur:
  1. The Director will review the charges and confer with the student. The Director will allow the student to remain in the program. The student will be required to file a "Petition for Declaratory Order" with the Texas BON. The student will have five school business days to file the petition.
  2. The Director will review the charges and confer with the student. The student will be required to file a "Petition for Declaratory Order" with the Texas BON. The student will have five school business days to file the petition. The student will be suspended from the program until a positive "Outcome Letter" from the BON is received by the student stating that the student will be allowed to sit for the appropriate NCLEX exam.
    - a. A student who has been suspended from the ACC ADN program has one year to reenter the program, if space is available, at the beginning of the course from which the suspension occurred. All ADN reentry policies will apply.
    - b. A student who has been suspended from the ACC VN program has one year to reenter the program, if space is available, at the beginning of the semester from which the suspension occurred. All VN reentry policies will apply.
    - c. A student who has been suspended from the ACC ADN or VN program for more than one year must reapply to begin the program from the first semester of the curriculum.

Note: If the legal infraction incurred is a felony, the student cannot continue in the program until the legal matter is resolved. If resolution results in a felony record, the student may not reenter

the program. This applies even if the BON has stated that the BON will allow the student to take the NCLEX after graduation from a BON-approved program.

**REENTERING STUDENTS MUST MEET ALL CURRENT ADMISSION  
REQUIREMENTS.  
READMISSION IS NOT GUARANTEED**

The decision regarding whether to retain, suspend, or dismiss a student rests with the Director. The Director shall use the BON disciplinary matrix and the Texas Nurse Practice Act as guidelines for making retention decisions when a student commits a legal infraction while enrolled in the nursing program.

Additionally, enrolled students should understand that upon graduation and successful passage of the NCLEX exam, future criminal behavior may result in the loss of licensure.

**WITHDRAWALS, GRADUATION, LICENSURE & COSTS**

**STUDENT WITHDRAWAL**

The Associate Degree Nursing Department adheres to the college's withdrawal policy outlined in the ACC College Schedule and Catalog. Withdrawals may affect financial aid, veterans' benefits, athletic eligibility, and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not automatically withdrawn for non-attendance. WebACCess does not process course withdrawals once registration has ended. Students must complete the withdrawal request form located on THE POD under Records and Registration, Withdrawing from Classes. This form must be completed by the withdrawal deadline. Failure to withdraw will result in a failing grade. See the "Withdrawing from Classes" area on the POD for more information: <https://portal.alvincollege.edu/recordsandregistration/withdrawingfromclasses/Pages/default.aspx>

**GRADES FOR WITHDRAWALS**

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Registrar's Office after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with a grade of W.

**FINANCIAL AID**

Several departmental scholarships are available to qualified associate degree nursing students each fall and spring. To be eligible, the student must have completed at least twelve (12) college-level credit hours at Alvin College, be enrolled in a minimum of eight (8) credit hours and have a cumulative minimum grade point average (GPA) of 3.0. See the "Paying for College area on the POD for more information:

<https://portal.alvincollege.edu/payingforcollege/Pages/default.aspx>

Announcements of other scholarships are made in class, posted in the Nursing Lounge, or distributed electronically to students. Financial aid from other sources is available to qualified students. Information may be obtained through the Financial Aid Office. Individuals who receive loans are responsible for repayment. A default may result in loss of professional license. See Appendix D for the estimated program costs.

## DEGREE AUDIT

Students are responsible for ensuring that they meet the course degree requirements. A degree audit is a review of courses that apply toward the student's major. The student should obtain audit information from the college website using WebACcess.

## GRADUATION REQUIREMENTS

The college may award a degree or certificate upon a student's completion of the requirements. To receive a diploma for the degree or certificate, a student must apply for graduation through the portal via the POD or in the Admissions Department. Deadlines for graduation are published in the semester class schedule. To graduate from the Associate Degree Nursing Program at Alvin College, a student must fulfill the requirements of Alvin College and the course requirements of the Associate Degree Nursing Curriculum. Refer to "Graduation Requirements" outlined in the Alvin College Catalog.

