

Coastal Bend College Vocational Nursing Program Student Handbook

2018 - 2019



Table of Contents

Coastal Bend College Nursing Program Vision, Mission and Values.....	6
Organization and Administration.....	7
Chain of Command.....	7
Adherence to Policy.....	8
Accommodation.....	8
ADA Statement.....	8
Attendance Policy.....	10
Allowance of Absence Hours	10
Vocational Nursing Students may miss:.....	10
Tardiness	11
Sleeping	11
Clinical Tardy/Absence	11
Notification of Clinical Absence	11
Student Pregnancy Policy Statement	11
Excused Absences	12
Absences on Religious Holy Days	12
Religious Accommodation Nursing Students	12
Excused Absence for Military Personnel Called to Active Duty	12
Absence Committee.....	13
Purpose	13
Committee Members	13
Student’s responsibility	14
Student’s responsibility to bring to the meeting	14
Committee member responsibilities	14
Notification Process	14
Meeting Minutes	15
Background Checks.....	15
BON-NCLEX Process.....	15
Capstone.....	15
Vocational Nursing	16

Specific Procedures of Capstone	16
Capstone Computerized Comprehensive Exam	16
Capstone Skills [Level I, II, III] and Level 3 Capstone Dosage Examination (MAPE)	16
Vocational Nursing Student Failure at Capstone	17
Re-Entry after Capstone Failure	17
Cellular Phones/Smart Watches/Other Electronic Communication Devices	17
Clinical.....	17
Experiences	17
Competence (Skills Check-Offs)	18
Skills Competency Remediation	18
Clinical/Lab Safety	19
Classroom/Clinical/Lab Demeanor.....	19
Code of Professional Conduct	20
Professional Obligations	20
Professional Ideals	20
Patient Abandonment	21
Refusal to Provide Patient Care	21
Violations of Code of Professional Conduct	21
Complaint Procedures for Nursing Program.....	22
Computer and Internet Use Policy	22
Confidentiality (HIPAA)	22
Dismissal from the Coastal Bend College Nursing Program.....	22
Dress Code	23
Personal Appearance and Hygiene	23
Classroom/Lecture Attire	Error! Bookmark not defined.
Clinical Lab Attire	24
On-Site Clinical Uniform Attire	25
Graduation/Pinning	25
Pinning Ceremony Attire	26
Females	26
Males.....	26

Religious Attire	26
Seminars, Conferences, Clinical Site Orientation/Information Gathering	27
Drug Screening	27
Drug Screening Results	27
Eligibility for Licensure	27
Examination/Testing Guidelines.....	27
Chapter Examinations	28
Final Exam	29
General Statement.....	29
Grading System.....	30
Immunizations.....	30
Insurance	31
Medication Administration Guidelines (MAPE).....	31
Nursing Program Student Performance Counseling Form	31
Plagiarism	31
Readmission/Transfer Policy	31
Exit Interview	32
Readmission	32
Intra-Campus (Site) Transfers	32
External Transfers to CBC	32
Denial of Readmission/Transfer	33
Recording Devices	33
Review/Changes of Handbook/Nursing Program Policy	33
Schedules	33
Sexual Harassment.....	33
Social Networking Policy	33
Student Representatives	34
Seminars/Field Trips.....	34
Transportation	34
Working/Employment While in the Nursing Program	34
Selected Texas Board of Nursing Rules	34

Coastal Bend College Nursing Program Student Handbook 2018-2019

Nursing Practice Act 35
Student Acknowledgment for Policy & Procedures and Review & Changes 35
Student Declaration and Acknowledgment of General Statement and Core Performance Standards 37
Appendix 1: Coastal Bend College Nursing Program Student Performance Counseling Form 38
Appendix 2: Student Performance Counseling Form Guidelines 39

Coastal Bend College Nursing Program Vision, Mission and Values

Vision

In accordance with the Vision of [Coastal Bend College](#) (CBC), the Nursing Program provides individuals with the knowledge and skills necessary for graduate nurses to deliver safe, competent, and professional nursing care, and be leaders within the nursing profession.

Mission

The mission of the Coastal Bend College Nursing Program is to prepare students for a challenging and competitive career in the healthcare field and to provide them with the ability to meet the needs of a culturally, socially, and ethnically diverse society. The goal of the CBC Nursing Program is to achieve a 100% first attempt pass rate for NCLEX-PN and NCLEX-RN licensure exam by building a strong foundation of nursing knowledge and skills. The mission will be accomplished as follows:

- Provide a high quality nursing education by competent and dedicated faculty
- Provide in depth skills applications/training

Values

Coastal Bend College Nursing Program supports the core values of Coastal Bend College: Learning, Respect, Innovation, Service, Excellence, Integrity, Leadership, Collaboration, Diversity, and Communication.

