



**SOUTH TEXAS
COLLEGE**

**VOCATIONAL NURSING
STUDENT HANDBOOK
2018-2019**

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Vocational Nursing Program

2018-2019

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Vocational Nursing Mission Statement and Philosophy

Mission

The mission of the School of Vocational Nursing at South Texas College is to meet the educational needs of our students in order that they gain the knowledge required to practice vocational nursing and serve the diverse needs of our community.

We will continue to build for the future by focusing on student engagement, retention and success with emphasis on researched evidence based on practice. Through collaborative leadership and learning, we ensure consumer safety, protection, and service excellence.

Philosophy

The Vocational Nursing Program supports the Vision, helps fulfill the Purpose, and aligns with the Core Values, Guiding Principles and Strategic Directions of the Comprehensive Mission for South Texas College.

In Keeping with the philosophy of the Differentiated Essential Competencies (DECS), it is our belief that the practice of nursing consists of the following essential concepts: Members of the Profession, Provider of Patient Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

We the Faculty members of South Texas College Vocational Nursing Program will accept responsibility for creating a learning environment and facilitating educational experiences for students. These educational experiences will be enhanced through open communication, faculty accessibility, modeling caring, and acting as facilitators in the learning process along with arming students with the skills required for lifelong learning.

The vocational nursing student will achieve their goals through didactic, simulation technology, clinical experiences, and community service.

Vocational Nursing Core Competencies

The Vocational Nursing core competencies are in alignment with the Differentiated Essential Competencies (DECS). At the end of the Vocational Nursing Program, the student will:

Members of the Profession

1. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
3. Contribute to activities that promote the development and practice of vocational nursing.
4. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflections, self-analysis, self-care, and lifelong learning.

Provider of Patient Centered Care

5. Use clinical reasoning, the nursing process, and establish evidence-based policies as the basis for decision making in nursing practice.
6. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
7. Report data to assist in the indemnification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
8. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
9. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
10. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
11. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
12. Assist in the coordination of human, information, and materiel resources in providing care for assigned patients and their families in a cost effective manner.

Patient Safety Advocate

13. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
14. Implement measures to promote quality and safe environment for patients, self, and others.
15. Assist in the formulation of goals and outcomes to reduce to reduce patient risks.
16. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practice.

17. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
18. Accept and make assignments that take into consideration patient safety and organizational policy.

Member of Health Care Team

19. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
20. Participate as an advocate in activities that focus on improving the health care of patients and their families.
21. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
22. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
23. Communicate patient data using technology to support decision making to improve patient care.
24. Assign nursing care to LVNs unlicensed personnel based upon an analysis of patient or unit need.
25. Supervise nursing care provided by others for whom the nurse is responsible.

CURRICULUM OBJECTIVES

This course of study will provide the student with the opportunity to acquire skills necessary to:

1. Utilize the nursing process effectively in assessing, planning, implementing, and evaluating individualized client care.
2. Administer safe and effective nursing measures that are preventive, supportive, caring, therapeutic, and rehabilitative while adhering to principles of nursing practice.
3. Function as a member of the health care team by assisting the physician and/or registered nurse in caring for patients with complex health needs.
4. Communicate effectively; promoting rapport and understanding with clients, family members and associates while respecting established lines of authority.
5. Demonstrate the ability to administer medications safely and accurately through knowledge of drug classification, effects, reactions, and indications, as well as calculation of correct dosage.
6. Engage in self-directed activities, which will foster personal and professional growth through continuing education.
7. Meet requirements necessary to apply for Licensure Examination approved by the Texas Board of Nursing.

ATTENDANCE STANDARDS:

Classroom Attendance Standard:

Classroom attendance is expected of all students. Full attendance is essential to maximize learning.

- Students are allowed 2 days of absence for each lecture class.
- For each day of absence beyond these 2 days, **five (5) points will be deducted from the student's final term grade.**
- An absence includes being tardy to class two (2) times.
- Tardiness is defined as arriving five (5) minutes after the official class start time up to 30 minutes after the official class start time.
- Arrival after 30 minutes, will be counted as an absence.

EXAMPLE: Scheduled clinical time: 6:45 a.m.

Tardy: Arrival between 6:50 a.m. - 7:15a.m.

Absence: Arrival after 7:15 a.m.