## LICENSURE APPLICATION/NCLEX-RN EXAMINATION

Candidates for graduation make an application for initial licensure to the Board of Nursing (BON) for the State of Texas in the final semester of the program. Instructions for licensure application are provided by the ADN director or designee during the final semester of the program. Two (2) separate fees are required by the BON: one to a designated testing service company for the testing fee, and one to the Board of Nursing for the State of Texas for the licensure application fee. Students will be required to answer the Texas Board of Nursing Licensure Eligibility Questions when applying for their RN license. A copy of these questions can be found in Appendix E. Students can also find more information about licensure on the Texas Board of Nursing website: <https://www.bon.texas.gov/index.asp.html> and in the Texas Board of Nursing Rules and Regulations relating to Nursing Education, Licensure, and Practice at: [https://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations.asp.html](https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp.html)

## GRIEVANCES AND DISCIPLINE

### GRIEVANCES

Students seeking to raise a dispute for consideration are advised to first address the matter directly with their instructor. If an agreeable solution is not found, the grievance should next be taken to the Course Coordinator, followed by the ADN Program Director. If the matter remains unresolved, the student should proceed by filing a formal grievance/complaint according to the college's grievance/complaint procedure, as detailed in the ACC Catalog and ACC Student Handbook.

### DISCIPLINE

Students are counseled by instructors when unprofessional, unsafe, or unethical behavior is observed. Instructors may issue a written warning for any such conduct. Repeated incidents will be referred to the Nursing Program Director and may result in disciplinary action. Disciplinary measures may include additional assignments to demonstrate how the behavior will be corrected, or, in some cases, removal from the program.



## **APPENDICES**

### **APPENDIX A - DIFFERENTIAL ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS DIPLOMA AND ASSOCIATE DEGREE NURSING EDUCATION PROGRAMS**

The competencies are written for nursing programs to meet the approval criteria established by the Texas Board of Nursing. These are essential competencies for the graduate of Alvin College Associate Degree Nursing Program. The complete list of competencies is in Appendix B and at the Texas Board of Nursing website: [https://www.bon.texas.gov/education\\_documents.asp.html](https://www.bon.texas.gov/education_documents.asp.html)

#### **I. Member of the Profession**

- A. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Participate in activities that promote the development and practice of professional nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

#### **II. Provider of Patient-Centered Care**

- A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and the interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- C. Analyze comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
- H. Coordinate human, information, and physical resources in providing care for patients and their families.

#### **III. Patient Safety Advocate**

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Formulate goals and outcomes using evidence-based data to reduce patient risks.



- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

#### **IV. Member of the Health Care Team**

- A. Coordinate, collaborate, and communicate in a timely manner with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
- B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
- C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
- D. Communicate and manage information using technology to support decision-making to improve patient care.
- E. Assign and/or delegate nursing activities to other members of the health care team based upon an analysis of patient or work place need.
- F. Supervise nursing care by others for whom the nurse is responsible by using evidence-based nursing practice.
- G. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

## APPENDIX B - EXPECTED DAILY CLINICAL BEHAVIORS

The following list outlines typical behaviors expected in a clinical setting. While not exhaustive, it provides examples of behaviors expected during clinical rotations for Alvin College Nursing Students. These behaviors are to be demonstrated during each clinical rotation shift.

