



**ASSOCIATE DEGREE NURSING PROGRAM**

**STUDENT HANDBOOK**

**Fall 2019**

**Concept-Based Curriculum**

Wharton County Junior College Associate Degree Nursing Program reserves the right to establish criteria and make changes in the regulations, courses and other matters of policy and procedures when deemed necessary.

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## **INTRODUCTION**

The purpose of this handbook is to acquaint the student with the policies and procedures of the Associate Degree Nursing Program. This handbook is a supplement to the Wharton County Junior College catalog and the Wharton County Junior College Student Information Handbook. The policies and regulations contained herein are specific for the Associate Degree Nursing Program. All Associate Degree Nursing students are expected to abide by the stated policies in all three booklets and failure to do so may result in withdrawal or dismissal from the program. The student should keep this handbook as a ready source of information throughout the program. Information in this manual is subject to change as directed by accrediting agencies, college administration personnel, clinical affiliates, and nursing faculty. If revisions, additions, or deletions are made, students will be notified in writing via student email in advance of the change and given the opportunity for adjustment or remediation.

**ORGANIZATIONAL STRUCTURE**

The ADN program is in the present college organization. Administrative linkages are from the President to the Vice President of Academic Affairs to the Division Chairperson for Allied Health to the Director of the Associate Degree Nursing Program.

**President**  
Betty McCrohan

**Senior Vice President of Instruction**  
Leigh Ann Collins

**Dean of Vocational Instruction**

**Division Chairperson for Allied Health**  
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**Program Director Associate Degree Nursing**  
Andrea Shropshire, DNP MSN RN

**ADN Instructors**

Constance Bowie, MSN RN	Patricia Korenek, MS RN WHNP
Elisa Cantu, MSN RN	Shawna Lindsey, MSN RN
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Cynthia Cruz, MSN RN	Cassandra Ramirez, MSN RN
Sandra Davis, MSN RN	Corrine Reutter, MS RN
Natasha Goins, MSN RN	Gloria Tobin, MA RN
Tammy Hann, MSN RN	Deborah Yancey, MSN RN
Marilyn Haupt, PHD RN	

## **MISSION STATEMENT**

The mission of the Wharton County Junior College Associate Degree Nursing Program (WCJC ADN) is to prepare graduate professional nurses to use clinical judgment to provide safe, evidenced-based, and patient-centered care for the benefit of the community.

## **PHILOSOPHY**

The WCJC ADN program supports the mission of Wharton County Junior College by providing a quality nursing program in a learning-centered environment to meet the educational needs of students in our service and surrounding areas. Successful completion of the associate of applied science degree curriculum leads to acquisition of the skills, knowledge and attitudes necessary for employment, thereby helping to meet the health care needs of the diverse community served by WCJC. The faculty is committed to promoting the development of qualified students prepared for the professional role as a registered nurse at the entry level. The faculty places a high level of importance on strategies designed to increase graduation, employment and licensure rates of its program's graduates.

Nursing is a theory-guided, evidenced-based discipline, which builds on a foundation of knowledge from the biological, social and behavioral sciences. The curriculum is concept-based, directed toward the competencies needed to provide patient-centered care for an aging and diverse population in complex environments that increasingly require interdisciplinary teamwork, leadership, use of quality improvement, informatics and technology. The graduate of the WCJC ADN program is prepared to meet the differentiated essential competencies (DECs) at the associate degree level as defined by the Texas Board of Nursing in four major roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Core values of caring, ethics and integrity support the program's integrating concepts which are patient-centered care, teamwork & collaboration, evidence-based practice, quality improvement, safety, and informatics and lead to the main program goals of quality of life, clinical judgment, professional identity, and spirit of inquiry.

Learning is a continuous process that occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning are interactive processes between faculty and students. The responsibility of the faculty is to facilitate the student's development of clinical judgment skills through the design and evaluation of learning experiences and access and use of resources. The nursing student is responsible for actively participating in learning experiences and assuming responsibility for their own learning and accountability for their actions. Learning is a dynamic process based on life experiences, readiness to learn, and the ability to learn. Students apply what they learn in theory to their client situations and gain new insights. Faculty incorporate evidence-based teaching such as; increased contact between students and faculty, cooperation among students, active learning, prompt feedback, high expectations, and respect of diverse learning styles. Experiences in simulation with a strong debriefing component compliment clinical education and allow students to experience high-risk, low volume situations in a safe environment.

The curriculum is conceptually based and founded on principles of adult and collaborative learning. The curriculum emphasizes deep learning about the discipline's most central concepts rather than content, which leads to the student's ability to develop habits of thought and pattern recognition. The student develops a deeper understanding of prevalent health care conditions and situations across the lifespan. Learning activities designed by faculty promote student engagement, self-assessment and self-directed learning. Developing clinical judgment results from understanding of both professional and health care concepts. Reflective practice, evidence-based practice, ethical practice, cultural competence, inter-professional collaboration, and therapeutic communication and relationship skills are essential components of clinical learning. Opportunities are provided

for students to engage in interactive and collaborative activities with their peers that contribute to better learning outcomes and development of higher order thinking skills.

The faculty values lifelong learning by offering multiple entry points into the ADN program and encouraging progression to the BSN and MSN levels. The faculty is committed to removing barriers to academic progression and making pathways seamless, building on previous knowledge and competencies already achieved. Graduates are encouraged to continue their personal growth by continuing their professional education. To facilitate a smooth transition to higher education, the faculty strives to establish and maintain articulation agreements with institutions of higher education.

### **CONCEPTUAL FRAMEWORK**

The conceptual framework of the WCJC ADN program is an outgrowth of its philosophy and reflects the faculty's educational beliefs associated with nursing student development. The framework relies on components of the National League for Nursing (NLN) Educational Competencies Model. The curriculum is concept-based with integrating concepts within the framework drawn from the Quality and Safety Education for Nurses (QSEN) knowledge, skills and attitude (KSA) competencies for nursing graduates. The model utilizes the image of a tree, facilitating the fundamental appreciation toward foundational roots, core student involvement, and branching attributes that support necessary requirements and outcomes for licensure and professionalism. The framework provides guidance to curriculum development, management, outcomes identification and evaluation and focuses on the developmental needs of students while responding to patient dynamics in multiple settings.

### **CORE VALUES**

The model for the WCJC ADN program grows from three foundational core values: caring, ethics and integrity. These elements are central to nurse education and development. Caring is associated with the patient and the promotion of their well-being. Caring relates to self, colleagues and the profession of nursing. Caring is a learned dynamic to be experienced by students in classroom, clinical, and simulation. Included within this dynamic are elements of compassion, empathy, concern and helping others. Ethics is the systematic, autonomous, critical inquiry of inner values that direct decisions regarding right and wrong as they relate to conduct. Ethics involves the promotion of good and the avoidance of harm while providing nursing care. From a foundational core value perspective, integrity provides a cornerstone element that serves not only the needs of patients but as important, the development of the student, especially as professional nurse. This value addresses respect for an individual's moral being in a manner that is consistent and without conditions or limitations. This interpersonal growth of the student paves the way for them to assume responsibility for patient management and provide critical judgment associated with that care.

### **CONCEPT-BASED CURRICULUM**

The curriculum emphasizes deep learning about the discipline's most central concepts rather than content, which leads to the student's ability to develop habits of thought and pattern recognition and clinical judgment. The body of nursing knowledge is divided into 43 concepts. These concepts include professional nursing concepts related to the profession and the health care system and health care concepts related to biophysiological and psychosociocultural aspects. Concepts are distributed across the curriculum. Introduction to concepts include a concept analysis consisting of attributes, antecedents, inter-related concepts, sub-concepts, consequences and nursing care. After deep learning about the concepts, the student applies what they have learned to key exemplars across the lifespan. Further application occurs in a variety of clinical settings where students care for patients with additional exemplars.

**INTEGRATING CONCEPTS**

The educational program is a learning-centered experience. The faculty facilitates this direction through incorporation of learning experiences based on established nursing competencies. Six (QSEN) KSAs serve as integrating concepts, which serve as support branches to the program's goals. The six concepts include patient-centered care, quality improvement, safety, teamwork and collaboration, evidence-based practice and informatics. Patient centered care recognizes the source of control in the care delivery dynamic. Teamwork and collaboration address the interaction and effectiveness of individuals as they work together to address patient needs. Evidence based practice describes the direction required to incorporate current clinical and patient related resources and research. Quality improvement facilitates and supports the ongoing requirements to evaluate and improve healthcare delivery and systems. Safety emphasizes the importance of minimizing risk to patients during healthcare delivery. Informatics is associated with the utilization, management and incorporation of relevant data and support systems to document care delivery, minimize error and maximize decision making. Together these six concepts serve as support and guidance to curriculum development, clinical and simulation experience planning and foundation for career development over time. Each element supports at least one of the program goals.

