



**SOUTH TEXAS  
COLLEGE**

Nursing and Allied Health Division



**STUDENT HANDBOOK  
2024-2025**

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# MISSION AND INSTITUTIONAL POLICY STATEMENTS

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*Our Commitment to Hidalgo and Starr Counties*

## **SOUTH TEXAS COLLEGE COMPREHENSIVE MISSION STATEMENT**

### VISION STATEMENT

Changing lives and transforming communities through higher education.

### MISSION STATEMENT

South Texas College is a comprehensive public higher education institution that transforms lives through innovative education, holistic learner support, and community engagement. We empower our region and drive socioeconomic advancement through lifelong learning opportunities.

### CORE VALUES

1. *Student Success*: We are committed to the personal, academic and career goals of each student.
2. *Excellence*: We are committed to excellence and innovation in teaching, learning, and services.
3. *Opportunity*: We are committed to providing access and support for students to achieve their academic and career goals.
4. *Caring*: We are committed to creating a campus culture that embodies respect, empathy, and genuine care for all.
5. *Integrity*: We are committed to being respectful, professional, honest, accountable, and transparent.

### STRATEGIC GOALS AND DIRECTIONS

**LEAD COMMUNITY ENGAGEMENT:** South Texas College is the catalyst for engaging and strengthening the communities through diverse efforts.

1. Enhance and leverage partnerships with school districts to improve college matriculation.
2. Strengthen and develop partnerships with local organizations to align educational opportunities with community and workforce needs.
3. Improve community awareness of South Texas College's educational options, programs, and services.

**PROMOTE ACADEMIC INTEGRITY AND EXCELLENCE:** South Texas College is dedicated to creating a dynamic and innovative educational environment based on excellence, academic honesty, rigor, and continuous improvement.

1. Promote, support, develop and expand the use of dynamic, innovative, and engaging classroom instruction.
2. Recruit and retain excellent faculty and staff.
3. Expand professional development for all faculty and staff.
4. Nurture a culture that values meaningful assessment of student learning.

**CREATE EDUCATIONAL OPPORTUNITIES FOR STUDENTS:** South Texas College is committed to providing accessible and inclusive educational opportunities that enable a seamless transfer to advanced degrees or align with emerging workforce needs.

1. Strengthen college readiness for all students in our region.
2. Align programs with emerging technologies and changing needs in the job market.
3. Deliver world class online programs and student experience.
4. Expand and enhance transfer opportunities.

**FOSTER STUDENT SUCCESS:** South Texas College is devoted to providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

1. Develop pathways to academic and educational achievement to encompass all students.
2. Construct a network of support systems to help students enter and stay on a path leading to employment and/or further education.
3. Provide educational guidance, student mentoring, internship program opportunities, and other experiences.

**CULTIVATE INSTITUTIONAL EXCELLENCE:** South Texas College creates a culture of excellence through integrity, collaboration, transparency, accountability, fiscal responsibility, and leveraging technology.

1. Establish a streamlined, well-structured, and efficient set of communication processes at the College.
2. Improve leadership and personal accountability at every level of the institution to better facilitate regular and effective cross-functional teamwork and dialogue.
3. Safeguard the sound financial condition and financial management of the College.
4. Deliver high level innovative and customer-oriented services and business practices.

## **NURSING AND ALLIED HEALTH MISSION STATEMENT**

The mission of the Nursing and Allied Health (NAH) division is to provide graduates with a complex set of knowledge, skills, and values that enable them to function safely and competently in their chosen field.

The faculty and staff are committed to providing students with the knowledge, skills, confidence and professional integrity to become outstanding practitioners, serving their community and the healthcare profession.

The Nursing and Allied Health division will promote partnerships with local health care providers, for external learning experiences, to provide close linkages with the community and meet the unique needs of a growing, diverse, and complex healthcare environment.

## **INSTITUTIONAL POLICY STATEMENTS**

### STARFISH ACTIVATION

South Texas College uses the [Starfish Early Alert System](#) to help the students succeed in their courses and continue the path toward graduation. Starfish allows the students and the faculty to communicate with each other regarding their progress in the course. Students may login into Starfish, through the [Jagnet](#) student portal, to create or update their profile. For more information about Starfish, contact the South Texas College Starfish Administrator at (956) 872-1954 or email [starfish@southtexascollege.edu](mailto:starfish@southtexascollege.edu)



## NOTICE OF NON-DISCRIMINATION

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

For inquiries or more information, contact the [Executive Director of Human Resources and Talent Development](#) or visit the [Notice of Non-Discrimination](#) website.

## TITLE IX STATEMENT

Title IX of the Education Amendments 1972 (20 U.S.C. §1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX) state the following: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

South Texas College does not discriminate or tolerate discrimination against any student, or applicant for admission, employee, or applicant for employment on the basis of sex in the College's education programs, activities, admissions, financial aid, work-study, athletics, counseling, or employment. South Texas College strives to maintain a healthy and safe environment where all members of the community, students, faculty, and staff feel welcome on the College's campuses and classrooms. Students, faculty, and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment, and/or sexual violence, including sexual assault, dating violence, domestic violence, or stalking. Sexual harassment can occur in any sex or gender configuration without regard to gender identity, gender expression or sexual orientation, and may include conduct off-campus or online.

Resources, questions, or requests for information regarding Title IX, including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Title IX Deputy Coordinators listed on the [Title IX website](#).

For further information, refer to [Policy 4216](#): Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited, [DIAA](#) – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence, and [DIAB](#) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics.

## PREGNANT AND PARENTING STUDENTS

Students are protected from harassment based on sex, gender, gender identity, gender expression, pregnancy or parental status. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, and other conduct that may be humiliating or physically threatening or harmful. Specifically, Title IX prohibits discrimination

against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

Pregnant or parenting students requiring assistance or access to receive services should contact Counseling & Student Accessibility Services immediately at 956-872-2173 or at [disability@southtexascollege.edu](mailto:disability@southtexascollege.edu). You may also refer to [Policy 4216](#): Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited for further information, [DIAA](#) – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence, and [DIAB](#) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics.

#### ADA STATEMENT

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly. [Section 504 of the Rehabilitation Act of 1973 / Americans with Disabilities Act | South Texas College](#)

Students with disabilities requiring assistance or access to receive services should contact Counseling & Student Accessibility Services at (956) 872-2173. You may refer to [DAA - Employment Objectives: Equal Employment Opportunity](#) for further information.

#### VETERANS STATEMENT

The STC Office of Veterans Affairs provides support services to our military veterans and their dependents and assists them in applying for and obtaining their educational benefits. Contact the Office of Veterans Affairs at (956) 872-6723 or [vaoffice@southtexascollege.edu](mailto:vaoffice@southtexascollege.edu) for questions or to set an appointment.

#### DEVELOPMENTAL STUDIES POLICY STATEMENT

The College's Developmental Education Plan requires TSI Liable students who have not met the college readiness or exemption standards in reading, writing, and/or mathematics to enroll in Developmental Studies courses including College Success. Failure to attend these required classes may result in the student's withdrawal from ALL college courses.

#### STUDENT HANDBOOK STATEMENT

The [Student Handbook](#) is your guidebook to support you as you continue to work toward your degree and contains helpful information such as student rights and responsibilities, the Student Code of Conduct, Conflict Resolution services and other support services for students.

#### INSTITUTIONAL CONTINUITY STATEMENT

In the event of a major crisis, such as a pandemic, hurricane, or other unforeseen emergency, course meeting times/dates, requirements, and method of delivery may change according to county, state, and/or federal guidelines to ensure the safety of the South Texas College Community. Up-to-date information related to crisis events can be found on the South Texas College [Campus Safety](#) website.



## FACILITIES

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### INSTRUCTIONAL SPACES AND CONFERENCE ROOMS

The Nursing and Allied Health Campus has many types of learning environments which include lecture classrooms, labs, computer labs, debriefing rooms, and the NAH Simulation Center.

CLASSROOMS are primarily used for conducting classes, but they may also be used as meeting spaces by South Texas College faculty and staff. Classrooms remain unlocked during NAH campus operating hours.

SPECIALTY/SKILLS LABS contain equipment respective to the educational purpose of the space. Equipment and supplies may present safety issues to individuals, so labs are locked unless a lab class is in session. Programs that provide "open lab" practice time for students must also provide instructor or lab assistant supervision.

COMPUTER LABS remain open for student use during campus operating hours, but students may not be able to access these labs when they are reserved by South Texas College faculty for classes or exams.

DEBRIEFING ROOMS AND THE NAH SIMULATION CENTER are not open access areas. Students may only access these spaces during the designated simulation times according to their course schedules and must be under faculty supervision at all times.

Conference rooms are designated meeting spaces that may be reserved by South Texas College faculty and staff for meetings and events. These rooms remain locked when not in use.

Community health partners and organizations may request to reserve NAH campus classrooms, conferences rooms, and simulation spaces for workshops, meetings, and special events. Interested individuals may contact the Office of the Dean of Nursing and Health, at 872-3114 or [nah\\_division@southtexascollege.edu](mailto:nah_division@southtexascollege.edu), to submit a request. Approval of requests is at the discretion of the Site Coordinator of Nursing and Allied Health.

### CLASSROOM VISITORS

Guests are frequently invited to share their expertise and experiences with Nursing and Allied Health Division Program students. Continued support from these speakers and the professional image of South Texas College Nursing and Allied Health Division students and the reputation of Nursing and Allied Health Division Programs are all influenced by students' attention and courtesy during invited guest visits to the classroom. Class members are asked to share responsibility for making speakers feel welcome by giving appropriate feedback through questions and comments and by voicing appreciation for their presentation.

Children and unapproved visitors are **NOT** allowed in the classroom, lab, or practicum/clinical setting. This division standard is for the safety of the individuals, as well as to prevent disruptions in learning and working.



## **DRUGS, ALCOHOL AND OTHER SUBSTANCES**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and students who are found guilty of such violation(s) will be penalized. Refer to the **South Texas College Catalog** for the complete statement on Drugs, Alcohol and Other Substances. Assistance and educational materials concerning drugs, alcohol and other substances are available in the Counseling and Advising Office.