Strategic plan of Coastal Bend College Nursing Program:

- Provide a quality nursing education
- Facilitate restoration of the student's holistic balance
- Ensure transparency of program policies and procedures
- Ensure consistency of the program

Adherence to Policy

Coastal Bend College Nursing Program students shall:

1. Adhere to Coastal Bend College policy outlined in the College Student Catalog as well as policies listed in this Coastal Bend College Nursing Program Student Handbook.
2. Obtain required equipment and supplies.
3. Maintain current CPR certification and required immunizations throughout the program.
4. Accept clinical assignments in coordination with the instructor.
5. Follow policies and procedures at the assigned health care facility.
6. Successfully pass Capstone courses
7. Participation in Pinning/Graduation (strongly recommended).
8. Sign a student acknowledgment indicating receipt and acceptance of policies of this handbook and the knowledge of how to access and review this handbook.

Accommodation

Special accommodations will be made for students with documented special needs. Documentation of accommodations must be presented from the office of the Vice President of Student Services to the instructor at the beginning of each course. It is the student's responsibility to seek documentation and to present it to the instructor.

ADA Statement

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

Coastal Bend College Nursing Program will honor the guideline of Southern Regional Education Board (SREB) Council of Collegiate Education for Nursing regarding The Americans With Disabilities Act: [Implications for Nursing Education](#)

Compliance with Americans with Disabilities Act

The Core Performance Standards recommended by the SREB Council of Collegiate Education for Nursing will guide the decisions about students with disabilities. If a student believes he or she cannot meet one or more of the standards without accommodations, it is the responsibility of the student to inform nursing faculty of the need for reasonable accommodations at the beginning of the nursing program. The student must notify the faculty if status changes. The standards with some specific examples follow:

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, work spaces and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help

Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> Ability to palpitate in physical examinations and various therapeutic interventions

Attendance Policy

Attendance at class and clinical is an expectation for all vocational nursing students. The faculty understands that life events occur which require an occasional absence from either class or clinical, however these absences must be limited for quality education to occur and to abide by rules and regulations of [Texas Board of Nursing](#). Survey of work sites indicates attendance policies, which are in place to assure quality and professional client care. The program has adopted the following policy, which reflects workplace expectations as identified by the advisory committee and by survey. The program policy closely reflects the policies of advisory committee members who are employers of licensed vocational nurses.

Attendance will be monitored at each site. The student is required to sign and return absence notifications upon return to class. The signature indicates the student acknowledges the absence and is aware of the accumulating hours. Each student is strongly encouraged to maintain a personal record of attendance.

Attendance and absence hours are tracked by semester. Each semester begins with zero (0) absence hours. Remaining absence hours at the end of each semester do not carry over to the next semester.

When the student has exceeded the allowed hours of absence, the student will be referred to Absence Committee of the Coastal Bend College Nursing program.

Allowance of Absence Hours

Vocational Nursing Students may miss:

- Fall & Spring Semester – a total of 24 combined classroom and clinical hours. The student may miss only 16 clinical hours.
- Summer – a total of 20 combined classroom and clinical hours. The student may miss only 16 clinical hours.
- Tardy – class will start at the stated time. Students not present at the stated hour are considered tardy. The minimum amount of time for tardiness is one hour.

Note: Clinical hours can occur in the clinical lab and/or at the clinical site. This applies to all Case Studies, Concept Mapping, Simulation Exercises, ATI modules and any other clinical assignments. It is the responsibility of the student to clarify these time frames with faculty.

Tardiness

The following is an example of tardiness: The class starts at 8 a.m. The student arrives after 8 a.m. but before 9 a.m. The student is considered one hour absent. One hour of missed time will be recorded.

Sleeping

Sleeping in class or lab/clinical is not permitted and constitutes absence. A minimum of one hour absence will accrue. The student will be asked to leave the classroom/lab setting and may be allowed to return after the next break at the instructor's discretion.

Clinical Tardy/Absence

Failure to arrive at the clinical site at the scheduled time will result in accrual of absence time. Students who are more than one hour late to the clinical site **will not be allowed** to remain and will be counted absent for **that entire clinical rotation**. Example: If you are scheduled to arrive at 6:00 am and you arrive at 7:05 you will be sent home and docked the clinical hours for the day. Students are not allowed to leave earlier than their scheduled clinical time and must take a lunch break. If the nursing student leaves clinical rotation early, they will be docked for the amount of time they did not complete for that rotation with a minimum of one (1) hour and receive a Counseling Notice.

Notification of Clinical Absence

Students anticipating a clinical/lab absence must notify the assigned facility unit and the clinical instructor assigned to that facility unit. It is the student's responsibility to record the name of the person receiving the absence notification for purposes of verification by the instructor. Failure to notify the instructor constitutes unprofessional behavior.