## PROGRAM OUTCOMES

### Student Learning Outcomes

1. Use clinical reasoning and knowledge based on the nursing program of study, evidenced-based practice outcomes, and research based policies and procedures as the basis for decision-making and comprehensive, safe patient care.
2. Demonstrates skills in using patient care technologies and information systems that support safe nursing practice.
3. Promotes safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care.
5. Adheres to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrates knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession.

## PROGRAM GOALS

The program goals address four areas: quality of life, clinical judgment, professional identity and spirit of inquiry. Quality of life is associated with the ability to promote growth and well-being of patients, self and collegial members of the healthcare team. Clinical judgment entails using clinical reasoning and nursing science as a basis for decision making in nursing practice. Faculty assists students to reflect on their decision making in the effort to develop clinical judgment. Students develop over time a strong sense of identity as a professional nurse. That identity serves them individually as it relates to the nurse - patient relationship but equally as important to that of the larger association with the profession of nursing. The spirit of inquiry is a goal that serves the student and the lifelong learner. Its development encourages inquiring about all elements of patient care.

Each of these goals is associated with one or more integrating concepts and the student's development over time as they progress through the various levels within the program. Achieving the outcome of quality of life requires thorough preparation in patient-centered care. Clinical judgment comes as the student develops their knowledge and appreciation of both quality improvement and various aspects of patient safety. From early on in the program students are exposed to and develop skills in association with both teamwork and collaboration. Together these skills contribute to the student's abilities and development of professional identity. The outcome of spirit of inquiry comes as the student develops their knowledge and appreciation of evidence-based practice, quality improvement, and informatics.

Successful graduates of the program will be positioned to demonstrate key competencies and roles as a professional nurse as designated by the Texas Board of Nursing in the Differentiated Essential Competencies. These roles include becoming 1) members of the nursing profession, 2) being providers of patient-centered care, 3) serving as patient safety advocates, and 4) contributing as members of the health care team.

As a Member of the Profession, the graduate will

- A. Function within the nurse's legal scope of practice and in accordance with 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

As a Provider of Patient-Centered Care, the graduate will

- 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 of culturally, ethnically, and socially diverse patients and their families based upon 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 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 material resources in providing care for patients and their families.

As a Patient Safety Advocate, the graduate will

- A. Demonstrate knowledge of the Texas Nursing Practice Act (NPA) 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 NPA.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

As a Member of the Health Care Team, the graduate will

- A. Coordinate, collaborate, and communicate 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 collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain the optimal health status of patients and their families.
- E. Communicate and manage information using technology to support decision-making to improve patient care.
- F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.
- G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

## **DEFINITIONS**

### **Core Competencies**

The discrete and measurable skills, essential for the practice of nursing, that are developed by faculty to meet program outcomes.

### **Caring**

Caring is the value of nursing in which there is high concern for human dignity. It includes forming relationships with individuals and families in compassionate, nurturing, protective, empathetic, nonjudgmental, open-minded and altruistic ways.

### **Ethics**

Ethics is the systematic, autonomous, critical inquiry of inner values that direct decisions regarding right and wrong as they relate to conduct. Ethics involves the promotion of good and the avoidance of harm to clients under nursing care.

### **Integrity**

Integrity means respecting the dignity and moral wholeness of every person without conditions or limitation.

### **Learner Centered**

Learner centered relates to an orientation to learning that incorporates and reflects the uniqueness of an individual's background, preparation, values, and initiative.

### **Integrating Concepts**

The defined quality and safety competencies related to knowledge, skills and attitudes necessary to achieve program outcomes

### **Patient Centered Care**

Patient centered care recognizes the patient as the central source of control in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

### **Quality Improvement**

Quality improvement utilizes data and ongoing monitoring of outcomes and processes to design and test changes to the health care system.

### **Safety**

Safety minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

### **Teamwork and Collaboration**

Teamwork and collaboration relates to effective functioning within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

### **Evidence-Based Practice**

Evidence based practice incorporates the best current evidence, patient/family preference and values for delivery of optimal health care.

Informatics

Informatics incorporates the use of information and technology to communicate, manage knowledge, mitigate error and support decision-making.

Quality of Life

Patient quality of life involves promotion of their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment

Nursing judgment is the ability to make decisions in practice, supported by evidence that incorporates nursing science and based on reflection of patient needs and responses in the provision of safe, quality care and that promotes the health of patients within a family and community.

Professional Identity

Professional identity entails implementation of the nursing role in ways that reflect integrity, responsibility, and ethical practice.

Spirit of Inquiry

The practice of nursing that examines evidence, challenges the status quo, questions underlying assumptions, and offers new insights to improve the quality of care for patients, families and communities.

**EXPENSES**

Tuition and fees may be calculated from the Wharton County Junior College catalog.

Room and board fees, if living on campus, may be obtained from the Wharton County Junior College catalog.

All books required for the program are purchased at beginning of first semester as an e-book package with DocuCare.

Other expenses to be considered include:

Transportation	Background check
Food	Professional liability insurance
Uniform, scrubs, shoes, Sleeve patches	Hospitalization insurance
Watch with second hand	Graduation expenses
Stethoscope (recommend Littman Classic II SE)	NCLEX-RN fee
Pulse Oximeter	State Board Application Fee
Computer software resources (Microsoft, etc.)	NCLEX-RN Review Course
Laboratory/supply fees	Drug Screen per semester
Immunizations and titers	Certified Background one time charge
Laptop	ExamSoft Software

Student financial aid assistance is available for qualified candidates. Financial aid information is available in the catalogue and at the Financial Aid office at WCJC.

**INSTRUCTIONAL MATERIALS**

The student is expected to purchase the CBC Customized Book package developed between WCJC and Lippincott. The package contains e-book and computer web based resources that are utilized throughout the program. A Laptop is required for the program (please refer to current Blackboard and ExamSoft minimum system requirements).

The WCJC Library is available for additional books and publications. Computer labs at the Wharton and Sugar Land campuses have internet access enabling students to access web-based resources

Numerous internet based programs for test preparation, content remediation, practice examinations, and review modules are incorporated into the curriculum.

**COMMUNICATION BETWEEN STUDENTS AND FACULTY**

Faculty members maintain posted "open office" hours each week for communication with students. Students are encouraged to make appointments.

Students are responsible for seeking assistance from the faculty as needed.

Students are responsible for checking course content and announcements via blackboard.

Students must utilize their WCJC email for communication.

Students are responsible to access Blackboard and Student Email for updates daily.

**POLICY ON ESSENTIAL PERFORMANCE STANDARDS AND ACTIVITIES FOR ADN STUDENTS**

The following performance standards and activities have been identified as essential for successful admission, progression and completion of the ADN program. Applicants to the program must be able to meet the following performance standards. The following is a list of performance requirements for all students enrolled in the Associate Degree Nursing Program.

<b>Performance</b>	<b>Standard</b>	<b>Essential Activity/Tasks (Examples are not all inclusive)</b>
Critical Thinking	Critical thinking ability sufficient for clinical decision making.	Solve problems and make valid, rational decisions using logic, creativity, and reasoning Analyze and use assessment findings to plan care for patients and families Identify priorities of care based on analysis of data Evaluate the plan of care and revise as appropriate
Communication	Communication abilities sufficient for interaction with others in verbal, nonverbal, and written form.	Speak English in such manner to be understood by general public Communicate effectively in verbal and written form by speaking clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching for patients and / or families based on assessed needs, available resources, age, life style and cultural considerations.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport (relationship) with patients and colleagues through speech, touch, and hearing Work effectively in small groups as team members and as a team leader Function safely under stressful conditions with the ability to adapt to ever-changing environments inherent in clinical situations involving patient care
Motor Skills	Gross and fine motor skills sufficient to provide nursing care in a safe and accurate manner.	Manual dexterity to maintain sterile technique when performing sterile procedures such as insertion of a catheter. Manual dexterity to perform all steps required for medication administration (IV, PO, IM, etc.). Be able to use a computer keyboard
Hearing	Hearing ability sufficient to monitor, assess, and provide safe nursing care.	Be able to hear monitor alarms, emergency signals, call bells from patients, and answer telephones Distinguish changes in tone and pitch such as when listening to a blood pressure, heart, lung, vascular, and abdominal sounds with stethoscope.
Vision	Visual ability sufficient to monitor, assess, and provide safe nursing care.	Distinguish alterations in normal body activities such as absence of respiratory movement Identify changes in color, size and symmetry of body parts, such as development of cyanosis Read fine, small print on medication containers, physician's orders, monitors, thermometers, measuring cups, and equipment calibrations. Visualize written words and a computer screen.
Mobility	Physical abilities to move from room-to-room or	Perform physical activities necessary to do basic nursing skills such as put on sterile gloves, perform health assessments.

	maneuver in limited spaces, and to accommodate stairwell when necessary.	Provide or assist with activities of daily living such as bed bath, oral hygiene, ambulation, and positioning. Transport and transfer patients using equipment such as stretchers, wheelchairs, walkers, and commode chairs. Respond quickly in an emergency Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients and objects of 30 lbs. or more
Tactile	Tactile ability sufficient to monitor, assess, and provide safe nursing care.	Palpate for pulses, temperature, texture hardness or softness, landmarks, etc.
Accountability and Responsibility	Demonstrate accountability and responsibility in all aspects of nursing practice.	Able to distinguish right from wrong, legal from illegal and act accordingly Accept responsibility for own actions Able to comprehend ethical standards and agree to abide by them Consider the needs of patients in deference to one's own needs

Any student who requires modifications in the process of written examinations, such as, extra time, separate testing room or a reader, must request reasonable accommodations through the ADA Coordinator located in the Office of Student Services. (See "Services for Students with Disabilities" in the WCJC College Catalog.) The student is responsible for notifying the instructor of the reasonable accommodations that will be needed. The faculty will comply according to federal and state law and Wharton County Junior College policy.