- Students who leave the class 30 minutes prior to the scheduled dismissal time will be counted absent.
- Repeatedly leaving the classroom will not be tolerated. You may be given an absence for the day.
- Students who report to the classroom out of uniform (earrings, unofficial jackets, unofficial shoes, no ID badge etc.) **may** be counted absent and asked to leave the class.
- Students who report to the classroom unprepared (have not read material, no homework, no book, etc.) **may** be counted absent and asked to leave the class.

Clinical/Simulation Attendance Standard:

The South Texas College Vocational Nursing Program maintains a strict attendance standard for the clinical setting to maximize professionalism of the student Vocational Nurse

Throughout the 3 semester clinical educational experience, will be allowed a maximum of 7 days absence. Absences in excess of 7 days during the entire program will result in failure of the clinical course the student is attending when the 7th absence occurs.

A list of each Vocational Nursing Clinical courses and allowed number of absences are as follows:

Course Number & Title	Allowed Number of Absences
VNSG 1160	1
VNSG 1161	1
VNSG 1162	1
VNSG 1261	2
VNSG 1362	2
Total Number of Absences	7

- Tardiness is a critical part of clinical attendance. **A student is deemed tardy if arrival is (5) minutes after the assigned start time.**
- **Tardiness of thirty (30) minutes or more after the assigned start time will be counted as an absence.**
- **Two (2) tardies will be counted as an absence.**
- For each day of absence beyond the allowed number of absence days, **five (5) points will be deducted from the student's final semester clinical grade.**
- If the student is to be absent from clinical, the student **MUST** contact the Vocational Nursing clinical instructor 30 minutes prior to the assigned start time. Failure to do this could result in dismissal from the program.
- Students who leave clinical 30 minutes prior to the scheduled dismissal time will be counted absent.

The student who reports to the assigned clinical experience unprepared (without required written nursing care plans, medication cards, and reference materials, supplies, or appropriate dress, etc.) may be dismissed from the clinical that day and the absence will be counted towards the maximum allowed.

WITHDRAWAL

When students withdraw from the VN program, they must also go to the College Admission Center to officially withdraw from the course with a grade of "W."

RE-ADMISSION

Students who fail or withdraw from a course /courses in one semester will follow the following procedure:

- meet their instructor, if no resolution is reached
 - meet with the VN Program Chair if no resolution is reached
 - meet with representative from Conflict Resolution
1. VN Program students may request readmission **once**.
 2. VN-RN Progressive students will be unable to progress in the VN program if they fail to complete any course with a grade of 78 or better. If the student wishes to continue in a nursing program at STC, the student has the option of applying to the Vocational Nursing Program or the Associate Degree Nursing Program at the next application.
 3. Student is denied readmission if failure or withdrawal was related to unsafe practice, dishonesty, and/or unethical behavior.
 4. Students may apply to restart the program at next application.
 5. Readmission is dependent upon availability of class openings.

GRADING AND EVALUATION

Grades:

Theory and Clinical:

Based on numeric computations as determined by the current computer grade calculation program as follows:

A	=	100%	-	92%
B	=	91%	-	85%
C	=	84%	-	78%
D	=	77%	-	70%
F	=	69%	or	less

If you wish to question a grade on a test, quiz, or any other graded material, please contact the instructor within two weeks of receiving the grade in question. If the grade is not questioned within the two week time frame, the grade will stand as posted.

Students must achieve a final grade of 78 to pass all courses in the vocational nursing program.

Final course grades **will not** be given out by instructors either by phone or in person. All final Course grades may be accessed online through STC Student Services after they are posted by the instructor.

CLINICAL PERFORMANCE EVALUATION

Evaluation is an ongoing process. The student will receive an evaluation at the end of each clinical rotation and a cumulative evaluation at the end of each semester to reflect the level of clinical competency needed.

CLINICAL PERFORMANCE EVALUATION GUIDELINES

- Individual clinical evaluations will be given by the faculty at a minimum of one (1) per semester. Additionally, each practicum has specific requirements and objectives that must be met in order to receive a passing evaluation. Students will be evaluated by an adopted grading rubric and must receive a **78% or better** to progress to the next level.
- Students are encouraged to make an appointment with the instructor at any time he/she feels it is necessary to communicate areas of need to instructor.
- A clinical conference will be held at the conclusion of each semester/term to review accomplishment of level objectives and eligibility to progress to next clinical level.