<b>Category</b>	<b>Expected Behaviors</b>
Punctuality/Dress	<ul style="list-style-type: none"><li>• Arrive on time for pre- and post-conferences;</li><li>• Adhere to dress code;</li><li>• No smoking at facilities;</li><li>• Submit required paperwork on time</li></ul>
Assessment/Care	<ul style="list-style-type: none"><li>• Conduct timely health assessments;</li><li>• Gather resident info before care;</li><li>• Organize and communicate findings professionally.</li></ul>
Skills Performance	<ul style="list-style-type: none"><li>• Obtain instructor permission before performing skills;</li><li>• Adjust performance based on feedback.</li></ul>
Time Management	<ul style="list-style-type: none"><li>• Allocate sufficient time for care;</li><li>• Work efficiently;</li><li>• Seek learning opportunities.</li></ul>
Supplies/Equipment	<ul style="list-style-type: none"><li>• Use supplies responsibly;</li><li>• Follow institutional policies;</li><li>• Demonstrate financial responsibility.</li></ul>
Clinical Objectives	<ul style="list-style-type: none"><li>• Actively seek experiences to meet daily objectives.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Communicate effectively in writing, verbally, and non-verbally;</li><li>• Participate in conferences and reporting.</li></ul>
Ethics	<ul style="list-style-type: none"><li>• Adhere to HIPAA;</li><li>• Respect rights of all;</li><li>• Demonstrate responsibility, integrity, and professionalism.</li></ul>
Client Teaching	<ul style="list-style-type: none"><li>• Use appropriate technology;</li><li>• Educate clients and peers;</li><li>• Explain procedures;</li><li>• Assess learning needs;</li><li>• Document teaching.</li></ul>

## APPENDIX C - UNSAFE AND UNPROFESSIONAL BEHAVIORS

Since nursing students are legally responsible and accountable for their own acts, commissions, and/or omissions, it is necessary to define unsafe behavior. The examples noted below are not an inclusive list of all possible acts of “unsafe clinical performance” but are examples only.

<b>Category</b>	<b>Unprofessional/Unsafe Behaviors</b>
Punctuality/Dress	<ul style="list-style-type: none"> <li>• Does not arrive on time for pre- and post-conferences;</li> <li>• Does not adhere to dress code;</li> <li>• Does not submit required paperwork or does not submit required paperwork on time</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Fails to position the resident safely;</li> <li>• Ignores medical/nursing orders;</li> <li>• Improper use of restraints;</li> <li>• Comes unprepared;</li> <li>• Fails to wash hands;</li> <li>• Injures resident/client;</li> <li>• Functions under influence;</li> <li>• Fails to report significant info.</li> </ul>
Psychosocial Safety	<ul style="list-style-type: none"> <li>• Uses non-therapeutic techniques;</li> <li>• Degrades beliefs/values;</li> <li>• Uses inappropriate names;</li> <li>• Identifies resident/client by name on written work.</li> </ul>
Microbiological Safety	<ul style="list-style-type: none"> <li>• Fails to use aseptic technique;</li> <li>• Fails to wash hands.</li> </ul>
Chemical Safety	<ul style="list-style-type: none"> <li>• Administers meds incorrectly;</li> <li>• Violates medication rights;</li> <li>• Fails to verify/calculate doses;</li> <li>• Improper IV prep/monitoring.</li> </ul>
Thermal Safety	<ul style="list-style-type: none"> <li>• Fails to observe safety during O2 therapy;</li> <li>• Burns resident with hot packs, lamps, etc.</li> </ul>
Nursing Process	<ul style="list-style-type: none"> <li>• Inadequate/inaccurate assessment, planning, implementation, or evaluation;</li> <li>• Fails to recognize changes;</li> <li>• Fails to report/chart critical data;</li> <li>• Medication errors;</li> <li>• Fails to stabilize client;</li> <li>• Repeated faulty judgments.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Performs skills not yet taught or mastered;</li> <li>• Unable to perform previously learned skills;</li> <li>• Unable to verbalize key info.</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>• Assumes inappropriate independence;</li> <li>• Fails to seek assistance;</li> <li>• Accepts verbal/telephone orders;</li> <li>• Fails to report info;</li> <li>• Does not recognize limitations.</li> </ul>
Professional Accountability	<ul style="list-style-type: none"> <li>• Fails to accept responsibility;</li> <li>• Falsifies or fails to report info;</li> <li>• Functions under influence;</li> <li>• Violates policies;</li> <li>• Academic dishonesty;</li> <li>• Violates confidentiality (HIPAA);</li> <li>• Shares resident info inappropriately;</li> <li>• Photographs records;</li> <li>• Posts info on social media.</li> </ul>