### **PROGRAM POLICIES**

#### **Academic Honesty**

Honesty in any college class is critical to student success. Wharton County Junior College is committed to maintaining the highest ethical standards possible related to student academic performance in Associate Degree (ADN) nursing courses.

When given access to Blackboard, the college's online learning management system; ATI, the online testing center and learning resources; the Point internet based learning resources; ExamSoft testing software Wharton County Junior College ADN nursing students are expected to keep the student username and passwords confidential and to never allow anyone else to log-in to their account. Sharing access or passwords to Blackboard, ATI, the Point, or ExamSoft is considered a breach of academic integrity and could result in the student's dismissal from the nursing program.

When a student logs-in to Blackboard, ATI, the Point, and ExamSoft it is done so with the understanding the student agrees to produce his/her own work, to complete course activities, and to take course exams, tests or quizzes without the assistance of others.

Allowing others and working with others to complete course work or to take a quiz, test, and exam is considered cheating and could subject the student to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against the student by the college. Any knowledge of student(s) cheating or intent to cheat e.g., asking for passwords or work, should be promptly reported to the instructor. Failure to report cheating is a form of academic dishonesty.

Students are expected to review the following excerpt from the Misconduct section of the WCJC Student Handbook. A student should consult his/her instructor if questions arise about academic honesty in an ADN nursing course.

Any violation of college policies or regulations may result in the students being placed on disciplinary warning, disciplinary probation, removal from college residence halls, interim suspension, or suspension (dismissal) and/or being subject to legal prosecution. Misconduct for which students are subject to discipline includes but is not limited to the following:

**DISHONESTY** - Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college. (Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help during a test; copying tests, assignments, reports, or term papers, or being in unauthorized places, such as offices or buildings after hours, or an instructor's office without permission).

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

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

#### EXAMPLES OF ACADEMIC DISHONESTY

This list provides some examples of academic dishonesty, but the list is not exclusive. Please consult your instructor if you have questions.

- Copying from others on a quiz, test, examination, or assignment ("cheating");
- Working with others to complete a quiz, test, examination or assignment;
- Allowing another student to copy one's work on a quiz, test, exam, or assignment;
- Having another person take any exam instead of taking the exam oneself;
- Buying or using faculty test banks;
- Copying of WCJC AD nursing quizzes, unit or final exams by any method or manner.
- Posting or otherwise circulating exam items from a WCJC AD nursing quiz, unit or final exam;
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- Excessive revising or editing by another that substantially alters the student's final work;
- Giving out information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a lab simulation in another section of the same class;
- Witnessing acts of academic dishonesty and failing to report it to the instructor;
- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:

- Submit only one's own work;
- Appropriately cite sources used;
- Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- Document all verbatim borrowing from another according to set academic standards;

- Document any use of a format, method, or approach originated by others; if a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

\*Adapted from the Academic Honesty in WCJC Online Courses

## Admission Requirements

See current information in WCJC Online College Catalog under Nursing: Associate Degree heading stating admission.

## Advanced Placement

Requirements for the LVN-ADN Transition Course in addition to those required of the Associate Degree Nursing Program:

1. Current Texas licensure as a LVN in good standing.
2. Meet all admission requirements for the LVN-ADN Transition Program.
3. Completion of all non-nursing courses prior to admission into the program.

## Advisors

The student's full-time level instructor for the current semester serves as their faculty advisor. **It is the student's responsibility to meet with his/her advisor as needed.**

Fall 2016, a mentoring program was implemented. Each semester students will be assigned to an Associate Degree Nursing Faculty member who will serve as their advisor/mentor from their current level. Students will meet with their mentor at least once face-to-face each semester. The Faculty mentor will assist their assigned students to identify strengths and weaknesses and coach student them as they develop strategies to achieve their personal and academic goals. (Note: Mentoring is not a replacement for meeting with course faculty regarding content material on a particular concept.

## Attendance

### Classroom Attendance

Students are expected to attend and be on time for all scheduled classroom sessions. Tardiness causes a disruption to the concentration of students present, therefore late arriving students will not be admitted until the next class break. Three (3) tardies equals one absence day. Attendance will be taken by the instructor at the beginning of class. Absences of three (3) or more days will result in academic dismissal from the program.

A student may petition faculty, in writing, for consideration of excess absences resulting from extenuating circumstances. The petition must be filed prior to next class day so further absences will not accrue.

Classroom doors will be locked at the beginning of class; please see WCJC security page for more information. No one will be admitted to the room until the next break. The student is responsible for returning to the classroom after a break at the time specified by the instructor. Late arriving students from break will not be admitted until the next break.

Clinical and Simulation Attendance

Clinical courses include assignments at hospital settings, outpatient settings, community settings, simulation and/or campus laboratory activities. Clinical attendance policies apply to all settings. Because of the concentrated curriculum and mandated clinical hours, the student is expected to attend all clinical sessions. For a student to progress in the nursing program ALL clinical objectives must be satisfactorily met.

Should an absence occur, the student must make up the missed clinical time. Arrangements for making up clinical time are based on availability of the clinical site, simulation center, faculty, and specific learning objectives. Failure to make up missed clinical time is considered a professional deficiency and will result in failure of the clinical course and may result in dismissal from the program.

Students must personally notify the clinical faculty/preceptor and/or clinical site in which they are placed if an absence from a clinical day is necessary. Specifics of this notification process will be supplied by the clinical faculty. Students who miss more than one clinical day may be required to be evaluated by the program director and may result in dismissal from the program.

Tardiness in a clinical, laboratory or simulation is considered unprofessional behavior and is not acceptable. If a student will be late, he/she should notify the clinical faculty/preceptor and/or clinical site. Tardiness may result in a needs improvement on the clinical evaluation. More than two (2) tardies is considered a professional deficiency and may result in failure of the clinical rotation, probation or dismissal from the program. A student arriving 15 minutes or more late to the clinical area may be asked to leave the clinical area and will be required to repeat a full clinical day.

If a student does not meet clinical objectives due to absences, regardless of the number of clinical hours missed, the student will not be able to progress in the nursing program.

The student is expected to be in the clinical agency prepared to begin assignment at the designated time.

Each student is responsible for her/his transportation to the clinical facility.

Campus Laboratory Attendance for Theoretical Application and Simulated Learning Activities

Because of the concentrated curriculum and mandated laboratory hours, the student is expected to attend all skill laboratory and course sessions. Student absent on a skill practice will not be able to make up practice time. Student absent on a skill check-off day will receive a zero as their grade.

Tardiness causes a disruption to students present; therefore, late arriving students will not be admitted until the next campus laboratory break. Three (3) tardies equals one absence day. Attendance will be taken by the instructor at the beginning of class. Absences of three (3) or more days will result in academic dismissal from the program.

A student may petition faculty, in writing, for consideration of absences resulting from extenuating circumstances. The petition must be filed prior to next class day so further absences will not accrue.

The student is responsible for returning to the campus laboratory after a break at the time specified by the instructor. Late arriving students will not be admitted until the next break.

## Background Checks

See current information in WCJC Online College Catalog under Nursing: Associate Degree heading stating full acceptance.

## Basic Life Support (BLS) for Healthcare Providers

Students must have current BLS certification throughout their participation in the nursing program and will be required to present current certification prior to registration for nursing course work. Certification must remain in effect through the end of the semester and students will be responsible for renewing certification and providing evidence of continuing certification without lapse in said certification. BLS certification must be American Heart Association BLS for Healthcare Providers. Students who do not have current certification will not be allowed to participate in clinical activities until certification is current. Inability to participate in clinical activities will jeopardize the student's ability to successfully complete all course objectives and obtain a passing grade. Students are expected to retain BLS knowledge and skills and utilize them in the lab and clinical setting, as needed.