## **SMOKING AND TOBACCO FREE ENVIRONMENT**

South Texas College also prohibits smoking, vaping (e-cigarette), and the use of tobacco products in all college buildings. More information may be found on the South Texas College of Public Safety website: <https://www.southtexascollege.edu/stdcps/>. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about smoking and tobacco products should contact the Counseling and Advising Office. The complete statement on Smoking and Tobacco Free Environment may be found in the **South Texas College Catalog**.

## **FIREARMS AND WEAPONS STATEMENT**

College Policy 6326, Concealed Carry and Weapons on Campus, allows individuals who hold a valid license (Concealed Handgun License or License to Carry) to carry a concealed handgun on land and in buildings owned or leased by South Texas College as allowed by Texas or federal law. An individual licensed to carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately owned or leased motor vehicle. No handgun storage is provided on campus for Concealed Handgun License or License to Carry holders. Violators will be penalized. The complete statement on Concealed Carry and Weapons on Campus may be found in the **South Texas College Catalog**. These pages also include a complete listing of all policy exclusion zones allowed by Texas and federal law.

Refer to the **South Texas College Catalog** for the complete statements on "Drugs, Alcoholic Beverages, and Other Substances", "Smoke/Tobacco Free Environment", and "Concealed Carry and Weapons on Campus".

## **HOUSING AND TRANSPORTATION**

South Texas College does not provide housing or transportation. It is the student's responsibility to make his/her own arrangements for housing or transportation to all instructional sites (classroom, laboratory, clinical/practicum) while a program student.

## **PARKING**

All students, faculty, and staff will be required to purchase a South Texas College parking permit to park on college property. A parking permit does not guarantee a parking space but does authorize parking in designated areas.

### PURCHASING A PARKING PERMIT

Parking permits must be purchased online through South Texas College Jagnet, accessible on the South Texas College main web page via any internet-enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. Visit the South Texas College Department of Public Safety at <https://www.southtexascollege.edu/stcdps/parking.html>.

### TEMPORARY PARKING PERMITS

Students with permanent parking permits may obtain a temporary parking permit for short periods when their authorized vehicle or motorcycle is not available, at the South Texas College Police Department located at Pecan Plaza: 2507 W. Pecan Blvd McAllen, Texas. Temporary parking permits may also be obtained by visitors and individuals who are not South Texas College employees or students.

### VISITOR PARKING PERMITS

Visitors are allowed to park in spaces labeled "visitor" without obtaining a temporary parking permit. If a visitor parking space is not available, visitors will need to obtain a temporary parking permit at no cost on the STC Parking Portal.

### DISPLAYING A PARKING PERMIT

Permits for vehicles shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield with only the adhesive on the front face of the permit. Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit. Permits shall be displayed in an upright position and not altered in anyway. Parking permits cannot be transferred from one vehicle to another vehicle.

*NOTE: If a sticker is not in place, a citation will be issued. If any ticket is unpaid or an appeal has not been granted, a hold will be placed on the student's account, which will prevent registration for the upcoming semester. All student vehicles must display a current parking sticker to avoid being ticketed. Students must park their vehicles only in the designated student parking area at the Nursing and Allied Health Campus. If parking at any other South Texas College campus, students must adhere to the posted parking regulations.*

## SERVICES

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### ACADEMIC ADVISING

The faculty of the Nursing and Allied Health Division are sensitive to the needs of students as they seek assistance to make career choices and guidance for academic success. The faculty have posted office hours with open door policies for both enrolled students needing academic support and prospective students seeking information. Enrolled students should utilize office hours for tutoring or communication clarification. Prospective students are encouraged to attend a scheduled program information session as posted on the program website.

### COURSE REGISTRATION

Only students who have been accepted into a Nursing and Allied Health Division Program may be registered for the selective admission program courses. Registration for NAH program courses is completed through the program specific process. Registration for academic courses required in the degree plan can be completed in any method as outlined in the college catalog (WEB, on-site etc.) Students must have evidence they have followed the program standards regarding the 'Clearance to Register' process to ensure eligibility to register. It is the student's responsibility to ensure that all courses are completed as outlined in the degree plan.

### LIBRARY SERVICES

Students enrolled in Nursing and Allied Health Division Programs have ready access to an adequate supply of books, journals, periodicals, computers, and other reference materials related to their curriculum via the Library Services Department with libraries and computer open labs located at the Nursing and Allied Health Campus, the Pecan Campus in McAllen, the Mid-Valley Campus in Weslaco, and the Starr County Campus in Rio Grande City.

Library Services is a combination of library, media center, and learning laboratories, and functions as an integral part of South Texas College's instructional support services for students, faculty, and the community and contributes to the effectiveness of instruction and to the academic progress of all students. Services include access to textbook, periodical, and audiovisual collections covering most basic curriculum areas; Internet access to in-house and other collections through provision of electronic databases such as CINAHL and ProQuest Nursing & Allied Health Source; access to computers for document creation and instructional computing; instruction on the use of library resources and information literacy; reference assistance in person and via chat and inter-library loan services.

The Nursing and Allied Health Division library has circulating books, reference books, reserve books, videos, copiers, study rooms, and a computer lab and provides access to electronic resources including subject guides, research databases, and Discovery Search, a service that searches several research databases at once. Budget and staffing for library services is regularly adjusted to meet the needs of the College's curriculum.

## **COMPUTER LABS**

The Nursing and Allied Health Campus hosts several computer labs with JagPrint for student use. Two large computer labs with onsite specialists are available in the Center for Learning Excellence (Bldg A) and the Library (Bldg B) and the available times are dependent upon the hours of the library and CLE services. The NAH division maintains three computer labs, but student access may be restricted when these rooms are reserved for classes and exams. The first-floor lobby of each building at Nursing and Allied Health Campus contains computer labs and printers that students may access when the CLE, Library and Computer Labs are closed.

## **HEALTH SERVICES**

South Texas College does not provide health care services. The College is close to several health care facilities and will utilize the 911 system in an emergency situation. South Texas College makes health and accidental insurance coverage available to all enrolling students. The purchase of coverage through South Texas College is voluntary; however, it is a requirement for all students to carry some form of medical or accidental coverage, i.e. Medicaid, third party, or student medical insurance, prior to registration in any Nursing and Allied Health Division program.

## **COUNSELING AND STUDENT DISABILITY SERVICES**

Counseling and Student Disability Services reflects South Texas College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. The staff at Counseling and Student Disability Services helps achieve academic success through the following services: academic counseling, career and mental health counseling, services for students with disabilities, and assistance to vulnerable populations. Most services are pre-paid through your student service fee.

Services are offered in a confidential atmosphere where the student may discuss concerns that are important to their educational and personal success.

Counselors are available during the day on a walk-in basis or by appointment, however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, Mid-Valley Campus, and Starr County Campus locations. The South Texas College Division of Nursing and Allied Health has a dedicated licensed professional counselor who is located on the first floor of building A in the Student Services Center.

For more information, the Counseling and Student Disability Services website is <https://studentservices.southtexascollege.edu/counseling/index.html> .

### **STUDENT SUCCESS CENTER**

The goal of the Nursing and Allied Health Division is to ensure that all students receive the instruction and support they need to be academically successful in their chosen healthcare career. Students will be referred to a Guided Pathway Specialist or a NAH Program Advisor if, and when the faculty determines they are at risk of failing. The Student Success Specialist will meet and discuss the student's action plan and/or advise students who are referred.

The Guided Pathway Specialist will assess a student's barriers to success and then, depending on the barrier, refer the student to internal resources. These resources include Transfer Resources, Admissions & Registration, Financial Aid, Counseling and Student Disability Services, Veterans Affairs, Students Rights and Responsibilities, the P.A.S.S. Program, the Center for Learning Excellence, the Career Center, Testing Services, and Student Activities/Intramural Services.

### **CENTER FOR LEARNING EXCELLENCE**

The Center for Learning Excellence at Nursing and Allied Health Campus has resources to assist students with the specialized curriculums of the Nursing and Allied Health Division, as well as support for math, reading, and writing skills. Facility and tutor schedules are available on the CLE website at <https://nah.southtexascollege.edu/resources.html#tutoring>.

## **CAMPUS SAFETY**

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South Texas College is committed to the safety and security of our students, employees and members of the greater community we serve. Involving all members of the college community in emergency preparedness is key in supporting this commitment. More information on South Texas College campus safety plans and procedures can be found on the Campus Safety website: <https://www.southtexascollege.edu/emergency/>. A link to the Campus Safety page is located at the top right of the South Texas College main website.

For questions concerning a unique situation, please contact the South Texas College Department of Public Safety at **956-872-4444**.

### **RAVE ALERT EMERGENCY NOTIFICATION SYSTEM**

Students, faculty and staff are strongly encouraged to use the RAVE ALERT Emergency Notification System which has three features providing users with information during a crisis or other significant event. It allows users to send anonymous text messages to report incidents or suspicious activities; and permits users to enter personal information that can expedite a response to the user's location in an emergency. To register for the RAVE ALERT Emergency Notification System, find the link on the South Texas College Campus Safety webpage or go to <https://www.southtexascollege.edu/stcdps/stcrave.html>.

### **EMERGENCY/FIRE EVACUATION PLAN**

The Nursing and Allied Health Campus is equipped with a fire alarm system, and if a fire occurs, the system will activate and send an electronic message to the municipal fire department. The NAH Campus is also equipped with fire extinguishers. All classrooms within the building have a posted map designating the fire exit routes. All students should be aware of emergency evacuation routes. Fire/evacuation drills will be held throughout the academic school year.

#### **IN THE EVENT OF A FIRE, IMMEDIATELY**

1. If the fire is small, attempt to put it out with a fire extinguisher.
2. If the fire is large, activate the nearest fire alarm to evacuate the building to the locations as designated on the diagram on page 14.
3. Call 911 to report the fire, provide the campus, building and room number.
4. DO NOT use the elevators.
5. DO NOT stand near glass.
6. Proceed to the designated evacuation area.
7. Call STC Dispatch at 956-872-4444.
8. DO NOT re-enter the building until authorized to do so.
9. Stay with and follow the directions of their faculty. Faculty will call roll to assure all students are safe.
10. Do not use cell phones or leave the premises until directed to do so by the faculty member.