Conference Summary Forms may be used in the clinical setting to address areas of concern. Students are required to sign conference summary and evaluation forms. The student's signature means **only** that the student has received a copy of the evaluation that will be placed in their record. The student may submit a written response to the permanent file if so desired. Furthermore, if the student does not sign the conference summary, the instructor will document their refusal and any reasons why it is not being signed with a third party present.

****Note:** Conference Summaries may be used at any time to share areas of concern with student and to indicate areas that need improvement.

PROFESSIONAL APPEARANCE GUIDELINES

Our patients have the right to expect a clean, pressed uniform in good repair. The uniform must be worn for clinical as well as class. While in uniform the student must comply with all areas of the guidelines for professional appearance such as hair jewelry, etc.

Clinical Dress VN & VN - RN Progressive

Females	Males
Royal Blue Uniform	Same
Standard white nursing shoes with closed toe and heels or all white (non-canvas) tennis shoes with conservative logo (no colored stripes.)	Same
No colored or patterned undergarments that show through uniforms.	Same
A fitted White or Royal Blue long-sleeved t-shirt may be worn under uniform top, if desired, for warmth or to cover tattoos. Please note this does not mean a sweat shirt or sweater.	Same
White pantyhose must be worn while wearing a dress. White socks, or white pantyhose while wearing pants. Note: White socks must fit above the ankle.	Same
STC name Badges on left collar lapel.	Same
School patch sewn on left sleeve of uniform; left side pocket of lab coat.	Same
Clinical accessories such as penlight, scissors, stethoscope, watch with second hand, etc. are mandatory. Note: <u>No smart watches allowed.</u>	Same

Note: When required, proper scrub attire will be worn in place of standard uniform for Labor and Delivery, the Operating Room, Recovery Room, or other designated areas. A uniform is to be worn to sites requiring scrub attire and changes will be made at the facility.

Complete uniforms is to be worn at times unless otherwise instructed.

Hair

Hair must be clean, well groomed, above the collar and away from the face to be in compliance with Infection Control standards. Hair barrettes should be of color compatible to the hair color. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.

When hair is worn up, it must be in a braid, bun or French twist. All loose hair must be restrained, including pony tails (men/women), and bangs will be worn above the eye brows. Male students must keep beards away from the neckline and mustaches clean and neatly trimmed, or be clean-shaven.

Hair color – No distracting dye colors:

Example: Bright blues, pinks, greens, purples, orange and/or stripes etc.

- **Jewelry**

Only a minimum amount of jewelry should be worn. This provides safe, comfortable, and sanitary conditions for the patient and the care provider. The student may wear:

1. Pierced earrings, one pair of small studs. No other body jewelry should be visible in the clinical setting.
2. Rings, one plain band only – **NO STONES**, no grooves or carvings and/or no other designs.
3. One wrist watch with a second hand. **NO SMART WATCHES ALLOWED.**
4. No necklaces or bracelets allowed.

- **Tattoos**

If tattoos are visible, they must be covered while in the class room/clinical setting.

- **Fingernails**

Nails may be freshly polished, if desired, **WITH CLEAR POLISH**, and are not to exceed the tips of the fingers in length. Artificial fingernails are not allowed.

- **Hygiene**

Good oral hygiene and clean bodies, free of odor are essential. Cosmetics should be applied discretely.

- **General Classroom Attire**

- Uniforms must be worn to class. (See policy on uniforms.)
- Name badge must be worn at all times (class & clinical).
- While in uniform the student must comply with all areas of the guidelines for professional appearance such as hair jewelry, etc.

PROFESSIONAL BEHAVIOR

1. Gum chewing not only looks unprofessional, but also interferes with clear communication and can be extremely offensive to others. Gum chewing will NOT be allowed while in uniform or scrub attire on hospital/school premises.
2. Family visitors or friends are not allowed at the class room or clinical site. This also includes SI sessions. Your clinical instructor may ask your visitors to leave the building and wait for you outside after clinical.
3. Using abusive language, having a lack of courtesy, being argumentative, resistant to directions, demanding, or having a hostile attitude is not considered a professional way of dealing with an issue. If needed, conference summary forms will be utilized by instructors to call attention to such behavior, and may be brought before the faculty committee for further action.
4. Student must ask instructor for permission to use a tape recorder in class.