## Blood or Body Fluid Exposure

A student who has a blood or body fluid exposure will notify their clinical instructor and their primary/charge nurse. The student will follow the employee exposure procedure at the facility at which the exposure occurred. Exposure is defined as 1) parenteral exposure (e.g., needle stick or cut); 2) mucous membrane exposure involving large amounts of blood or prolonged contact with blood (e.g., splash to the eye or mouth); 3) cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis).

## Clinical Clearance for Student Pregnancy

In the event a student is pregnant while enrolled in the ADN program, documentation must be submitted from the student's health care provider that states the student's health status will not be in jeopardy by enrollment in the program. Although the faculty will attempt to make clinical assignments to avoid potentially hazardous situations, it remains the student's responsibility to maintain their own well-being and demonstrate responsible behavior with respect to her fetus. WCJC assumes no responsibility for problems that may occur during pregnancy or delivery. Faculty will not limit how long the pregnant student may be enrolled provided it is understood that she is expected to meet the same standards of clinical and classroom performance as are all students enrolled in the ADN program.

## Clinical Dress

Uniform regulations are enforced to assure standard, identifying attire, and a well groomed personal appearance. The ultimate goal is to protect the patient and self from contamination and to reflect confidence, assurance, and dignity in patient contact and hospital staff personnel relationships.

All students will wear the ADN Program designated uniform and school patch in all clinical settings unless otherwise specified by the clinical instructor. Clinical agency dress code policy must be followed as well as the ADN Program policy. Failure to comply will result in the student being dismissed for the day. She/he will be credited with an absence. Following are the requirements: (note: in addition, students must adhere to all clinical agencies' policies)

- Students are to wear the approved Associate Degree Nursing student uniform. Uniforms should not fit tightly and must be appropriate length.

- Shoes (tennis or nursing) must be comfortable, white or black, and must be leather or leather-like material. Clogs, crocks, or nylon mesh shoes are not acceptable.
- An approved Wharton County Junior College ADN program patch is to be sewn two inches below the left shoulder seam.
- WCJC photo ID badges are required in all clinical settings. Badge must be clipped to uniform – lanyards are not allowed around neck (safety issue)
- WCJC Clinical Passport for current level. Your passport must be on your person at all times. This is a communication tool between you, the facility staff, and outside regulatory agencies. It provides information to the facility staff and outside regulatory agencies with regard to clinical objectives, medication administration policy, and skills that the student nurse may perform.
- Uniforms should be worn only in the clinical area and campus laboratory settings and should not be worn for general classes, shopping, etc.

In special areas (certain designated clinical areas) facility scrub gown or suit may be required; however, students are expected to arrive at the agency in complete school uniform.

Items such as cigarettes, gum, etc. must **not** be on the student's person while engaging in patient care.

Lab coats may not be worn in the clinical facility over the student uniform while administering patient care.

Designated scrub jackets may be worn while administering patient care.

All students will have the following items with them for every clinical experience, plus any material specified by instructors:

1. Watch with second hand or second capabilities (no jewelry, no "bling", just plain band and watch surface)
2. Ball point pen with black ink
3. Bandage scissors
4. Stethoscope
5. Pen light
6. Uniforms and scrub jacket must be freshly laundered, neat, and fit properly (not wrinkled)
7. Uniforms must be free of smoke odor

#### Grooming and personal hygiene

- General cleanliness and good grooming are expected at all times, including deodorant. Heavy makeup and scents from perfumes or perfumed powders are inappropriate in patient-care settings.
- Hair, including wigs, must be clean and off the collar for both male and female students. Long hair should be arranged in a hairstyle, which controls loose hair and is off the face. Exotic or extreme hairstyles are inappropriate. No fad designs or colors will be accepted. Headbands must be the same color as the hair and can be no wider than one inch.
- Mustaches, beards, and/or sideburns will be neatly trimmed.
- Fingernails must be kept short and clean. Nail polish may **not** be worn. Artificial or acrylic nails are **not** allowed in the clinical setting.
- The only jewelry which may be worn while in a clinical facility is: a watch with a second hand, small stud earrings maximum of one earring per lobe, engagement and wedding ring (not recommended if diamonds or other stones).  
No other jewelry or body piercing materials will be visible while in any clinical setting. Body piercing materials must be covered in a manner as to not draw attention to these adornments.
- Fad devices, medallions, or medals will not be worn.
- Gum chewing is not permitted in the clinical area.

While dressed in WCJC clinical uniform, students are to behave professionally at all times. Alcohol is NOT to be consumed while in WCJC clinical uniform.

### Personal items

The College and the clinical agency do not assume responsibility for the student's personal property. It is suggested that personal items be left in a secure place as selected by the student before entering the agency.

### **Clinical Experience and Expectations**

The clinical experience will be in hospitals, other health care facilities, simulation laboratory, or specialty areas that are conducive to learning. While in the clinical setting the student is expected to conform to the rules of that agency, i.e. parking, meal times, safety regulations or procedures.

Be aware clinical facilities do not allow smoking. This requirement is strictly enforced by the facilities. Students are not allowed to smoke at the clinical settings, including the facility parking lot.

The instructor or director schedules all clinical assignments. Clinical schedules are determined by the clinical facility. **No requests for clinical agencies, clinical days, etc. will be accepted.** Clinical hours and sites may change dependent on the clinical facility availability. Students may have to adapt schedules and clinical sites in order to meet clinical objectives.

Students may be required to go to the clinical unit throughout their clinical experience for assignments outside of direct patient care. Grooming and hygiene standards apply as above. **Dress for clinical must be modest, professional and includes:**

1. dark Slacks and professional blouse (female) collared shirt with tie or sport jacket (male)
2. no capri pants
3. no open toed or open backed shoes, no high heels or western boots
4. no blue jeans or other denim pants
5. no cleavage displayed
6. photo ID badge clipped, no lanyards

All nursing courses require that the student be prepared as specified by the course requirements or other assigned prerequisites prior to being allowed to care for patients. **Failure to prepare for a clinical assignment may result in the student being dismissed from the clinical experience for the day. This will constitute an absence and a zero for that clinical day.**

Guidelines are used to assist the student in adjustment to various hospitals and other health agencies. The policies vary, but in general the rules established by the college will cover the student's responsibility when entering such health agencies. Wharton County Junior College wishes to have its students represent the college in a manner that reflects its goal toward high standards of education and service.

Students will have a student accountability sheet that may be given to primary nurses at their clinical site to assist nurses at facilities to understand the competencies that are specific to that student's progress in the program. The student accountability sheet will be provided by the student's clinical instructor.

## **Clinical Course Evaluation**

Each clinical course has specific objectives and competencies that must be satisfactorily met in order to progress in the program. The student must perform competently and safely in all clinical areas/assignments scheduled to meet program objectives. Evaluation methods and tools are listed in each course syllabi. Each course syllabus is reviewed at the beginning of the course and students are provided the opportunity to ask questions regarding expectations of the course.

## **Clinical Campus Laboratory Experience**

The campus clinical laboratory is provided as a simulation of the clinical setting. Campus clinical laboratory allows students to learn and practice nursing skills in a protected environment and to develop behavior patterns appropriate to the clinical setting. Appropriate dress, equipment, and attendance is required.

The student may be videotaped in the campus laboratory for educational purposes. The student may request to review any personal videotape during the time the skill is being taught. The request must be made to the instructor in charge of the skill education at that time. Videos are saved as part of the student record and will be maintained for the time frame stipulated by WCJC.

## **Confidentiality**

Patient information is private and will be discussed only with those directly involved with the patient's care. Any calls from the media should be promptly referred to the ADN Program Director. Breach of confidentiality is:

- Unprofessional conduct will result in disciplinary action which may include dismissal from the program. (See "Unsafe or Unprofessional Conduct")
- Photocopying patient documents, information, taking photographs, removing documents from the hospital, and postings on internet social networking sites are examples of violation of confidentiality. Any of the offenses may result in dismissal from the program.

## **Counseling of Students**

Students are required to meet with the appropriate instructor in conference for unsatisfactory performance in any learning environment as indicated in the following situations:

1. Failure to earn a 75% on any examination.
2. Failure to safely perform a required skill check-off.
3. Failure to satisfactorily meet clinical course objectives.
4. Failure to maintain professionalism.

The student is responsible for scheduling the counseling appointment with faculty members.

A student success plan may be developed between student and faculty to outline a plan for improvement of performance required to be retained in the ADN program. The student, faculty member, and ADN Program Director will meet to discuss the plan. The student is requested to sign the plan. A copy of the plan with all signatures will be given to the student. The faculty member will continue advising the student to discuss meeting of objectives in the course. Any student who has not maintained the terms of the plan will be subject to dismissal.

Referral to student services is made by the faculty as warranted.

WCJC offers counseling services through the Office of Student Services for other concerns. Refer to WCJC college catalog.