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The Nursing and Allied Health Campus is also furnished with *Automated External Defibrillators* (AED) located on each floor. See above diagram.

### **IF A PERSON HAS COLLAPSED AND IS NON-RESPONSIVE, PERFORM THE FOLLOWING STEPS:**

1. Immediately CALL 911 or have someone else do so.
2. If available, obtain an Automated External Defibrillator (AED), open the case and follow verbal instructions provided by the AED.
3. Ask if any bystanders are CPR trained.
4. If no one is CPR trained and there is no AED, perform "HANDS ONLY CPR" as follows:
  - Position yourself directly over the victim.
  - Place heel of one hand between nipples on chest.
  - Place the other hand on top of the first hand.
  - Push hard and fast into the center of the chest, 100 beats per minute.
  - Continue until First Responders arrive.

## **HAZARDOUS CLINICAL/PRACTICUM ENVIRONMENTS**

Clinicals and practicums are part of every Nursing and Allied Health Division Program. These patient care environments are unpredictable and may be hazardous. South Texas College Nursing and Allied Health Division instructs students on the proper protection devices and techniques to use to prevent illness or injury in these situations. If a student has a condition which may predispose the student to illness or injury despite these safety procedures, it is the student's responsibility to disclose this to the clinical/practicum instructor and program chair. Each student situation will be handled on a case-by-case basis.

## **COMMUNICABLE DISEASES**

South Texas College and the Nursing and Allied Health Division recognize contagious diseases (for example, influenza, COVID-19, pink eye, tuberculosis) are a serious threat to public health and are committed to encouraging an informed and educated response to issues and questions concerning these diseases.

Any decision of South Texas College concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable virus and available alternatives to respond to a student with a communicable disease. No individual with such diseases will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities.

Likewise, students may attend any South Texas College function or event as long as they are physically and mentally able to participate, perform assigned work, and pose no health risks to others. The decision that a person poses a threat will be based solely on knowledge regarding:



- a. Duration of risk
- b. Nature and severity of the potential harm
- c. Likelihood that potential harm will occur
- d. Imminence of the potential harm

A safe environment must be maintained for all students and clients. The student with a communicable disease must report the condition to his/her faculty (classroom or clinical) immediately.

The Nursing and Allied Health Division will make information on the prevention of communicable diseases available to students. All reasonable precautions will be taken to protect confidentiality. However, communicable diseases will be reported as applicable to appropriate authorities, such as tuberculosis.

Students must be able to meet acceptable performance standards and objectives. A student with a communicable disease may attend classes or perform duties at the clinical site if his/her presence does not pose a threat or danger to the individual, others in the College, or to the clients they will be in contact with during the clinical experience. Students are expected to follow the affiliating agencies guidelines governing caring for clients with communicable diseases.

### **COVID-19 (CORONAVIRUS)**

Although the coronavirus pandemic has officially ended, cases of COVID-19 still occur occasionally. To prevent the spread of COVID-19 on campus, South Texas College recommends judicious use of face masks, social distancing, hygiene, disinfecting of contaminated surfaces, and daily self-screen for COVID-19 symptoms. In the event of a positive COVID-19 diagnosis, the person should follow the guidelines below:

#### **Recommended Isolation Procedures**

1. Employ best practices related to isolation as recommended by the CDC.
2. Stay home and seek medical care as needed if you test positive for COVID-19, were exposed to COVID-19, and/or develop symptoms.
3. Employees missing more than three consecutive days of work are required to notify the Office of Human Resources and their supervisor.
4. Students should notify their instructors of any need to be out of class and make arrangements to complete missed assignments.

### **HEALTHCARE ASSOCIATED INFECTION GUIDELINES**

The Center for Disease Control (CDC) has developed CDC Isolation Guidelines as recommendations to all health care workers for preventing transmission of Human Immunodeficiency Virus (HIV) and other blood borne diseases in the health care setting. Blood and certain body fluids of ALL patients are considered potentially infectious for HIV, Hepatitis B virus (HBV) and other blood borne pathogens. The implementation of these control measures does not obviate the need for continued adherence to general infection control principles and general hygiene measures. For more information on the CDC Isolation Guidelines, log on to [www.cdc.gov](http://www.cdc.gov).

## MINIMUM GUIDELINES

1. Use standard precautions for all clients.
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any client.
3. Change gloves after each contact with clients, followed by hand washing after gloves are removed.
4. Wear a mask and protective eyewear during any procedure that is likely to generate drops or sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.
5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
6. Refrain from all direct client care if you have exudative lesions or weeping dermatitis until the condition resolves.
7. Use resuscitator bags and other ventilation devices to reduce the need for mouth-to-mouth resuscitation.
8. Always use gloves when giving injections, changing wound dressings, or starting IV's or heparin locks.
9. Use appropriate equipment to prevent injuries when using needles, scalpels or other sharp instruments.
10. Do not recap used needles. Discard needle units uncapped and unbroken into sharps containers after use. Use needle-less systems wherever possible.
11. Notify your faculty immediately if you receive an injury from a contaminated needle or other sharp instrument or any potentially harmful occurrence to either you or your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.

## CDC INFECTION CONTROL PRECAUTIONS

Several of the hospitals have now adopted the new guidelines for Isolation as recommended by the CDC. The new classifications are not meant to eliminate Universal Precautions but are meant to assist in clarifying some specific events that require additional labeling for general clients, respiratory situations, and contact situations. For further information on CDC Infection Control Precautions, log on to [www.cdc.gov](http://www.cdc.gov).

### STANDARD PRECAUTIONS

Standard precautions include the care of all clients. Examples of actions include proper hand washing technique, wearing of gloves, masks and gowns, and appropriate linen handling and use of equipment cleaners and environmental controls. These are very similar to what is called *Universal Precautions*, but it is important to follow the individually determined policies of each facility.

### AIRBORNE AND DROPLET PRECAUTIONS

These are the new respiratory classifications of transmission-based precautions. *Some* of the diseases that are included in the airborne category are Measles, Varicella, and Tuberculosis. The guidelines are for protection of the lighter molecules which float in the air. In contrast, *Droplet Precautions* are for heavier molecules which would land on surfaces rather than float in the air. Guidelines for each of these include **specific** types of masking, cleansing, environmental control, patient placement, limitation of certain staff, and client transport. The student is expected to follow the facility's policy for infection control regarding these precautions.

### CONTACT PRECAUTIONS

Contact precautions go beyond the above categories to include enteric, respiratory, skin infections or viral conjunctivitis and viral infections. Examples of infections would include multi-drug resistant bacteria, *Clostridium difficile*, *Escherichia coli*, *Shigella*, hepatitis A, rotavirus, diphtheria, herpes simplex in neonate, pediculosis, scabies, herpes zoster, and others. These guidelines limit exposure to both the health care workers and other patients through environmental and other means of control of the bacteria or virus involved. These are similar to other terms of category specific limitations, such as Enteric Contact.

### **OCCUPATIONAL EXPOSURE TO INFECTIOUS AGENTS**

College faculty, staff and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids are required to observe the standard precautions and safety guidelines prescribed by the U.S. Public Health Service. In compliance with the Occupational Safety and Health Administration (OSHA) regulations, students will receive information regarding Blood Borne Pathogen prevention measures. Guidelines recommended by the Center for Disease Control (CDC) will be followed.

Nursing and Allied Health Division Program students will also receive instruction on safety and universal precautions as part of their online hospital orientation and throughout the curriculum. College faculty and staff members who supervise students in clinical and laboratory experiences will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Service by direct observation and as criteria of laboratory and clinical evaluations indicate. Students are required to meet all immunization requirements for the Nursing and Allied Health Division series unless a condition exists that requires a waiver to be signed.

### **REPORT SAFETY INCIDENTS PROCEDURE**

Students injured while functioning in student roles in the clinical area, laboratory or classroom must report the incident to the course/clinical faculty immediately and within 24 hours use SafetyStratus to complete the **Report Incident** form located on the Clinical Affairs webpage [https://nah.southtexascollege.edu/clinical\\_affairs.html](https://nah.southtexascollege.edu/clinical_affairs.html). This report is automatically submitted to the Environmental, Health, Safety & Risk Department which will notify the appropriate STC departments of the incident. The Incident Reporting Procedures are available on the Clinical Affairs webpage and in the Appendix (page 48). The student is also responsible for completing any reporting process required by the agency, if applicable.

Students enrolled in Nursing and Allied Health Division Programs are required to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance. Such availability of medical insurance should ensure access to emergency services for all Nursing and Allied Health Division students.

# EXPECTATIONS, CONDUCT & CLINICAL PRACTICE STANDARD

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## EXPECTATIONS

As a premier learning-centered higher education institution, South Texas College Nursing & Allied Health (NAH) Division is committed to academic integrity and standards of excellence of the highest quality in all courses within Nursing and Allied Health Division Programs and to learning environments that foster the educational process and the well-being of the campus community.

South Texas College recognizes that student success is a shared responsibility between the student and the College. Students attending South Texas College are expected to accept and adhere to the following responsibilities:

1. ATTENDANCE AND PARTICIPATION Regular and punctual attendance in class, skills lab, and clinical is expected of all students.
2. PERSONAL RESPONSIBILITY AND SELF-DISCIPLINE Students are expected to take personal responsibility for actions and demonstrate self-discipline as they engage in the rigors of discovery and scholarship.
3. ACADEMIC INTEGRITY Students are expected to adhere to the academic integrity standards of South Texas College and the Nursing and Allied Health Division.
4. PROFESSIONAL BOUNDARIES Professional boundaries define effective and appropriate interaction between students, educators, supervisors, and the public they serve. Boundaries exist to protect students, patients/clients, educators, clinics, institutions, and health care professions in general. Students are expected to respect professional boundaries on campus and at affiliate sites.
5. LANGUAGE In accordance with Texas state law, all academic courses are conducted in English.

## GRIEVANCES AND COMPLAINTS PROCESS

South Texas College and Nursing and Allied Health Division Programs strive to provide fair and objective procedures addressing student complaints in compliance with nondiscriminatory practices.