CLINICAL EXPERIENCE GUIDELINES

The student's clinical experience is planned to provide the opportunity to develop nursing skills, as well as to assess, organize, implement, and evaluate patient care. In order for the clinical experience to be both beneficial to the student and safe for the patient, the following guidelines have been established.

Patient Care and Procedures

1. The student should have received theoretical knowledge, and practice of procedures prior to performing that procedure in the clinical setting.
2. Each unit has a Procedure Manual that is readily accessible for reference. The student is responsible for performing procedures as outlined in the Manual.
3. Skill Checklists will be given to each student in conjunction with clinical rotations. The student is responsible for using the Skills Checklist as directed.
4. Students are directly responsible to the clinical instructor or designated supervisor and will seek their supervision or advice as the situation indicates.
5. Students will not give any medication except under direct supervision of a Registered Nurse or other designated LVN or RN.
6. Before any procedure is done independently in a clinical area the student must first check with their clinical instructor.

Communication

1. The student will report to the instructor or designated supervisor before leaving the unit for any reasons.
2. Students are not to answer the telephone while in the clinical area.
3. Students will not take verbal orders of any kind or receive report on patients returned or transferred into the units. A qualified staff member should be sought for this function.
4. The appropriate signature will accompany any documentation of information by the student in the permanent record, to include full name, SVN, STC.
5. It is the responsibility of the student to keep the clinical instructor or designated supervisor informed of the assigned patient's progress and follow through as needed.
6. Students will not witness permits or any legal document related to patient care.
7. Clinical conference will provide the student with an opportunity to discuss areas of need.

8. Students may not make or receive personal phone calls in the clinical area. However, on their breaks or at lunch they may use public phones to make calls. In emergencies, family members need to call the Nursing/Allied Health Department so the instructor may be contacted about the emergency and inform the student.
9. **No pagers or cell phones allowed**, in classroom or clinical setting.

**STATE BOARD ELIGIBILITY
FELONY (ADVISING)**

I _____ have been advised that conviction of a felony may make me ineligible for licensure as a vocational nurse in the state of Texas. I have read the following five questions and understand the process to follow for the Board of Nurse Examiners evaluation if necessary.

The following five questions are written as they appear on the application for licensure through the Texas State Board of Nurse Examiners.

1. Yes No Have you ever been arrested for any offense (whether or not the case was Adjudicated)?
2. Yes No Have you ever pleaded guilty or nolo-contender to any Class B or Class A misdemeanor?
3. Yes No Have you ever pleaded guilty or nolo-contender to any felony offense?
4. Yes No Have you ever served a sentence of imprisonment or incarceration in any jail or prison?
5. Yes No Are you now on have you ever been on probation, deferred adjudication, pretrial diversion or parole?
6. Yes No Do you have any pending criminal charges or unresolved arrests; excluding minor traffic violations (driving under the influence or any drug or intoxicant is not a minor traffic violations)?
7. Yes No Do you have any juvenile record of arrests or convictions (some licensing authorities do include this)?
8. Yes No Have you ever had any license, certification, or registration revoked, suspended, or sanctioned by any local, state or federal agency; or have you ever been a party of any proceeding in which your license, certification, or registration was being revoked, suspended, or sanctioned, regardless of the outcome?
9. Yes No Have you ever been dismissed from a health professions program for other than academic deficiencies (safety, academic integrity, non professional conduct or unsafe clinical practice are not an academic deficiency).

If you answered "YES" to any of the questions above, please meet with the NAH Clinical Compliance Specialist or program Chair for the selected NAH clinical program you are seeking admission to or in which you are currently enrolled for guidance and advisement regarding policy #3337 requirements concerning criminal histories.

I have been provided a copy of policy #3337, and I am aware of its requirements concerning criminal histories. I swear or affirm that the answers that I have provided herein are true and correct. I understand and acknowledge that I am under an affirmative duty to supplement or update my answers at any points in time when my answers would no longer be correct as stated. I further understand and acknowledge that if I have provided false answers it may constitute grounds for denying me admission to the program or for removing me from any NAH program.

Printed Name

Signature

Date

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