### **Course/Faculty Evaluation**

Students are given opportunities to evaluate specific courses, theory and clinical instructors and the nursing program as a whole. Constructive student feedback is important in improving the curriculum and instruction. End of semester course evaluations are online and anonymous.

Two student representatives from each level are chosen by their peers to participate in the curriculum committee held at the end of each semester.

### **Dismissal or withdrawal from the ADN Program**

A student who is not successful or withdraws from a RNSG designated course in the ADN program is dismissed from the ADN program. This student is not allowed progression in the program. The student may be eligible for readmission one time only. If student is dismissed for unprofessional conduct, readmission is not allowed.

The ADN Program Director may dismiss students from the ADN program for such reasons as: academic failure; excessive absenteeism; unprofessional behavior, violation of confidentiality, violation of clinical site policies, violation of college policies, critical clinical incidents, violation of civility policy, violation of attendance policy, and/or other situations.

While in the nursing program, if a student is involved in anything that requires fingerprinting, (such as an arrest), the Board of Nursing will be notified. If the Board of Nursing notifies the nursing program and a declaratory order is required, the student will be withdrawn from the program at that time. Once the declaratory order is resolved and the student has documentation of clearance from the Board of Nursing, the student may re-apply to the nursing program. At that time, the student will be interviewed by faculty and a decision will be made whether or not the student can return to the program.

### **Dosage Calculation Competency**

A dosage calculation examination is administered prior to medication administration in each clinical course. Students are required to score a passing score of 90%. Students not obtaining a passing score of 90% will have a student success plan implemented accompanied with ongoing remediation and testing throughout the semester. Students will not be permitted to administer medication in the clinical setting without the WCJC clinical faculty present until competency is achieved. Ongoing inability to calculate medication dosages will result in the failure of a course objective and failure of the course.

### **Drug Screens**

Applicants accepted into the Associate Degree Nursing Program and/or current students in the Associate Degree Program are required to complete a drug screening consisting of a Health Care Professional Panel when drug screen is randomly scheduled. Full acceptance or continuation in the program is contingent upon a negative drug screen. The cost of the drug screen will be at the applicant's/student's expense and is approximately \$50.00 for each testing. Testing may be performed each semester due to clinical site requirements.

Only drug screenings conducted through a college-approved agency will be accepted.

An applicant with a positive drug screen will not gain acceptance in the program. If already in the program, a student with a positive drug screen will be withdrawn from the program at that time.

All students are subject to random drug screens throughout the program. The clinical facility where the student is assigned for clinical experience may conduct a random drug screening. Any student who is selected to participate in the random drug screen testing will be required to comply. Non-compliance will result in dismissal from the program.

### **Electronic Communication Devices**

Electronic communication devices, such as cell phones, must be set to silent mode at all times in the classroom, laboratory, and clinical settings. The use of electronic communication devices in any learning setting is to be limited to emergency situations only. If it is necessary to leave the classroom to respond to a telephone call, the student may reenter the classroom at the next break. Students may not use a cellphone for personal reasons in the classroom or clinical area.

Cell phones are not permitted in the classroom laboratories and clinical setting. Students may be dismissed from the program for utilizing a cell phone during learning.

If a cell phone disrupts the class, laboratory, or clinical (is visible, can be heard, or is being used) the student will be dismissed from the learning environment and may not return until the next scheduled start of class. Students are permitted to audio record each lecture in the classroom setting only with verbal permission of faculty. Videotaping any instructor during class or clinical is not permitted.

A laptop in classroom is required for educational purposes. Improper use of the devices which causes disruption to peers and/or faculty will result in student being dismissed from the classroom.

### **Employment**

Students are advised against full-time employment while enrolled in the ADN Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the nursing program. No special consideration will be afforded students with regard to their employment.

### **Exit Predictor Examination**

All Level IV students are required to take an external exit predictor examination prior to graduation. This exam is a necessary step in planning for preparing for the National Council Licensure Exam (NCLEX-RN). A total of two exit predictor exams will be given during the final semester in the ADN program. The first exam will be administered after mid-term. Students who do not meet the benchmark on the first attempt will be required to complete remediation assigned. Those students who were unsuccessful will be required to take the second exit predictor exam prior to graduation. All students are required to attend a review course sponsored by program to successfully complete the program. If a student is unable to attend the review course due to an unpreventable occurrence, the student must complete an approved alternate review course. Cost of that review course is the student's responsibility. The director will not sign the affidavit of graduation until documentation of alternate review course is provided.

## Faculty Email Policy

Student's emails and phone calls will be responded as soon as feasible during office hours. Faculty will notify students of email addresses for correspondence during course syllabi review. Emails or phone calls received after office hours, on weekends, or holidays may not be given a response until the next office day. Students are to communicate via WCJC student email address.

## Grading

The grading scale for the nursing courses is as follows:

A = 90 – 100 B = 80 - 89 C = 75 – 79 D= 65-74 F=0-64

Grades are **NOT** rounded. For example, 74.8 will **not** round to 75.

A student enrolled in the nursing program must maintain a minimum grade of "C" (75%) in each nursing course in order to progress in the program.

## Grade Appeal

Wharton County Junior College ADN Program supports the written college policy for students wishing to appeal grades with **exception of the time frame for the appeal**. The ADN program courses are sequential and student cannot progress to next level without being successful in all courses in each semester; therefore, a **grade appeal must be submitted within ten days after semester completion**. The procedure regarding the grade appeal process is outlined in the college appeal of academic decisions located in the college student handbook.

## Graduation Requirements

To be eligible for the Associate in Applied Science Degree the student must:

Meet the general requirements for graduation from Wharton County Junior College as specified in the catalog under which the student entered the ADN program.

1. Must apply for graduation by the designated college deadline.
2. Have completed the prescribed Associate Degree Nursing curriculum plan.
3. Have no grade less than "C" (75%) in the nursing program, and all other non-nursing courses.
4. Complete all external exit exam requirements.

For readmitted students, the requirements in the Wharton County Junior College catalogue corresponding to the date of readmission to the ADN program will take precedence over requirements under which student first entered college.

## Guidelines for Written Work

All formal papers and written work submitted for course credit will conform to the guidelines in the Publication Manual of the American Psychological Association (APA), current edition. Written assignments will be submitted in a format designated by the individual instructors.

## Health, Safety, and Welfare

Student liability insurance coverage is required for all students in the ADN Program. Payment for insurance coverage is made at the time of registration. It is strongly recommended that students carry health and hospitalization insurance while enrolled in the program.

Students must comply with the communicable/infectious disease policy and protocols of the agency or facility with which they are assigned for clinical practice or research activity, as well as with the policies of the WCJC Associate Degree Nursing Program, the College, state and Federal statutes, regulations, and the contractual mandates of clinical affiliates.

Students must not assume the liability of witnessing any legal documents or consent forms while functioning in a student capacity.

Students who sustain a serious injury or illness including a hospitalization must present a written statement of release from the physician before returning to the clinical site, classroom, or clinical lab. Students must be released to perform clinical assignments with no restrictions. There is no provision for exceptions such as “light duty” or lifting restrictions.

Students who are pregnant will take responsibility for preventing exposure to radiation or other hazards. A statement will be required from the physician indicating that the student may continue to participate in the clinical activities. The student will also be required to abide by the pregnancy related policies of the clinical facility to which she is assigned.

Students may become ill, injured or exposed to infectious/communicable diseases while engaging in clinical practice/research activities. Illness, injury, or exposure to disease may require, but may not be limited to, counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment.

**A.** Wharton County Junior College is not liable for health care costs associated with a student’s illness or injury resulting from clinical practice/research activities.

**B.** Exposure Incidents

An “exposure incident” refers to a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties [a student’s clinical practice/research activities] (OSHA). Students who follow the recommendations developed by the Centers for Disease Control (CDC Universal Blood and Body Fluid Precautions) have minimal danger of contracting any infection in the course of their clinical practice/research activities. When an incident occurs, students must follow the Protocol as established by the clinical agency.

**C.** Any student who exposes another to his/her blood/body fluids and/or an infectious disease during clinical practice/research activities may be responsible for all costs incurred as a result of that exposure.

Illness or injury while in the clinical area must be reported to the instructor immediately. Expenses for Emergency Room Treatment and physicians’ fees are the responsibility of the student.

Standard precaution, as defined by Center for Disease Control, MUST be followed in the clinical areas.