## APPENDIX D - PROGRAM COSTS

### **APPROXIMATE COST for 2-YEAR ADN PROGRAM**

Semester	RNSG Credit Hours	ACC Tuition			ACC Fees	Course Fees	Required Texts	Additional Expenses <i>see below</i>	TOTALS		
		In-district	Out-of-district	Out-of-state					In-district	Out-of-district	Out-of-state
FIRST	9	459	918	1395	311	486	232	836	2,324	2,783	3,260
SECOND	10	510	1020	1550	321	506	459	50	1,846	2,356	2,886
THIRD	9	459	918	1395	311	459			1,229	1,688	2,165
FOURTH	8	408	816	1240	301	459	85	819	2,072	2,480	2,904
<b>TOTAL</b>	<b>36</b>	<b>\$1,836</b>	<b>\$3,672</b>	<b>\$5,580</b>	<b>\$1,244</b>	<b>\$1,910</b>	<b>\$776</b>	<b>\$1,705</b>	<b>\$7,471</b>	<b>\$9,307</b>	<b>\$11,215</b>

*Costs are approximate and subject to change without notice.*

*Costs for nursing courses only (courses starting with “RNSG”); non-nursing courses are extra.*

*Approximate costs for required nursing texts only; optional nursing texts are extra.*

#### **ADDITIONAL EXPENSES**

1st Semester	Cost
Uniform+shoes (varies by size and gender)	175
Nurse Pack	246
Supplies-(Stethoscope, Scissors, etc)	96
ANSA dues	10
Criminal Background Check + Drug Screen and Health Portal - View point	95
Criminal Background Check - BON DPS/FBI	40
CPR certification	100
HESI-A2 test fee	74
Apple iPad, Kindle, or Tablet	varies
Physical exam, TB test, immunizations	varies
Subtotal	<b>\$836</b>

2nd Semester	Cost
Health Insurance	varies
Mandatory Hepatitis-B titer	50
Subtotal	<b>\$50</b>
Last Semester	Cost
Licensure Application fee - Texas BON	100
NCLEX-RN Registration	200
NCLEX-RN Review Course (recommended)	400
Pictures for Licensure	27
Associate Degree Nursing Pin	40
Lamp for Pinning Ceremony	15
Graduation Cap and Gown	37
Subtotal	<b>\$819</b>

*Alvin College may change tuition rates and other fees without notice or when so directed by the Board of Regents.*

*Please contact the college business office if you need an exact cost listing for financial aid purposes.*

Check with your health care provider regarding costs of physical exam, TB screen & immunizations.

Transportation costs and parking fees at clinical sites vary depending on clinical sites attended.

## APPROXIMATE COST for LVN-to-ADN TRANSITION PROGRAM

Semester	RNSG Credit Hours	ACC Tuition	ACC Fees	Course Fees	Required Texts	Additional Expenses <i>see below</i>	TOTALS				
		In-district	Out-of-district	Out-of-state					In-district	Out-of-district	Out-of-state
FIRST	7	357	714	1085	291	828	573	780	2,829	3,186	3,557
SECOND	9	459	918	1395	311	459		0	1,229	1,688	2,165
THIRD	8	408	816	1240	301	459	85	819	2,072	2,480	2,904
<b>TOTAL</b>	<b>24</b>	<b>\$1,224</b>	<b>\$2,448</b>	<b>\$3,720</b>	<b>\$903</b>	<b>\$1,746</b>	<b>\$658</b>	<b>\$1,599</b>	<b>\$6,130</b>	<b>\$7,354</b>	<b>\$8,626</b>

*Costs are approximate and subject to change without notice.*

*Costs for nursing courses only (courses starting with “RNSG”); non-nursing courses are extra*

*Approximate costs for required nursing texts only; optional nursing texts are extra*

### ADDITIONAL EXPENSES

1st Semester	
Uniform+shoes (varies by size and gender)	175
Nurse Pack	140
Supplies- (Stethoscope, Scissors, etc.)	96
ANSA dues	10
Criminal Background Check + Drug Screen	95
Criminal Background Check - BON DPS/FBI	40
CPR certification	100
HESI-A2 test fee	74
Hepatitis B titer	50
Apple iPad, Kindle, or Tablet	varies
Physical exam, TB test, immunizations	varies
Health Insurance	varies
Subtotal	<b>\$780</b>