- A student who is absent will have the hours deducted that corresponds to the clinical rotation.
- The student must notify instructor personally and according to the instructor's preferred method of notification. An absence notification by a peer, family member, spouse, or significant other will not be accepted.
- The clinical evaluation will reflect the absence and no credit will be received for the day.
- On-site clinical time and clinical lab time are considered the same (clarify schedules with your instructor).
- During a **preceptor clinical/Practicum**, the student must notify the preceptor, the nursing unit and the instructor at least one hour before the intended absence.
- A first offense of no call, no show will result in a Class II warning and the student may be placed on clinical probation.
- A second offense of no call, no show, may be grounds for being **dropped from the program**.

Student Pregnancy Policy Statement

- A student who is pregnant may participate in the areas of clinical requirements as stated in the course syllabus as long as her physical health status does not prohibit satisfactory completion of clinical assignments.
- Students who are pregnant must inform the assigned clinical faculty prior to the clinical assignments of the student. Health and agency regulations determine clinical placement of students during a pregnancy.

- The safety of the pregnant student is important. Clinical assignment in areas where radioisotopes or x-ray therapy is administered is prohibited. Specific patient conditions and/or treatment of certain patients may be harmful to the student and/or fetus.
- Students who deliver during the semester must present in writing an official statement from the health care provider in support of “readiness to assume clinical assignments”.
- All course and clinical assignments must be met at the end of the semester. No incompletes are permitted.
- Coastal Bend College Nursing Program or its affiliated clinical agencies does not assume any responsibility for any harm that might occur to the pregnant student or to the fetus.

Excused Absences

Any absences due to illness, attendance at college approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student’s return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member’s course protocol (syllabus, outlines, etc.). **Absence hours will accrue.** If absence hours exceed amount allowed during that semester, the case will be referred to Absence Committee for resolution. (Refer to attendance policy)

Absences on Religious Holy Days

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the professor of the planned absence in writing and receipt of the notice has been acknowledged by the professor in writing. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation” under the Texas Tax Code, Section 11.20.

Religious Accommodation Nursing Students

Coastal Bend College Nursing Program will follow the policy and guidelines (regarding [Religious Freedom and Religious Holidays](#)) as specified in the Coastal Bend College Student Handbook/Catalogue.

Any absence of the student from classes or examination for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. If the student missed a class and or clinical time, it will be counted as an absence. (Refer to attendance policy).

Excused Absence for Military Personnel Called to Active Duty

HB 1630 of the 79th Texas Legislature requires institutions of higher education to grant excused absences for students called to active military service. The legislation also establishes the maximum period for which student may be excused at no more 25 percent of the total number of class meetings, excluding the final exam. Faculty members are required to work with a student who has received military orders to enable the student to complete the course work whenever it is reasonably feasible for the student to do so. If a student receives military orders for an extended period of time more 25 percent of the total meeting of class meetings/clinical and it is highly likely that the student will miss most of the

class sessions in the course, the student would be well advised to drop the course. If the student receives military orders late in the term, the student would be well advised to withdraw from the term.

Students will sign a “Military Withdrawal Contract” stating that it is their responsibility to contact each of their instructor’s prior to leaving for active duty so that they can discuss which assignments/projects/examinations will need to be completed once they return. The faculty member(s) will work with the students to establish a reasonable time frame after the absence for the completion of any assignments/examinations.

Upon returning from active duty, students must contact the College Registrar’s Office. That time, the students’ “Short Term Military Withdrawal Code” will be removed and the students will complete their course(s) requirements as outlined within their Military Withdrawal Contract. Should students fail to satisfactorily complete the assignment(s) or examinations within a reasonable time after the absence, the faculty member will have the right to issue a final performance grade based on the work that has been completed.

Students who wish to dispute the process regarding this policy will follow the informal procedures listed in the CBC Student Grievance Policies. If the informal procedure did not resolve the grievance, then students may seek review under the formal grievance procedure.

Students who receive federal student aid benefits (Pell Grant, SEOG, Stafford Loan) could be required to repay a portion of the financial aid. Additional information, Financial Aid and Excused Absence for Military Personnel Called to Active Duty, will provide to such students as an attachment to the Military Withdrawal Contract. Please refer to Coastal Bend College Student Catalog Veteran’s Affairs section for further clarification.

Absence Committee

Appeals of the attendance policy will go to the Coastal Bend College Nursing Program Absence Committee. **The Absence Committee’s ruling will be final and cannot be appealed.**

Purpose of the Committee:

- Determine extenuating circumstances, if any, related to student absence.
- Determining if the student should be allowed to remain in or be dropped from the program.
- Make recommendations for either remaining in the program or for dismissal with possible re-entry to the program.