Immunizations and BLS certification are maintained by Castle Branch. Evidence of immunizations and BLS are required prior to first day of class. It is the students' responsibility to keep immunizations and BLS documentation current with Castle Branch. **Failure to keep records current through Castle Branch, the student will not be allowed to attend clinical which may result in failure of the clinical course. Records MUST be updated no later than 1200 noon the day prior to clinical. Students failing to update their Castle Branch by 1200 noon the day prior to clinical will NOT be permitted to attend clinical. NO EXCEPTIONS!**

### Honor Society

Alpha Delta Nu is a national honor society for associate degree nursing students. Eligibility is based on professionalism behaviors and GPA. Student must maintain a "B" in every nursing course. Students eligible for honor society will be invited at beginning of Level 3. Upon successful completion of the requirements associated with the honor society the student will be invited to attend an induction ceremony is held in Level 4. More information can be found on the Organization for Associate Degree Nursing Alpha Delta Nu web page.

### Late Assignments

Not all assignments are eligible for late submission. These submissions will not be graded resulting in a zero. The course syllabus will indicate which assignments are not eligible for late submission.

Assignments eligible for late submission will be specified in the syllabus.

### Lockers

Lockers are available at the Wharton campus for student use. The following rules apply to usage of lockers.

- Lockers are available on a first come first serve basis
- Students must supply their own locks when using the lockers
- WCJC is not responsible for items placed in lockers
- Lockers are for day use only. All locks must be removed after class. Locks left on lockers will be removed by maintenance. All contents left will be removed and placed in Allied Health secretarial office. WCJC is not responsible for contents left in lockers.

### Policy and Procedure Changes

Policies are subject to change by the ADN Program faculty as deemed necessary. Students will be notified of changes via classroom announcements, designated course websites, Blackboard announcements, and/or student email.

### Professional Risks

Students are expected to provide appropriate care to all assigned patients during clinical learning experiences. These assignments may include patients with medical diagnoses of hepatitis, HIV and other communicable diseases that pose potential risks to the care-giver. The student is responsible for implementing standard precautions and adhering to all facility policies when providing care (e.g., patients known to have untreated tuberculosis are NOT assigned to students due to lack of appropriate protective equipment).

## Professionalism – Civility

The student is expected to demonstrate professional manner when interacting with faculty, patients, peers, and other professionals. This behavior is expected both on campus and in the clinical area. Students are expected to observe correct standards of conduct as stipulated in the college catalog and college student handbook. As stipulated in the College Student Handbook, plagiarism and collusion are unacceptable behaviors, which violate college policies and regulations. These are misconducts for which students are subject to discipline. The ADN faculty supports the college's policy of zero tolerance for the categories of behavior which result in automatic dismissal from the college. Immediate dismissal from the college will occur for illegal use or possession of controlled substances on college property, at a college event, or college sponsored activity.

Verbal or written derogatory statements about peers, WCJC faculty, and/or WCJC staff are behaviors that will result in disciplinary action and are grounds for dismissal. This includes postings on internet social networking sites. (Examples: Facebook, Twitter, Instagram, Snap Chat, YouTube, etc.)

All statements about patients outside appropriate education settings are behaviors that violate HIPAA and will result in disciplinary action and are grounds for dismissal. This includes postings on internet social networking sites. (Examples: Facebook, Twitter, Instagram, Snap Chat, YouTube, etc.)

The student is expected to be dressed professionally at all times. There is a specific school of nursing uniform policy for laboratory and clinical settings. Furthermore, students in the Associate Degree Nursing program are not allowed to wear offensive or revealing clothing (midriff baring shirts, spaghetti strapped tops without a cover-up, short-shorts, short skirts, low rise pants, low cut shirts that reveal cleavage, etc.) to class. Faculty has the support of the college to dismiss students from class if dress is not appropriate.

Students are expected to demonstrate ethical behaviors as specified in the American Nurses Association Code of Ethics for Nurses. It is intended to serve the individual practitioner as a guide to the ethical principles that should govern his or her nursing practice, conduct, and relationships. Available for review at [www.ana.org](http://www.ana.org)

## CIVILITY POLICY

Civility is behavior that shows respect towards another, causes another to feel valued and contributes to mutual respect, effective communication and team collaboration.

All health occupations have a code of ethics which address professional behavior. Provision 1 of the American Nurses Association Code of Ethics for Nurses with Interpretive Statements, notes: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

WCJC ADN students are expected to:

1. Follow student responsibilities and code of conduct as outlined in the current college catalog.
2. Respect the rules of the syllabus and handbook.

Examples of uncivil behavior are (but not limited to):

1. Demeaning, belittling or harassing others.
2. Using electronic media in an uncivil or inappropriate manner,

3. Rumoring, gossiping about or damaging a classmate/professor's reputation.
4. Habitually interrupting as others speak.
5. Not responding to letters, voice-mail, e-mail and/or blackboard messages in a timely manner.
6. Texting during class or skills unless directed to by the instructor.
7. Talking with peers when instructor is speaking.
8. Raising voice at instructor, peer or staff.
9. Not completing an equitable share of assigned collaborative work.
10. Carrying on side conversations during class.
11. Sleeping in class.
12. Displays of emotional outbursts, inappropriate language, profanity, or insults.
13. Arguing with faculty about exam items or exam grading.

Students who are disturbing a class will be asked to leave the class. The program director will be notified if any student has been dismissed from class. Acts of incivility can result in formal disciplinary action by the college including removal from the program.

### Progression Requirements

Students are expected to attend all theoretical and clinical sessions of the nursing courses. Specific absence policies are outlined under attendance policy.

The curriculum of the ADN program is sequential; therefore, a student must achieve a grade of "C" in each nursing course to receive credit for the course and progress to the next sequence of courses. Failure of a nursing course requiring concurrent enrollment will necessitate repeating both the failed course and the required concurrent course. In the event of an extraordinary circumstance, a student may be allowed to deviate from the stated sequence after a faculty review of the student's situation and standing in the program. Final approval is required by ADN director.

Students must take all required external examinations as scheduled by the ADN department in order to progress in the program.

Students are required to remain continuously enrolled in the Associate Degree Nursing Program unless exceptional circumstances exist as determined by the faculty and Director of the Associate Degree Nursing Program.

Students who withdraw from the Associate Degree Nursing Program for any reason must abide by the withdrawal policy of the college as stated in the catalog and student handbook.

### Repeating RNSG Courses in which Student was Unsuccessful or Withdrew

A student is eligible for consideration to repeat courses in which they **withdrew or were unsuccessful ONE TIME ONLY**. This applies to levels 2, 3, and 4 only. Level 1 students may be eligible for re-admission to the program. Ability to repeat the required courses is dependent upon:

1. written request via email to program director requesting readmission for next semester prior to end of semester.
2. space availability the next semester
3. no civility violations
4. meet with program director or designee to develop remediation plan

5. successful completion of remediation plan by specified date

Level 1 students are considered new or re-admitted students to the program and may be considered for readmission on the next available semester.

Student will abide by curriculum requirements of the program according to the date of semester that courses are being repeated.

### **Readmission to the Generic Program**

Students who have been out of the nursing program for more than one semester must re-apply as a new applicant to the ADN program and begin the program from the first semester. In extenuating circumstances, the circumstance may be considered. The student will be required to meet with the ADN program director and be able to provide supporting documentation. The application will be considered in the applicant pool to the class in which they are seeking admission.

Applicants selected for re-admission will abide by admission and curriculum requirements of the program according to the date of readmission. These requirements will take precedence over the requirements under which the student first entered the program.

### **Readmission to the generic program is limited to one time only.**

Students who fail or are withdrawn from a nursing course due to unsafe or unprofessional clinical practice and/or behavior will not be eligible for readmission.

### **Readmission to LVN-ADN Transition Program**

A student in the LVN-ADN Transition program, who is unsuccessful or withdraws from the program, has two options for re-admission.

1. The student may seek readmission to the LVN-ADN Transition Program by the next application deadline. The application will be considered in the applicant pool to the class in which they are seeking admission.
2. The student may seek admission to the generic program for the upcoming level 1 class (based on space availability).

Students who are unsuccessful or are withdrawn from a nursing course due to unsafe or unprofessional clinical practice will not be eligible for readmission.

### **Records**

Academic information pertinent to each ADN student is maintained by the ADN Department in separate, secured files for two years after the student graduates or withdraws from the program. Permanent records and transcripts are maintained and stored in the Office of the Registrar and stored according to college policy.

Students can access their student file (academic file) by arranging an appointment with the ADN program director or designee to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary.

Academic records may include:

- Application(s)
- Transcripts
- Test scores and/or evolve transcript
- Correspondence to and from the student
- Clinical evaluation tools
- Student counseling forms
- Confidentiality form
- Verification of licensure for LVN-ADN transition students
- Probation forms
- Student information sheet
- Mandatory education documentation for clinical affiliates
- Skill checklist and skill check-off grading tool
- Skills Laboratory worksheet
- Clinical grade sheets
- Final Clinical evaluations
- Copy of major projects and/or assignments
- Signed handbook acknowledgments

Health records are maintained by the student through Castlebranch and may include:

- Physical examination form
- Immunization records
- Lab results for Titers of Hep. B, MMR and Varicella
- BLS training documentation

### **Safety Policy for Impaired Behavior**

The Wharton County Junior College Associate Degree Nursing Program enforces a rigid safety policy for patient care in the clinical setting. Any student exhibiting behavior, which suggests impaired judgment for any reason, will be dismissed from the clinical assignment for that clinical day. The student is responsible for own transportation from the clinical setting and must make arrangements to be driven home by another person. If the behavior suggests impairment related to drugs (including prescription medications) and/or alcohol, the student may be required to have a drug screen test. All testing costs are the responsibility of the student regardless of the findings. Any student who tests positive for drugs or alcohol will be dismissed from the program.