2nd Semester	
Subtotal	<b>\$0</b>

Last Semester	
Licensure Application fee - Texas BON	100
NCLEX-RN Registration	200
NCLEX-RN Review Course (recommended)	400
Pictures for Licensure	27
Associate Degree Nursing Pin	40
Lamp for Pinning Ceremony	15
Graduation Cap and Gown	37
Subtotal	<b>\$819</b>

*Alvin College may change tuition rates and other fees.*

*without notice or when so directed by the Board of Regents.*

*Please contact the college business office if you need an exact cost listing for financial aid purposes.*

Check with your health care provider regarding costs of physical exam, TB screen & immunizations.

Transportation costs and parking fees at clinical sites vary depending on clinical sites attended.

## APPENDIX E - TEXAS BOARD OF NURSING LICENSURE ELIGIBILITY QUESTIONS

### **Texas Board of Nursing (BON) Licensure Eligibility Questions**

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you:  
(*You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.*)
  - A. been arrested and have a pending criminal charge?
  - B. been convicted of a misdemeanor?
  - C. been convicted of a felony?
  - D. pled nolo contendere, no contest, or guilty?
  - E. received deferred adjudication?
  - F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - G. been sentenced to serve jail, prison time, or court-ordered confinement?
  - H. been granted pre-trial diversion?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. \*Are you currently the target or subject of a grand jury or governmental agency investigation?

8. \*Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

**NOTE:** Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

**NOTE:** This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

## **ASSOCIATE DEGREE NURSING FORMS**

### **FERPA RELEASE FORM**



ALVIN COMMUNITY COLLEGE

### **ASSOCIATE DEGREE NURSING FERPA Release Form**

\_\_\_\_\_  
Print LAST NAME

\_\_\_\_\_  
Print FIRST NAME

Alvin Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records.

By signing below, you give us permission to send information from your student records to clinical affiliates.

Released information may include, but is not limited to:

- Driver's license information;
- Health information including documentation of vaccinations, TB screen and negative drug screen;
- Results of background investigation;
- Verification of CPR certification

In the event you wish to cancel this release, you must do so in writing with the Associate Degree Nursing Office. Alvin Community College will not be responsible for disclosure of information made before written cancellation is received by the Associate Degree Nursing office.

I hereby authorize the college to send student information to my assigned clinical agency as required for my participation in the clinical rotation.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT AGREEMENT, RELEASE OF INFORMATION, & LICENSURE  
ELIGIBILITY NOTIFICATION FORM**

**STUDENT AGREEMENT**

**My signature below** certifies that I have received a copy of the Associate Degree Nursing Student Handbook. I have read the handbook. I understand the procedures and policies set forth in the Handbook and accept them as a condition of my enrollment in the Associate Degree Nursing Program.

**RELEASE OF INFORMATION**

**My signature below** certifies that (**CHECK-MARK ONE OF THE FOLLOWING**)

\_\_\_\_\_ I GIVE permission

\_\_\_\_\_ I DO NOT GIVE permission

to the Associate Degree Nursing Department to give my name and address to hospitals and other health-related agencies for the purpose of recruiting and sending information. I understand that I am in no way obliged to the contacting agency. In the event that I withdraw from the nursing program, I understand that my name will no longer be made available. If I do NOT checkmark one of the above options, the nursing department will assume I DO NOT give permission.

**LICENSURE ELIGIBILITY NOTIFICATION FORM**

**My signature below** certifies that I have received and have had the following documents explained to me regarding licensure eligibility for Registered Professional Nursing in Texas: Texas Occupation Code 302.252, 301.257 and 301.542-302.469 and Sections 213.27 -213.30 of Texas Administrative Code (relating to Good Professional Character, Licensure of Persons with Criminal Offenses, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, Declaratory Order of Eligibility for Licensure.)

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

ACC Student ID \_\_\_\_\_

Date of Birth \_\_\_\_\_

Turn in this form to the ADN office.  
This form will be placed in your ADN student file.