In an effort to resolve misunderstandings, complaints, or grievances, students may attempt to resolve the issue with whom the incident originated. If the misunderstanding, complaint, or grievance is not settled, it may then be discussed with the next supervisor. (See Channels of Communication below).

If unresolved, the student may follow the College Complaint and Grievance procedures found in **SOUTH TEXAS COLLEGE Board Policy # 3313** and in the South Texas College Student Handbook at [https://www.southtexascollege.edu/pdf/Student\\_Handbook.pdf](https://www.southtexascollege.edu/pdf/Student_Handbook.pdf).

At all times, students of South Texas College have the right to submit a complaint when they believe that they were unjustly or improperly treated by the College, College

employees, or other students. A link to *Report an Incident or Complaint* may be found at <https://www.southtexascollege.edu/report/index.html> or the bottom of the main South Texas College webpage <https://www.southtexascollege.edu/>.

The College and the Nursing & Allied Health Division provides students with an orientation to describe departmental procedures and guidelines to resolve grievances and how to report a grievance or complaint outside the Channels of Communication.

### **CHANNELS OF COMMUNICATION**

The chain of command is the line of authority and responsibility in an organization that oversees the implementation of policies, guidelines, and procedures.

**PROCEDURES** The Nursing and Allied Health Division has established formal channels of communication among students, faculty, and staff. Students, faculty, and staff should adhere to the established channels of communication in the Nursing and Allied Health Division for any academic concerns to ensure a prompt and satisfactory resolution. When established channels of communication are bypassed, the complainant will be re-directed back to the proper authority.

The chart below indicates the channels of communication and the steps that students should follow to address their concerns.

#### **NURSING AND ALLIED HEALTH DIVISION: Channels of Communication**

<b>Steps</b>	<b>Student to Student</b>	<b>Student to Faculty</b>	<b>Student with Staff</b>
Step 1	Talk to the Student	Talk to the Faculty	Talk to the Staff
Step 2	Talk to the Course Faculty	Talk to the Program Chair	Talk to the Program Chair
Step 3	Talk to the Program Chair	Talk to the Division Dean	Talk to the Division Dean
Step 4	Talk to the Division Dean		

All communication for Nursing & Allied Health students should be handled through the South Texas College's JagNet email. A JagNet email is issued by the College upon acceptance into the college. Students are to check college email (JagNet email) or the designated email account daily for important announcements or requests from the Dean, Program Chair, course faculty, and/or general South Texas College announcements. If the Nursing and Allied Health Division or NAH Program receives a call for a student that is of an emergency nature, the secretary will locate the student to relay the message. This procedure will be used only for emergencies. It is the student's responsibility to maintain accurate phone numbers and email addresses with the respective Program Secretary.

### **STUDENT CODE OF CONDUCT**

Students are responsible for knowing the information and complying with the procedures and guidelines outlined in the South Texas College Student Handbook and Student Code of Conduct which may be found on the Student Rights and Responsibilities webpage at <https://life.southtexascollege.edu/student-rights-and-responsibilities/>. The Student Code of Conduct is an articulation of South Texas College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate.

## ACADEMIC INTEGRITY

Scholastic dishonesty on graded assignments and examinations will result in a grade of "ZERO (F)" for the graded assignment or examination. The faculty member may report the incident following the Disciplinary Action Due Process described on page 28. **A student dismissed from a NAH program for dishonesty is not eligible for re-admission to the same NAH program and is not eligible for admission to another NAH program.**

## PROFESSIONAL CONDUCT

Students represent the Nursing and Allied Health Division Program and respective profession; therefore, students assume responsibilities toward society. Students are obligated to function at all times within the framework of applicable professional standards of ethical conduct and rules and regulations.

To ensure patients are aware that a student is involved in portions of their treatment, the following measures are to be employed at all times:

1. Clinical Faculty/Preceptors are to obtain verbal consent from patients and or family members prior to student treatment.
2. Students must routinely introduce themselves as students.
3. Students are to wear their South Texas College picture ID and or facility issued picture ID when necessary.

NAH program students are to refrain from any activity that compromises the academic integrity of the institution or subvert the educational process. With regard to patients/clients entrusted to care, STC NAH program faculty/staff, or clinical faculty/staff, students enrolled in NAH Programs shall not engage in romantic or sexual relationships, whether consensual or nonconsensual. Such relationships and or interaction will be determined as potentially detrimental to the working and learning environment, and may lead to the student being reassigned to another course section or clinical/practicum site as well as referral to the Office of Student Conduct.

## PROFESSIONAL COMMUNICATION PERTAINING TO THE PRACTICUM/CLINICAL SITE

Communication will take many forms and include agency records, student self-evaluation, and faculty anecdotal notes and evaluation. Minimum expectations are as follows:

1. Students will always report to the faculty and designated supervisor before leaving the clinical site/unit.
2. Faculty/supervisors must provide authorization for documentation to be entered into a client record before students write into the record or input into the agency computer system.
3. Students *assume responsibility* for keeping the faculty and/or designated supervisor informed of client progress/status changes and to follow up as needed.
4. Students will attend clinical conferences and seminars that will provide forums for the exchange of ideas, plans, and to discuss areas of need.
5. Students will self-evaluate their performance on designated tools as per program standards.
6. Students **will not** sign any legal document related to client care.

**CONFIDENTIALITY** In accordance with regulations regarding confidentiality of information, compliance of the Health Insurance Portability and Accountability Act (HIPAA), and knowledge concerning the patient/client, the faculty of the Nursing and Allied Health Division has adopted the following standard:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the dress code is required before reading charts/records.
3. Students must adhere to program and facility departmental guidelines when referring to patients in written assignments.
4. Students **must not** participate in inappropriate conversations, inappropriate sharing of information, or obtain information which is not pertinent to the student's current clinical assignment.
5. Students **must not** photograph patients/clients.
6. Students **must not** photocopy, take a picture and/or tape record any part of the patient's/client's chart/record.

Students will sign a Confidentiality statement that reflects their understanding that all information about the client's condition is confidential and should not be discussed in ANY public area inside or outside the agency.

**SOCIAL MEDIA STANDARDS** The Nursing and Allied Health Division supports the use of social media and upholds a student's right to personal communication via social media sites. Students are expected to adhere to the high standards of the health care profession with regard to maintaining confidentiality and are prohibited from communicating program or course specific information using social media platforms. This practice pertains to South Texas College/Nursing and Allied Health Division related functions such as interactions in both classroom and clinical activities and use of internet conversations for College related activities via the following platforms but not limited to Facebook, Snap Chat, Instagram, Twitter, Linked In, Blogs, and YouTube.

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical course activities. **Sharing of sensitive and confidential information is prohibited under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)** whether conferred through face-to-face communication channels, telecommunications including texting, social media sites, or college communication modes such as Jagnet or Blackboard.
2. The uploading, downloading, and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the Nursing and Allied Health Division social media platform pages.
3. Social media interactions including, but not limited to texting, e-mailing, chatting, and social networking are not permitted during class and clinical hours. Smartphones and tablets are not permitted at the clinical site. In addition, the use of smartphones, notebooks, iPads, etc... during class will only be permitted for



note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.

4. The Nursing and Allied Health Division may upload news and event content to social media apps administered by a designated College employee.
5. Nursing and Allied Health Division student clubs may maintain an independent social media page, if the club sponsor is the administrator of the social media page and does not allow or engage in the following activities:
  - a. Sending unsolicited social media or email messages unrelated to College functions.
  - b. Performing actions or adding information resources that result in performance degradation.
  - c. Transmitting or displaying media content in a manner that violates the College's policy like but not limited to Board Policy 4216 (Harassment, Discrimination, and Sexual Misconduct).
  - d. Use of information for personal profit, non-College fundraising, political campaigning, and any other illegal activities.

## **CLINICAL PRACTICE STANDARDS**

PURPOSE OF PROFESSIONAL CLINICAL EXPERIENCES The purpose of clinical experience is to provide an opportunity for the Nursing and Allied Health Division Program student to demonstrate competence in the cognitive (knowledge and judgment), psychomotor, affective skills, and values necessary to practice in their profession. The clinical learning environment is one in which the student is expected to progress in level of competence.

From entry into the clinical setting, through completion, the student is expected to practice in a safe and responsible manner regarding him/herself, the patient/client and the environment. The Nursing and Allied Health Division Program student, participating as a member of the health care team, is responsible for contributing to the continuity of care, and maintenance of client safety and welfare throughout the clinical experience.

CLINICAL REQUIREMENTS The student must meet and maintain compliance with clinical requirements prior to entering the clinical/practicum experience.

1. Submit evidence of negative TB test, current required immunizations, CPR certification, negative drug test, negative criminal background check or proof of licensure eligibility & professional liability and medical insurance. Students will be responsible for maintaining current documentation with the Clinical Affairs Specialist. Should any type of testing and/or certification expire during the course of a practicum/clinical semester, the student will be considered unprepared for the clinical rotation and prevented from participating in clinical rotation until compliance is met. Each practicum/clinical day the student is unprepared an absence will be accrued.
2. Self-report expirations of clinical requirements to the clinical/practicum instructor. Expirations discovered by clinical/practicum faculty or Clinical Affairs that have not been self-reported by the student will be considered violations of the Safe Clinical Practice Standard and will be subject to the Disciplinary Action & Appeal Due Process. This includes post-semester discoveries of clinical requirement expirations.

PROFESSIONAL STANDARDS OF CONDUCT/RULES AND REGULATIONS The student must utilize the Professional Standards of Practice and/or Rules and Regulations relative to their program of study, in performing all academic and clinical work while a student in their program.

REGULATORY COMPLIANCE Demonstrate compliance with clinical requirements and professional board, regulatory agency, and/or accrediting body regulations. Expirations of clinical documents must immediately be reported to the clinical/practicum instructor. Expiration/suspension/revocation of board registration, if applicable to the program, must be reported immediately to the clinical/practicum instructor. The student may not attend clinical/practicum while noncompliant with clinical requirements and professional board, regulatory agency, and/or accrediting body regulations.