### **Smoking Policy on College Campus**

Wharton campus policy: Tobacco and e-cigarettes use will be prohibited both indoors and outdoors including all common areas, building entrances, athletics fields, and sidewalks. Tobacco use is permitted on a college parking lot per college policy.

Sugar land campus policy: No smoking including e-cigarettes allowed anywhere on campus. It is a smoke-free campus.

## Student Membership on ADN Committees

In keeping with the philosophy of the ADN department, there are planned activities for student participation in ADN committees. The primary purpose is to allow students a voice in the teaching/ learning processes, to enhance communication among faculty and students, and to provide a mechanism for continuous quality improvement in the ADN curriculum.

Student representation shall be as follows:

- **Curriculum Committee**
  - Each class will elect two members to serve on the Curriculum Committee. Student representatives will be excused from confidential portions of meetings.
  
- **Associate Degree Nursing Director Student Advisory Council**
  - **Membership**
    - The ADN Director's Student Advisory Council (DSAC) is composed of two to three representatives from each level class, who are selected via an application process at the beginning of each semester.
  - **Length of service**
    - The length of service on the DSAC shall be one semester with eligibility for re-selection each semester. Students will only be eligible to serve on the DSAC for a maximum of two semesters during their academic tenure in order to allow other students to have a chance to participate.
  - **Purpose**
    - The DSAC members act as liaisons between the level classes and the ADN Program Director. The DSAC meetings allow the Director to provide the DSAC members with insight into specific areas of the ADN program and leadership. The meetings also will allow for open, two-way communication between the DSAC members and the Director.
  - **Officers**
    - Three members of the committee serve in the officer positions of chair, co-chair, and secretary. The officers are responsible for planning meetings, acting upon decisions of DSAC, and serving as representatives to the ADN Program and students.
  - **Member Responsibility**
    - The DSAC members will be responsible for bringing concerns, requests, and ideas of each class to the Program Director. The members also will be responsible for helping the program to inform each class of new developments within the ADN program. The DSAC represents the WCJC ADN program students, not only current students, but to prospective students as well. Serving alongside representatives from the WCJC ADN program, members of the DSAC travel to recruitment events on and off campus to relay how they have discovered their path to success through the WCJC ADN program. DSAC members will also be eligible to attend new student orientation, pinning ceremonies, and other ADN specific events. DSAC members will also be responsible for relaying information to the ADN curriculum committee student representatives to present during the end of the semester curriculum meetings.
  - **Frequency of Meetings**
    - The DSAC will meet with the Director at least three times per semester

## Technology Outage Policy

The WCJC ADN program utilizes numerous technology platforms (ATI, ExamSoft, Blackboard, Lippincott) for assessment and enhanced learning activities. If a problem arises with one or more of these technology platforms the student should contact the platform's customer/technology support immediately. In addition, an email containing a screenshot of the problem with timestamp should be sent to the appropriate instructor and ADN program director at the time of the event. Late, incomplete, or missing assignments will only be considered if the previous actions are taken.

## Testing / Examinations

### Unit Exam Dates

All major examination dates are scheduled at the beginning of the semester and noted on the course calendar and syllabus.

### Testing Procedure

- Students are expected to be in the classroom and ready to begin the exam at the stated time. All exams should be downloaded prior to entering the classroom.
- No student will be admitted to the classroom once an exam has started.
- Students are expected to have their laptops charged, logged in and ready to begin the exam at the stated time. Students should have a minimum of Firefox and Chrome browsers downloaded onto their laptop. All browsers should be updated on a routine basis and prior to the start of class. Time will not be extended due to lack of preparedness.
- Only laptop, pencils and small personal bag will be allowed during the testing time. Nothing will be allowed on desk/testing surface other than laptop and pencils (**no water bottles, cups, etc.**). Scratch paper will be provided by faculty if needed.
- Calculator, if applicable, will be provided on the testing platform.
- Cell phones are not permitted during exams.
- Smart watches are not permitted during exams.
- If a student's cell phone goes off during an exam the student will be required to log off of the test and will be required to leave the classroom. **There will not be a re-test.**
- The amount of time allowed for exams is dependent on the number and type of items on the exam.
- The time limit for unit exam will be announced before the exam begins.
- After the student has completed the exam, the student will upload their exam and show the faculty member their completed upload, log out of the test and quietly leave the classroom. No lingering outside of testing classroom.

- Please refer to ExamSoft protocol for computer requirements, testing procedures and test review procedures.
- If a student has questions about the exam or would like to review their exam, the student is encouraged to make an appointment with the instructor(s) prior to the next exam. Students scoring less than a 75% on any exam **MUST** make an appointment with appropriate instructor(s) to review the exam.
- Students scoring below a 75% on any unit exam will be required to attend a student success session. Student success sessions will be scheduled with the level faculty. Student success attendance is mandatory. Students who do not attend student success sessions will be required to meet with the program director.

**The student may not repeat unit exams in any nursing course. Exams can only be reviewed prior to the next exam.**

#### Make-up Examinations

- If the student is unable to take the examination as scheduled, the student must notify the faculty responsible for administering the examination by telephone or email. Students are to notify the faculty as soon as possible on the day of the examination and schedule a date and time for the make-up examination. Failure to take the make-up test at the scheduled make-up time will result in a grade of zero.
- Students who fail to notify the appropriate faculty of the absence as stated above will receive a grade of zero for the missed examination.
- **The instructor will determine the make-up examination type and number of questions.**

#### Final Examination

- The student will only be allowed to bring their laptop and pencils to the classroom for the final examination session (no smart watches are permitted).
- There are no exemptions from final examinations.
- If the final examination is not taken as scheduled, progression in the nursing program will be halted.
- **The student may not repeat final exams in any nursing course.**
- **There will be NO test review for the final examination.**

#### Quizzes

- Unscheduled quizzes may be given at the discretion of the instructor.

## **Textbooks and Supplies**

Wharton County Junior College bookstore provides services to students under contract with the College. Nursing course materials, exam software, textbooks and many supplies are available at the Campus Bookstores.

## **Transfer of College Credit**

The ADN Program Director, faculty and staff do not have the authority to evaluate transcripts. Students are responsible for initiating an official transcript review from the Registrar's office to ensure transfer courses are acceptable at WCJC. Courses will be accepted for transfer if evaluated by the Registrar's office as equivalent to required courses in the ADN Program degree plan and meet requirements for date of completion. Applicants are strongly encouraged to consult a college advisor concerning course transferability prior to enrolling in any course at another institution.

For transfer of general education (non-nursing) courses the applicant must submit an official transcript from the transferring college with a request for transcript evaluation to the Registrar's office. Submit a copy of the official transcript from the transferring college to the ADN Program.

## **Transfer into the ADN Program**

The acceptance of transfer students (who have completed at least one semester of a state accredited RN nursing program within the past semester) into the ADN program at WCJC requires the decision of a quorum of faculty members.

The potential student must meet the following criteria at least 30 days prior to the semester for which they are applying:

1. The student must meet admission criteria for Wharton County Junior College and for the Associate Degree Nursing Program.
2. For transfer of nursing courses, the applicant must have submitted an official transcript from the transferring college with a request for transcript evaluation to the Registrar's office.
3. Submit a copy of all official transcripts from all previously attended institutions to the Department of Associate Degree Nursing.
4. Submit copies of course descriptions, objectives and documentation of number of class and clinical contact hours to the ADN Program Director for evaluation by the faculty.
5. Transfer nursing courses will be evaluated on a course by course basis. The student will be required to demonstrate knowledge and skills proficiency at 75% on all related nursing content before courses are accepted for credit.
6. Transferred grades below "C" are not accepted for credit in the program.
7. The college from which credit is to be transferred must be accredited by one of the six regional accrediting associations.
8. A total of 15 semester hours within the program curriculum must be completed at Wharton County Junior College for graduation.
9. The student must be eligible for readmission/progression to the previous school of nursing.
10. The student must submit a letter from the dean/director of the previous school of nursing stating they are a student in good standing.

## Transportation

Transportation to clinical facilities and community agencies is the sole responsibility of the student. Clinical facilities can include learning experiences located in adjacent cities. Students should be prepared to accommodate travel to any facility deemed applicable to meeting course objectives.