CLINICAL/PRACTICUM ATTENDANCE Arrive at the clinical site on time, sign in and report to the person responsible for the student's supervision, and sign out on time when leaving the clinical site. Approval for a student to leave the clinical site must be obtained from the South Texas College clinical instructor onsite, and approval for a student to leave a practicum site must be obtained from the South Texas College preceptor assigned onsite.

CLINICAL/PRACTICUM ALERTNESS Remain awake the entire clinical session or practicum shift.

PROFESSIONAL COMMUNICATION Communicate timely and honestly with healthcare professionals and clinical/practicum instructor verbally and/or in writing. Falsification of clinical/practicum related documents (including student vaccination forms, patient care reports, CPR card, clinical/practicum activity logs) will be reported to Student Conduct as an incident related to academic integrity.

MISTAKES/PROBLEMS Report mistakes or problems to the clinical instructor or practicum preceptor.

ALLOWED ACTIVITIES Provide only care that the student has been deemed competent to perform through lab skills check-offs, utilizing the level of supervision outlined in the clinical/practicum course syllabus.

### **PROHIBITED ACTIONS**

1. **Do not enter** the clinical/practicum setting when he/she has an impairment or illness that is or may be harmful or infectious to others.
2. **Do not replace** clinical/practicum staff nor give service to patients outside the scope of the educational experience.
3. **Do not expect or receive** any compensation for the practicum experience from the clinical/practicum affiliate site.

**NOTE** *Disciplinary action for any student who is removed from the clinic site for the above reasons will be addressed accordingly as delineated in the Disciplinary Action and Grievance Due Process.*

## **LECTURE RECORDINGS**

The instructor *may* record the lectures using Microsoft Teams, Blackboard Collaborate, or Zoom. The use of classroom recordings is governed by the Federal Educational Rights and Privacy Act (FERPA). A recording of class sessions will be kept and stored by STC, in accordance with FERPA. The instructor will not share the recordings of the class activities outside of course participants, which include fellow students, and any guest faculty or community-based learning partners whom the instructor may engage during a class session. **STUDENTS MAY NOT SHARE RECORDINGS OUTSIDE OF THE COURSE. DOING SO MAY RESULT IN A DISCIPLINARY ACTION.**

## DISCIPLINARY ACTION PROCESS

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Nursing and Allied Health Division students are required to function at all times within the framework of the Nursing and Allied Health Division Program's professional behaviors, ethical standards, and applicable rules and procedures. Students are responsible to know and comply with the procedures and guidelines outlined in the South Texas College Student Code of Conduct, Nursing and Allied Health Division Student Handbook, and Program Standards. These documents may be found on the Nursing and Allied Health Division website may be found at <https://nah.southtexascollege.edu>.

Failure to meet standards will result in a disciplinary action. The sanctions implemented **WILL BE DEPENDENT ON THE NATURE AND SEVERITY OF THE INCIDENT** and the potential or real threat to client safety and well-being or risk for the Program, the College, and or the clinical affiliate agency.

### FACULTY LEVEL

1. Faculty will assess and determine immediate action (including temporary removal from the course), if necessary, to ensure safety of students and of others.

#### PROCEDURE FOR THE REMOVAL OF A STUDENT FROM A CLASS OR CLINICAL SITE

In the event that a South Texas College Nursing and Allied Health Division Program student demonstrates inappropriate behavior in which he/she:

- a. Appears in the classroom or practicum/clinical setting under the influence of drugs or alcohol;
- b. Displays unstable mental, physical or emotional behavior(s), which may present danger to self or other's well-being (for example, but not limited to anorexia, suicide attempts);
- c. Threatens the physical or psychological safety of others;
- d. Demonstrates unprofessional behavior that is disruptive to the classroom or practicum/clinical environment and interferes with operational procedures of the setting.

If any of the above occurs, the following procedure will be followed:

- The Faculty/Coordinator/Supervisor will remove the student from the immediate patient area to an office or other waiting area and call the institution's security/police for a welfare check on the student.
  - The Faculty/Coordinator/Supervisor will immediately contact the Program Chair/ Coordinator, Clinical Affairs Specialist or Division Dean to inform them of the incident and receive direction for managing the student.
  - If the event involves the student being under the influence and the emergency contact person is unavailable, the student will be sent home via public transportation or police escort. Any related expenses or criminal charges arising from the incident will be the student's responsibility and may jeopardize the student's continued participation in the program and/or future certification or license.
2. Faculty will report the incident to the program chair and may seek guidance from Chair and Dean as to whether a minor infraction should be reported to the Office of Student Conduct.

3. Faculty member will submit an incident report to Student Conduct on matters relating to Harm to Self, Harm to Others, and/or possible Title IX issues.
4. Faculty member and/or Chair informs the student if an investigation will be requested and that additional sanctions may be imposed.

### **STUDENT CONDUCT INVESTIGATION**

The Office of Student Conduct will:

1. Receive report from faculty level.
2. Assess *Immediate Risk*.
3. Determine Interim Sanctions, if necessary, based on risk assessment.
4. Open an investigation.
5. Notify all pertinent parties, including the alleged, when a formal investigation has been initiated.
6. Prepare report which includes finding and risk assessment.
7. Submit report to the Dean of Student Affairs and the Dean of Nursing and Allied Health.

### **SANCTION REVIEW**

STUDENT CODE OF CONDUCT VIOLATIONS	NAH CONDUCT OR CLINICAL PRACTICE STANDARDS VIOLATIONS
1. Dean of Student Affairs reviews report findings.	1. Dean of NAH reviews report findings.
2. Dean of Student Affairs meets with student to review findings.	2. Dean of NAH meets with student to review findings.
3. Dean of Student Affairs imposes sanctions, if necessary.	3. Dean of NAH imposes sanctions, if necessary.

### **APPEAL**

A student may appeal sanctions within **5 days**, under specific criteria:

1. A procedural error.
2. A Finding not supported by the preponderance of evidence.
3. Consider new evidence not previously available.
4. Sanctions are substantially outside parameters set by the College.

For appeals which meet the above criteria, the Vice President for Student Affairs and Enrollment Management (VPSAEM) for Code of Conduct violations or the Vice President for Academic Affairs (VPAA) for NAH Conduct Standards or Clinical Practice Standards violations, will review the appeal and convene a Conduct Panel. The Panel recommends to uphold or modify the sanctions. VPSAEM or VPAA will render a decision, and student will be notified of the final decision within 30 working days.

### **NAH PROGRAM DISMISSAL**

In case of a student dismissal from an NAH Program upon conclusion of the Disciplinary Action & Grievance Due Process, the Dean of the Nursing and Allied Health Division may exclude the student from all other Nursing and Allied Health Division programs.

### **DISCIPLINARY ACTION RECORDS**

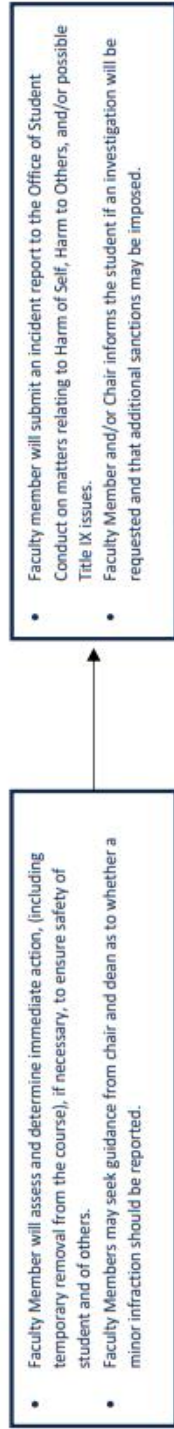
A record of all reports and notification letters of disciplinary actions will be kept in the student's file for seven (7) years.

## DISCIPLINARY ACTION DUE PROCESS

### Nursing and Allied Health Division

Violations of STC Student Code of Conduct, NAH Program Standards, and/or Safe Clinical Practice Standards will result in disciplinary actions. The sanctions will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, College, and the Clinical Affiliates Agency.

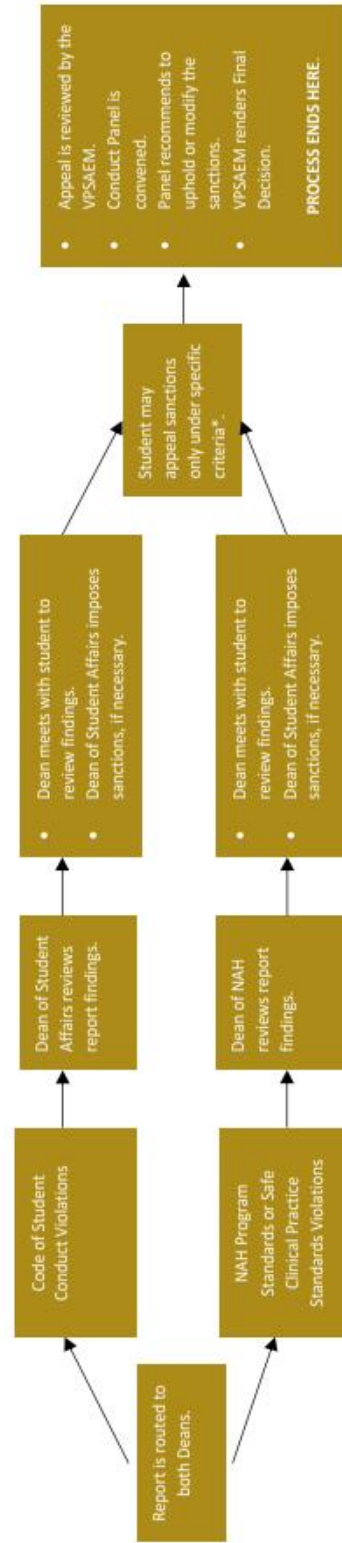
#### FACULTY LEVEL



#### STUDENT CONDUCT INVESTIGATION LEVEL



#### SANCTION REVIEW LEVEL



#### \*APPEAL CRITERIA

- 1) A Procedural Error.
- 2) A Finding that is not supported by the preponderance of the evidence.
- 3) Consideration of new evidence not previously available.
- 4) Sanctions are substantially outside parameters set by the College.



## **ACADEMIC STANDARDS**

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In addition to the Student Behavior and Conduct Standards, the student selected to participate in a Nursing and Allied Health Division Program must meet the additional Academic Standards.

### **ATTENDANCE**

Consistent classroom attendance is expected of all students. All absences are to be communicated directly by the student prior to class by contacting the faculty member of record or the program secretary. Any absences anticipated by the student are to be discussed with the faculty member ahead of time. It is the student's responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

Attendance is defined as physically being in class and awake at all times. A student who falls asleep in class will be asked to leave and will be counted as absent for that class period. This policy also applies to video sessions, online, or in class.

Furthermore, attendance includes being prepared for all classroom, skills, and clinical courses. Students are supplied with a syllabus on the first day of class, which outlines course attendance requirements and necessary supplies. If a student fails to be prepared for class (i.e., missing books, calculators, lab manuals, etc.) or clinical/practicum (required written assignments, reference materials, supplies, and appropriate uniform; expired CPR, immunizations, expired TB test or without insurance coverage, etc.) the student will be asked to leave and will be counted as absent for that particular class/clinical session. The student will also receive a grade of zero for any assignment or assessment conducted during that particular class/clinical session. The student is responsible for all missed materials resulting from the absence.

If the student has an illness or health condition that may put other students, faculty, staff, and/or patients at risk, a doctor's clearance is required to return to class.

Institutional holidays recognized either by South Texas College or the assigned AFFILIATE are not required affiliation days. However, the required clinical hours must be met as described in the course objectives.

Nursing and Allied Health Division Programs maintain established attendance guidelines, regarding classroom and clinical. Refer to Program Specific Standards regarding attendance guidelines.

### **RELIGIOUS OBSERVANCES**

Students are expected to notify their faculty in advance if they intend to miss class to observe a holy day pertaining to their religious faith. Students will be required to provide verifiable documentation, such as a letter from the leader of the religious group, to the faculty prior to missing a class.

## **PROFESSIONAL APPEARANCE**

Each Nursing and Allied Health Division Program has adopted program specific uniform standards. Students are expected to follow the grooming behaviors set forth by the appropriate Nursing and Allied Health Division Program, which are enforced in the interest of safety and professionalism. Refer to Program Specific Standards regarding professional appearance.

## **PERFORMANCE EVALUATION**

Evaluation of student performance will take place in all classroom, skills-lab, simulation, and clinical settings. Formative and Summative approaches will be utilized for both theory and clinical courses. Various evaluation approaches will be employed in the classroom including, but not limited to written examinations, practical examinations, class participation activities, and reports, both oral and written. Various evaluation tools, methods and grade sheets used within the program are included in the individual course syllabi. Exam etiquette requirements must be followed as described by the course faculty member. It is the student's responsibility to clarify course expectations with the course faculty member and seek the course faculty member's assistance as needed in a direct and timely manner.

## **PERFORMANCE FAILURE AND REMEDIATION**

Students who do not successfully master lecture content and/or skills as demonstrated by test failure, failure to be checked-off on a skill in lab, or failure to complete duties in clinical or practicum after successful lab skill check-off must seek remediation by first meeting with the course instructor. The course instructor will provide information on the remediation process for the program with regards to the type of remediation needed. Remediation is not a guarantee a student will pass a course, but the learning support will assist the student in achieving success in areas of deficiency.

## **PROGRAM ADVANCEMENT CRITERIA**

1. Once admitted, students must maintain a minimum GPA of 2.0 in all Nursing and Allied Health Division Program/Technical and general education courses within a semester to qualify for promotion to the next semester.
2. All Nursing and Allied Health Division Program classes must be taken in the sequence they are offered. Students must complete the program of study according to their degree plan.
3. Prerequisites to each Nursing and Allied Health Division Program course must have been successfully completed.
4. Students must meet the Technical Standards as listed by the Nursing and Allied Health Division Program each semester of the Program.
5. Prior to enrolling in Practicum/Clinical Education experiences, students must meet the clinical requirements established by the Division of Nursing and Allied Health and each respective program.
6. Refer to Program Specific Progression Criteria for additional information.

**NOTE:** *Any student found in noncompliance with these requirements and criteria is ineligible to continue in the Nursing and Allied Health Division Program and will be notified by the Program Chair.*

## **MINIMUM PASSING SCORES**

Refer to the course faculty member's syllabus regarding specific grading scales and evaluation criteria.

## **EXAMINATIONS**

Student desks are to remain clear of items not specifically required for testing, such as purses, wallets, and books, during an examination. Personal electronic devices (i.e. cell phones, pagers) are to be turned "OFF." Wearing of such devices is not permitted during an examination. Refer to Program Specific Standards for additional examination information.

## **WITHDRAWAL**

Students may withdraw from Nursing and Allied Health Division Program semester credit courses according to college policy, which is readily available in the South Texas College Catalog under Refunds - Drop or Withdrawal from South Texas College. Students should meet with the Program Chair and a Financial Aid representative, if applicable, before initiating the withdrawal process.

Students who withdraw from a Nursing and Allied Health Division Program semester credit course will be ineligible to continue in the program. *To be eligible to apply for Program readmission, withdrawing students, regardless of the reason for exiting a program, must schedule an exit interview with the Program Chair, and adhere to any guidelines set forth by the program.*

## **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

If a student withdraws because the student is called into active military service, the institution, at the student's option shall:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student, who is eligible under South Texas College guidelines, an incomplete grade in all courses by designating "withdrawn - military" on the student's transcript; or as determined by the faculty, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

## **INITIATION OF MILITARY WITHDRAWAL**

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from South Texas College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course.

## **GRADUATION REQUIREMENTS**

Upon satisfactory completion of the curriculum as outlined for the Nursing and Allied Health Division Program, a student will be eligible to receive a Degree or Certificate. The general requirements indicate the student must:

1. Satisfactorily complete the course of study for the declared field of study.
2. Maintain a minimum average for all courses in the degree plan as specified by the program.
3. Complete final semester coursework including a CAPSTONE experience in residency at South Texas College, if applicable in the course degree.
4. Satisfy program specific exit requirements.
5. Pay all debts to South Texas College prior to graduation.

All Nursing and Allied Health Division students will be expected to participate in the commencement exercises unless they are given permission to graduate in absentia. Students who will complete the requirements for graduation during the fall, spring, and summer will graduate during the appropriate semester and participate in the May or December commencement exercises.

## **COURSE GRADE APPEALS PROCESS**

The primary responsibility for assigning grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinative.

Student must refer to SOUTH TEXAS COLLEGE Board Policy # 3312 - Student Appeal of Course Grade and follow the Grade Appeal Procedures outlined in the Academic Affairs Division webpage: <http://academicaffairs.southtexascollege.edu/index.html>.

## **NAH READMISSION PROCEDURE**

A student, who has failed or has withdrawn from a course in a Nursing and Allied Health Division Program, must follow re-entry/readmission criteria determined by the program. In the event that the student is no longer eligible for re-entry according to Program standards, the student may petition for readmission to the Nursing and Allied Health Division Readmissions Committee.

To start the petition process, the student must:

1. Make an appointment with the Dean of Nursing and Allied Health Division within 5 working days from the date of Program Notification Letter.
2. Submit a written request to the Dean within 5 working days to petition for re-entry/readmission.
3. Meet with the Nursing and Allied Health Division Dean within 10 working days to discuss the Nursing and Allied Health Division Readmissions Committee's procedure.

The Nursing and Allied Health Division Readmissions Committee is composed of eight South Texas College representatives (6 representatives from Nursing and Allied Health Division Programs, one representative from the Math and Science Division, and one representative from the Liberal Arts and Social Sciences) for a period of one academic year cycle.

Nursing and Allied Health Division Readmissions Committee will convene to deliberate the student's petition within 20 working days of case notification by the Dean of Nursing and Allied Health. Consideration for readmission by the Nursing and Allied Health Division Readmissions Committee is based on the following:

1. Recommendation from the Program Chair.
2. Academic grade average and/or clinical evaluation.
3. Student performance issues and reasons for failure i.e., extenuating circumstances.
4. Resolution of outside extenuating circumstances, if applicable.
5. Adherence to and completion of any contractual agreement.
6. Continued compliance with current Nursing and Allied Health Division Program admission requirements.
7. Adherence to established college policies, division and program procedures and standards.

The Dean of the Nursing and Allied Health Division will send a letter via Certified Mail to the student within 5 working days.

**NOTE: A student will be denied readmission to the Nursing and Allied Health Division Program if the reason for withdrawal or dismissal from a course was behavior or conduct related (i.e. unsafe practice, academic dishonesty, and/or unethical behavior, etc.).**

Students must re-enter the Nursing and Allied Health Division Program within one year to ensure continuity of learning and mastery of required content. The Readmissions Committee will determine the readmission eligibility of students not returning within one year on a case-by-case basis due to extenuating circumstances.

The Nursing and Allied Health Division Programs reserve the right to require a re-entering student to initiate program sequence beginning with the first semester and/or repeat selected program courses previously completed successfully. For each student who have a petition approved by the Nursing and Allied Health Division Readmissions Committee, the corresponding Program Chair will determine on an individual basis the best course of study to facilitate the student's success.