## Unsafe or Unprofessional Clinical Practice

Safe professional clinical practice is mandatory of all students in the ADN program. Unsafe clinical practice is any instance or pattern of physiological and/or psychological jeopardy. Students will be notified of unsatisfactory clinical practice by the clinical instructor. Students in the WCJC ADN Program are required to demonstrate patterns of safe, professional clinical performance which follow the legal and ethical codes of nursing; promote the actual or potential well-being of patients, health care workers, and self; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Unsatisfactory clinical performance requires immediate attention and correction by the student.

Unsafe unprofessional clinical practice will result in dismissal from the clinical site and a grade of zero for the clinical day. There will be:

1. documentation of event on clinical evaluation tool and student counseling form
2. a scheduled meeting with instructor and program director

Potential outcome:

1. failure of clinical nursing course
2. immediate withdrawal/dismissal from the ADN program

Physical jeopardy is defined as any action or inaction on the part of a student, which threatens the physical well-being of a patient. Examples include but are not limited to:

1. failure to properly identify a patient prior to administration of care or medication
2. failure to seek help when needed
3. performing nursing actions without appropriate supervision
4. failure to recognize violations in aseptic technique
5. violation in "rights" of medication administration
6. failure to implement nursing procedures using recognized standards of care

Psychological jeopardy is defined as any action or inaction on the part of the student, which threatens the patient's psychological well-being. Examples include, but are not limited to:

1. making a patient feel threatened
2. providing patient with inaccurate information.

Unprofessional practice is behaviors that include but are not limited to:

- a. Verbal or nonverbal actions which compromise the working relationships with peers, patients, family, physicians, staff, or instructors

- b. Any action by the student that threatens to compromise the contractual agreement with the clinical agency
- c. Failure to complete patient assignment as directed by faculty
- d. Violation of legal/ethical standards
- e. Violation of civility policy
- f. Violation of standards or guidelines from the BON.
- g. Violation of professional standards described for eligibility in honor society

Failure to responsibly follow course policies and guidelines as set forth by the College and ADN Department may also result in dismissal. Students who fail a nursing course or withdrawn due to unsafe or unprofessional clinical practice will not be eligible for readmission.

The performance of students must comply with the Board of Nursing for the State of Texas Rules and Regulations for Nursing Education and Practice. A student who does not comply with these rules and regulations may fail the course and be dismissed from the program.

### **Unsatisfactory written assignment**

If assignment is a Pass/Fail assignment, the objective of assignment must be met. The student will have one opportunity to resubmit the assignment. If objective is not met by second submission, failure of course will occur.

### **Withdrawal/Dismissal from the ADN Program**

Students may elect to withdraw from ADN courses which will result in withdrawal/dismissal from the ADN Program for such reasons as:

1. academic failure
2. financial problems
3. family/personal problems, excluding health
4. excessive absenteeism due to illness
5. excessive absenteeism, for reasons other than illness
6. violation of civility policy
7. violation of attendance policy
8. violation of honesty policy
9. change of residence
10. other situations or incidents

The ADN Program Director may dismiss students from the ADN program for such reasons as:

1. critical clinical incidents or other situations that demonstrate patterns of unsafe, unprofessional clinical performance.
2. unprofessional conduct - violation of civility, attendance, and/or honesty policy.
3. violation of confidentiality as described in handbook.

### **Waiver of Liability and Consent for Release of Information**

Students may request for an instructor or the director to write a letter of recommendation/reference for the purpose of employment or scholarship committees. The student will sign a release for waiver of liability and consent for release of information that will be placed in the student's file.

### **Videos/photographs**

Videos or photographs may be taken of students participating in class, labs, and clinical sites. The videos or photographs are used for educational purposes or school publications. Videos done in campus laboratory for course work are erased after student has completed the program.

**STUDENT NONDISCLOSURE**

**I, \_\_\_\_\_, have a legal and ethical responsibility to safeguard the privacy of all patients, and to protect the confidentiality of their health information. In the course of my clinical assignments at various healthcare facilities as a WCJC ADN Student, I will have access to and review confidential information maintained in electronic and/or paper form by the healthcare facility.**

I agree not to access, use, disclose, or reproduce any confidential patient information for any other purpose, except as specifically permitted pursuant to my student duties. I further agree to use appropriate safeguards to prevent access, use, disclosure, or reproduction of confidential information other than as provided herein.

I understand and acknowledge that photocopying patient documents, information, taking photographs, removing documents from the hospital, and postings on internet social networking sites are examples of violation of confidentiality.

I understand and acknowledge that unauthorized access, use, disclosure, or reproduction of any patient information in violation of the healthcare facilities data policy will authorize the healthcare facility to prohibit me from providing any patient care on the healthcare facilities premises. I further understand that certain unauthorized disclosure of patient information is punishable by fines and penalties imposed by Federal and State law(s).

I understand and acknowledge that if I am granted specific computer system(s) access based on the nature and scope of my assignment, I am prohibited from accessing or attempting to access any computer system(s) in a manner that violates the healthcare facilities data policy or is not consistent with my specifically assigned user rights.

I understand that any I hereby agree that, unless directed by my instructor, I will not at any time during or after my clinical assignments disclose any patient information to any person whatsoever or permit any person whatsoever to examine or make copies of any patient reports or other documents prepared by me, coming into my possession, or under my control, or use patient information, other than as necessary in the course of my clinical assignments.

When patient information must be discussed with other healthcare practitioners in the course of my work, I will use discretion to ensure that such conversations cannot be overheard by others who are not involved in the patient's care.

I understand that violation of this agreement may also result in corrective action, up to and including dismissal from the ADN program.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



**Wharton County Junior College**  
911 Boling Highway • Wharton, Texas 77488 • (409) 532-4560

**ASSOCIATE DEGREE NURSING DEPARTMENT**

**WAIVER OF LIABILITY AND CONSENT FOR RELEASE OF INFORMATION**

**I hereby request and consent to the release of information required in connection with letters of recommendation/reference requested by prospective employers or scholarship committees.**

**I consent to and authorize the release of information concerning me by Wharton County Junior College Department of Associate Degree Nursing to prospective employers in accordance with the Family Education Rights and Privacy Act of 1974.**

**I release from liability the faculty of the associate degree nursing program for their acts performed in good faith and without malice in connection with activities concerning my request for letters of recommendation/reference.**

**I will submit in writing any requests for letters of recommendation. The request will include: name, title, affiliating institution, and address where request is to be sent.**

**I further acknowledge that I have read and understand the forgoing Waiver and Consent for Release of Information.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature** \_\_\_\_\_

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

**Photograph/Videos**

I acknowledge that photographs/videos may be taken of students participating in class, labs, and clinical sites. These photos or videos may be used in school publications.

\_\_\_\_\_ I **grant** permission for my name/picture to be used in WCJC publications/videos/website.

\_\_\_\_\_ I **do not grant** permission for my name/picture to be used in WCJC publications / videos / website.

**Display/Utilization of Written Work**

I acknowledge I will have various forms of written work (posters/videos/PowerPoints) to assist in meeting course objectives. For educational purposes my written work may utilized or displayed in other classes within the ADN program to assist other students.

\_\_\_\_\_ I **grant** permission for my written work to be used for educational purposes.

\_\_\_\_\_ I **do not grant** permission for my written work to be used for educational purposes.

**Classroom Audiotaping**

I acknowledge that audiotaping may be taken by students and instructors participating in class and labs. These audiotapes may be used for individual educational purposes.

\_\_\_\_\_ I **grant** permission for audiotaping to be used for educational purposes.

\_\_\_\_\_ I **do not grant** permission for audiotaping to be used for educational purposes.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF POLICIES and AGREEMENT OF COMPLIANCE OF POLICIES**

I have read the ADN Student Handbook in its entirety and understand the objectives, policies, rules and regulations set forth therein.

I agree to abide by these policies and guidelines and accept responsibility for my actions while enrolled as a student in the Associate Degree Nursing Program at Wharton County Junior College. I understand that failure to abide by the policies or meet the academic standards set forth in this handbook may result in dismissal from the Program or other punitive action as described in the handbook.

I also understand that in gaining experience in procedures; i.e. physical assessment, bathing, moving patients, and others, I will be required to perform non-invasive procedures on my fellow students. I also understand that these procedures will be performed only after lectures and practice sessions with a training aid and under the supervision of an instructor.

I also agree to abide by the safety policies outlined in this handbook and as described to me by my instructors. I recognize that failure to do so may result in punitive action (i.e., probation or dismissal from the program).

I also understand that any policy set forth in this handbook can change at any time during said school year.

I also give permission for the college for release of necessary personal information to the clinical training facility prior to clinical placement.

I also have read and understand the potential for exposure to blood or other potentially infectious materials, or exposure to inhalation of airborne microorganisms during clinical placement and I will not hold the college liable for any accidental exposure I may experience in the clinical setting.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date