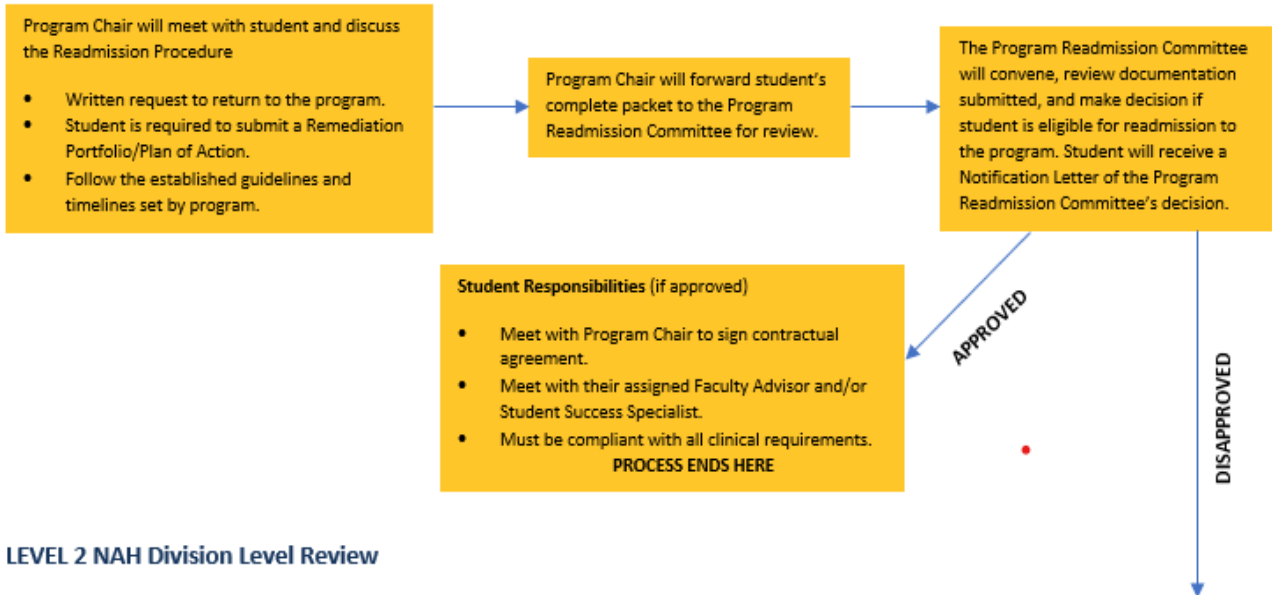
Refer to the Nursing and Allied Health Division Readmission Procedure Flowchart on the next page.



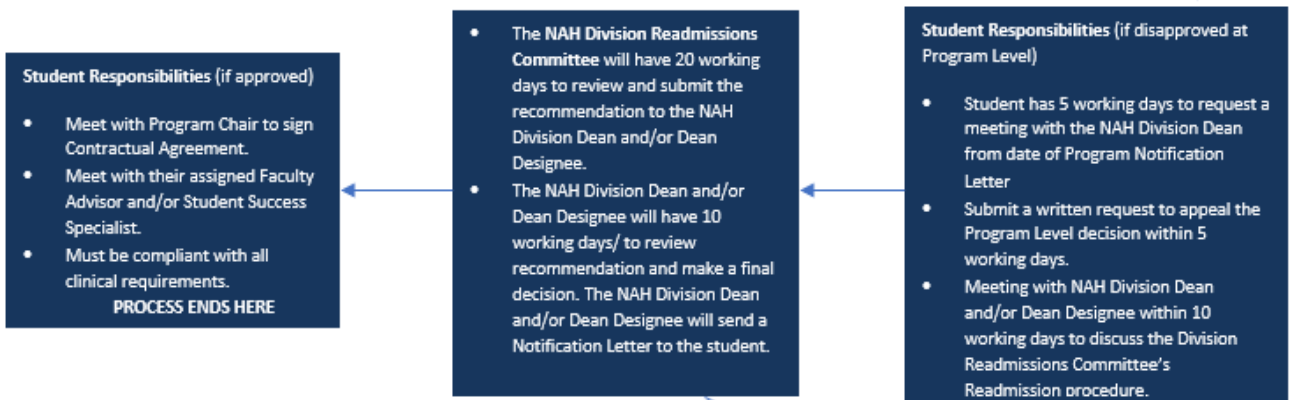
## Nursing & Allied Health Division Readmission Procedure

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the program. In the event the Program's Readmission Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Division Readmissions Committee. Disapproval by the NAH Readmission Committee constitutes removal from the Program.

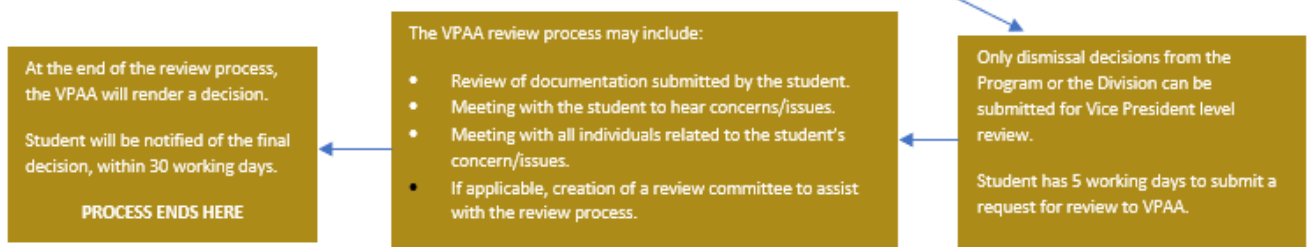
### LEVEL 1 Program Level Review



### LEVEL 2 NAH Division Level Review



### LEVEL 3 Vice President of Academic Affairs Level Review



## **TRANSFER STUDENTS**

Transfer students seeking admission or advanced placement following failure or dismissal from another state or Texas college program are held to the same standard and priorities as students seeking readmission to a South Texas College Nursing and Allied Health Division Program. Students are required to submit a letter of recommendation from their previous program director to the South Texas College Nursing and Allied Health Division Program considering their application. Students seeking transfer/admission from a proprietary program must seek admission as a “new” student.

## **DRUG TESTING**

Students seeking readmission to a South Texas College Nursing and Allied Health Division Program will be required to obtain a new drug and alcohol test which include, at a minimum, the following:

- Substances tested prior to placement at the clinical/practicum site must at a minimum include amphetamines, barbiturates, benzodiazepines, opiates, fentanyl analogues, methadone, marijuana, meperidine, and cocaine.
- A student may be required to undergo additional drug and alcohol testing upon reasonable suspicion that the student has violated a clinical/practicum site’s policies, and after any incident that involves injury or property damage.

The clinical/practicum site shall not bear the cost of any such tests. Should the testing disclose adverse information as to any student, the clinical/practicum site shall have no obligation to accept that student at the clinical/practicum site. To the extent that any student violates the policy for drug or alcohol abuse after placement at the facility or refuses to cooperate with the requirement for a search or reasonable suspicion and reportable accident testing, then the clinical/practicum site may immediately remove the student from participation in the Program at the facility.



## CLINICAL EDUCATION STANDARDS

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Students enrolled in Nursing and Allied Health Division Programs including dual credit and continuing education must meet the Clinical Requirements established by the Division of Nursing and Allied Health. Illicit drug use, criminal background checks, and immunization status, including COVID-19 vaccine status, may prevent placement in a clinical/practicum site which would prevent graduation. Illicit drug use, criminal background checks, and immunization status may prevent future employment in a healthcare profession. Affiliated healthcare institutions, employers and state regulatory boards may have regulations about drug use, criminal backgrounds, and immunization status.

### NAH PROGRAM ENROLLMENT REQUIREMENTS

Before registering for a Nursing and Allied Health Division Program, a student must have the following on file with the NAH Division office:

1. Proof of required immunizations (\*\*see below).
2. Cleared criminal background check and/or proof of licensure eligibility.
3. Proof of negative urine drug and alcohol screen.

*If the urine drug and alcohol screen is positive, the student is no longer eligible for the current application cycle and must wait until the next application cycle to reapply.*

### NAH CLINICAL/PRACTICUM COURSE ENROLLMENT REQUIREMENTS

Before registering for a Nursing and Allied Health Division clinical/practicum course, a student must have the following on file in the NAH Division office:

1. Proof of required immunizations (\*\*see below).
2. Proof of liability insurance (Paid at Registration).
3. Proof of Health or Student Accidental Insurance (must be current throughout all Practicum/Clinical).
4. Current CPR certification by the American Heart Association for Healthcare Provider (must remain current).
5. Current TB test (PPD) results, or if required by positive testing, chest x-ray once every two years.
6. Cleared criminal background check and/or proof of licensure eligibility.
7. Proof of negative urine drug and alcohol screen.

### IMMUNIZATIONS

\*\*The following **Complete Vaccine Series** are required for all students in health-related courses, which involve direct patient contact in medical settings:

1. Measles, mumps, and rubella (MMR): Complete Vaccine Series or a titer report proving immunity.
2. Tetanus/diphtheria/pertussis (Tdap): proof of "booster" dose administered within the last ten (10) years.
3. Hepatitis B series (HBV): Complete Vaccine Series or a titer report proving immunity.
4. Varicella (chicken pox): Complete Vaccine Series or a titer report proving immunity.
5. Meningococcal vaccination within the last 5 years (under the age of 22). All students must have a current signed Meningitis Waiver Form completed through South Texas College Admissions.
6. Influenza vaccine (August – April or as required by the Texas Department of State Health Service) Proof of documentation must include lot number and expiration date of vaccine.

**ALL REQUIRED IMMUNIZATION FORMS/TITERS MUST BE FROM A U.S. MEDICAL SOURCE.**

## **CLINICAL SITES REQUIRING COVID-19 VACCINATION**

In light of the pandemic caused by SARS-COV-2, COVID 19, and COVID variants, South Texas College has seen a response from the affiliated clinical sites to require vaccination and/or frequent testing for faculty and students. At some clinical sites, it is possible they will not provide an alternative to vaccination.

As an educational partner, it is the responsibility of South Texas College to comply with all of the clinical site requirements as outlined in our affiliation agreements. It also is the responsibility of South Texas College to comply with the requirements of a clinical site that may not be stated in the affiliation agreement. A clinical site has the right to set standards for their facilities to comply with regulations and protocols governing its operations, including the health and safety of patients and all who enter or work at the clinical site.

For South Texas College Nursing and Allied Health Students, this means:

1. If a clinical (internship /preceptorship and/or practicum) site provides an alternative to vaccination including but not limited to frequent testing and/or additional Personal Protective Equipment (PPE), the student must comply with the alternative as required by the clinical site to participate in the clinical assignment.
2. If a clinical (internship /preceptorship and/or practicum) site requires vaccination with no alternative, then clinical coordinators will work with program directors to identify vaccinated students and make fair assignments to clinical sites, assuming there are other placement options available.
3. If the adoption of clinical (internship /preceptorship and/or practicum) site requirements for vaccination becomes widespread or standard and it impedes a student's ability to meet the clinical requirements, then the student will not be able to complete the program.

The student will assume full costs of the immunizations, personal health insurance coverage, and medical services. Inquiries concerning any exemptions to this requirement should be directed to the NAH Division Clinical Affairs Specialist.

## **DRUG SCREENING & CRIMINAL BACKGROUND CHECKS**

Screening requirements are in place for South Texas College Nursing & Allied Health clinical/practicum programs. These requirements include criminal background checks and drug screens, which are standards for employment in the healthcare setting.

Nursing and Allied Health Division students are obligated to disclose any changes regarding their drug/alcohol dependency or criminal record to the Program Chair. Failure to notify the program of such changes will be addressed per the Disciplinary Action Due Process.

The student will assume full costs of the drug screening and criminal background checks. Drug screening and criminal background check results will be kept on file in the Nursing and Allied Health Division office.

## **PROFESSIONAL LIABILITY INSURANCE**

The College requires professional low risk liability insurance coverage for students in the health professions. Payment for insurance is made at the time of student registration for clinical courses.

## **RECORDS SUBMISSION AND MAINTENANCE**

The Nursing and Allied Health Division utilizes a password-protected database for the maintenance of such records. Access is limited to the Division Dean, Program Designated Representative, and the Nursing and Allied Health Division Clinical Affairs Specialist. The NAH Division has lifetime access to the information in the database. Students may access their own data during their lifetime as long as a renewal subscription fee is paid to the database company. Students are required to submit the necessary documentation to their password-protected personal online account and are expected to maintain original records. Students then receive notification for ongoing compliance needed throughout the duration of the program. Furthermore, students receive e-mail reminders about their clinical requirements that need to be updated. Students must be in full compliance with all Clinical Requirements to participate in clinical/practicum (see Attendance Standard).

## **FUNCTIONAL ABILITIES STANDARD**

The goal of the South Texas College Nursing and Allied Health Division is to prepare students for practice in health profession fields. Education in health professions requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions and professional attitudes and behaviors. South Texas College Nursing and Allied Health Division has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the College as well as for the educational welfare of its students relative to the educational programs of the College.

In order to fulfill this responsibility, the Division maintains that certain functional abilities must be present in accepted applicants to be successful in achieving all educational standards Nursing and Allied Health Division Programs. The necessary functional abilities may also affect employability in the profession after graduation.

## **CHANGE IN HEALTH CONDITION**

In an effort to maintain a safe learning environment, Nursing and Allied Health Division Program students are required to notify the appropriate Program Chair of significant changes in medical condition. If such change has the potential to affect or be affected by program coursework, the student will be required to obtain an attending physician's release. The release must specify the conditions under which the student is able to return to the classroom and or clinic experience. Examples of significant changes in health status include but are not limited to infectious diseases, hospitalizations, surgery and physical injury and or illness.

# APPENDIX

## **ACKNOWLEDGEMENT OF RECEIPT OF NAH DIVISION AND PROGRAM STANDARDS HANDBOOKS**

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I have been informed of the locations of the current Standard governing the Nursing & Allied Health Division and the \_\_\_\_\_ Program at South Texas College. For the purpose of this Acknowledgement, the term "Standards" shall include, but is not limited to: Expectations, Conduct, & Clinical Practice Standards, Academic Standards, Clinical Education Standards, and \_\_\_\_\_ Program Standards. I have reviewed the Standards and I understand that my continuance in the \_\_\_\_\_ Program is contingent upon my adherence to the standards as outlined within the NAH and \_\_\_\_\_ Program handbooks. I agree to abide by the Standards and fully understand the implications and consequences of any failure on my part.

I understand that changes to the standards may be made during my participation in the Program. When such changes are made, I understand I will be notified in one or more of the following ways: Blackboard, Pronto, Jag email, or in writing of such changes before they go into effect.

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Name of Student (PRINTED)

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Date

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Student Signature

## **HONOR CONTRACT**

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I understand that Nursing & Allied Health Program students are expected to maintain an environment of academic integrity. I further understand that actions involving scholastic dishonesty violate the professional code of ethics. I have been informed and understand that any student found guilty of scholastic dishonesty is subject to dismissal from the \_ Program.

I have read the Scholastic Honesty Standard in the Nursing and Allied Health Division Student Handbook. I understand the Scholastic Honest Standard and I agree to fully abide by this stated policy. \_\_\_\_\_(initials).

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Name of Student (PRINTED)

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Date

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Student Signature

## STUDENT CONTACT INFORMATION

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Printed Student Name

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Student ID#

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JagNet Email

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Personal Email

All students must have a current email address. Please indicate which of the following you prefer as your main contact address: JagNet Email or Personal email.

### Student Contact Information

<b>Address</b>	
<b>City</b>	
<b>Cell Phone</b>	
<b>Second Phone</b>	

### Emergency Contact Information

<b>Name</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Cell Phone</b>	
<b>Second Phone</b>	



## **RELEASE OF PERSONAL INFORMATION**

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As a student in the Nursing and Allied Health Division/\_\_\_\_\_Program at South Texas College, I consent to the release of the following information for the purposes of receiving information, materials, and/or telephone calls from various recruiters and/or agencies that are interested in employing new Program graduates.

Additionally, I understand that I may remove my personal information from any published list by contacting the departmental secretary.

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Anticipated Graduation Date:\_\_\_\_\_

\_\_\_\_\_  
Name of Student (PRINTED)

\_\_\_\_\_  
Date

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

## **STUDENT CONSENT TO BE VIDEOTAPED OR PHOTOGRAPHED**

*Videotaping, audio-taping, photographs and other media may be used in this course to record faculty and/or student demonstrations of procedures and techniques, lab activities, and/or practical examinations. Faculty and/or Program students will use these for instructional purposes only. If the faculty or the college wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release. Refusing to allow yourself to be videotaped, photographed, etc. may impact your grade in a course, or your progress in the Program.*

I agree to participate in any videotaping, audio-taping, photographing or other media presentations to be used for instructional purposes only.

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Name of Student (PRINTED)

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Date

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Student Signature

## **NAH CONFIDENTIALITY STATEMENT**

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In accordance with regulations regarding confidentiality of information or knowledge concerning the client/patient, students in Nursing & Allied Health Programs shall adhere to the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the dress code is required before reading charts/records.
3. Students must not photograph patients/clients.
4. Students must not photocopy, take a picture and/or tape record any part of the patient's/client's chart/record or at the scene of an emergency.
5. Students must adhere to program and facility departmental guidelines when referring to patients in written assignments.

I understand that all information about the client/patient's condition is confidential. I hereby acknowledge that I will not discuss such confidential information in ANY public area inside or outside of the educational arena.

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Name of Student (PRINTED)

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Date

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Name of Student (SIGNATURE)

## **NOTIFICATION OF SANCTIONS (SAMPLE)**

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Date

Dear [STUDENT],

The Office of Student Conduct Investigation and Sanction Review process regarding the incident of [DATE] is complete. The following sanction will be imposed:

\_\_\_\_\_ Failure of course

\_\_\_\_\_ Removal from course

\_\_\_\_\_ Removal from program

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ No sanctions

You may appeal this sanction within 5 days at the Vice President level. Address the appeal to [VPSAEM or VPAA].

Respectfully,

[Dean of Student Affairs or Dean of Nursing Allied Health]

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## PURPOSE

- To further nurture and enhance the culture of safety at South Texas College by means of actively reporting and investigating incidents and near-misses.
- To establish a centralized procedure to timely report incidents and near-misses.
- To establish a process to investigate and document incidents and corrective measures taken to prevent or mitigate reoccurrence.

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## DEFINITIONS

- **Incident** – an unplanned event that results in personal injury, illness, or property damage (e.g. slips/falls, water leak in ceiling, skin abrasion/cuts, flood).
- **Near Miss** – an event that could have resulted in personal injury or property damage but did not. Also known as a “close call” (e.g. a person slipping on a water puddle, but does not actually fall and sustain injury).
- **Property** – College-owned buildings, furniture, equipment, vehicles, fixtures, etc.
- **Reporting Party** – an individual that was involved in, observed, or discovered an incident, near-miss, or safety hazard.
- **Safety Hazard** – a hazard is the potential for harm and is considered a condition or activity that if left uncontrolled, can result in an injury, illness, or damage to property.

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## REPORTING PROCEDURE

All incidents, near-misses, and safety hazards must be reported regardless of severity, major or minor, through the Incident Reporting portal [SafetyStratus](#).

The below steps detail the procedure for reporting an incident, near-miss, or safety hazard. *To avoid repetition, the word “incident” includes near-misses and safety hazards:*

- Step 1. All emergency and automobile incidents must be immediately reported to STC Police at (956) 872-4444 or by calling 911. If an automobile incident occurs off-campus, contact local or county authorities.
  - a) STC Police will Provide information to submit an incident report through the incident report portal to the person involved in the accident/incident.
- Step 2. The individual involved in, observed, or discovered the incident, near-miss or safety hazard is responsible for the following:
  - a) Complete and submit an Incident Report form through SafetyStratus reporting portal within 24 hours of the incident occurrence.
- Step 3. Incident report portal, SafetyStratus, will notify all departments involved such as:

a) EHS&R	c) Human Resources
b) STC Department of Public Safety	d) Student Services
- Step 4. The EHS&R department will review and forward to the immediate supervisor to complete the Incident Investigation Report form.
- Step 5. Human Resources Benefits will receive the report for internal departmental review and processing
- Step 6. EHS&R will review all incident reports within 48 hours of receipt and will respond when needed by coordinating an investigation, all notes are to be posted on the incident report.
- Step 7. EHS&R will close the incident report once all stakeholders have reviewed and processed the incident report.

**Notice of Non-Discrimination**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

For inquiries or more information, contact the [Executive Director of Human Resources and Talent Development](#) or visit the [Notice of Non-Discrimination](#) website.

**South Texas College Accreditation**

South Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Baccalaureate and Associate degrees. South Texas College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of South Texas College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).