Committee Members will consist of:

- Two student peers – appointed at the beginning of each semester.
- One representative from Coastal Bend College Administration (or delegate selected to act on the administrators’ behalf in his/her absence).
- One representative from Coastal Bend College Counseling.
- One nurse or person representing administration from the community.
- Must have at least 5 members present.
- A nursing instructor will be present to give input as requested by the committee, but will have no vote on the committee.
- Of those members present – a Chairperson and Secretary will be assigned.

Student's responsibility prior to committee meeting:

- Review and sign attendance record.
- Attach copies of supporting documentation to attendance record.

Student's responsibility to bring to the meeting:

- The student must bring to the committee any documentation or witnesses relating to the cause of the absence. Examples include, but are not limited to: doctors excuse forms, court documents.
- Any witnesses to the facts

Committee member responsibilities:

- Review program absentee policy.
- Review student's absence record to include: number of classroom hours missed, number of clinical hours missed, number of times the student has been before the absentee committee.
- Review reason(s) given by the student for the absences
- Review whether student followed policy by calling in prior to absence.
- Review whether absence and number of hours could have been avoided.
- Question(s) may be directed to the student, but the conversation should not be allowed to stray from the absences. Student grades are not to be discussed. The chairperson will impose a time limit usually ~ 10-15 minutes. Questions related to the student's attendance might be directed to faculty. (**Grades or other issues unrelated to the absence are not to be discussed**). The student may be present and allowed to respond to the instructors' comments.
- After discussion, the student will step out of the committee room so the committee can vote.
- The Committee Chair will indicate voting by ballot or by show of hands.
- Committee Chair will open the floor for discussion on the possible recommendation(s).
- The Committee Chair will collate the votes and recommendations and review with the committee.
- The student will return to the committee room.
- The Committee Chair will inform the student of the Committee decision and recommendations.

Notification Process

- The Director of Nursing Education or the Campus Lead Instructor will notify the student of the Absence committee meeting.
- During the period of time the student is awaiting the committee decision, the student may attend scheduled classes/clinical.
- The student understands that a grade, and other course work accomplished during the time between the violation and Committee decision, is contingent upon the committee's decision.
- The Committee Chair, the Director of Nursing Education or the Campus Lead Instructor will provide the student with written notification of the Committee decision.
- Notification will follow within seven (7) days of the Committee meeting.

The student will receive a grade of "W" or "F" if the committee finds the student out of compliance with the Nursing attendance policy. A "W" or "F" grade constitutes being dropped from all Nursing classes for the current semester.

Meeting Minutes

The Committee Chair or designee will provide written outcomes of the meeting. Student and program confidentiality will be maintained.

Background Checks

All students are referred to the Board of Nursing rules and regulations regarding eligibility for licensure. All prospective nursing students will undergo a criminal background check conducted by the Board of Nursing. Evidence of a clear background or a completed Declaratory Order from the Board of Nursing must be received in the Coastal Bend College Nursing Department prior to the start of the program and/or date of readmission to the program (the deadline date will be indicated by letter to each prospective student).

The following histories will disqualify an individual from consideration for the clinical rotation.

1. Felony convictions/ deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
2. Misdemeanor convictions or felony deferred adjudications involving crimes against person (physical or sexual abuse).
3. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
4. Registered sex offenders.

BON-NCLEX Process

During the third/final semester of the nursing program the student will be responsible for implementing and following the procedure to take the NCLEX exam. This consists of the following:

1. Apply for application through the BON website <http://www.bon.state.tx.us> at least **120** days prior to graduation. Any student having to submit a Declaratory Order will not be allowed to apply online and must send in a paper application.
2. Application for the Nursing Jurisprudence Examination, if not completed in the Professional Development Course. Available from <http://www.bon.state.tx.us>
3. Completing the process of scheduling for eligibility to take the NCLEX through the testing center **at least 30 days** prior to graduation @ WWW.VUE.COM/NCLEX
4. Paying all fees associated with this process.
5. Completing and submitting fingerprint cards (if applicable).
6. Any and all steps concerning the BON and NCLEX testing procedure is the student's responsibility.

Coastal Bend College school code for the NCLEX-PN (Vocational Nursing) is: **US27200100**

Capstone

The purpose of Capstone is to ensure that all nursing students who graduate from Coastal Bend College have the knowledge, skills and ability to provide safe, quality, and competent nursing care. The priority of the nursing program is to protect the public from harm. To do so, the program will follow the criteria

below to identify and remediate those students who are unable to demonstrate safe, competent nursing care. It is expected that the graduate of the Nursing Program possesses both the academic knowledge and the skills competency to perform entry level nursing care in a safe and effective manner.

Vocational Nursing

Capstone is included in Clinical Course VNSG 2462 in third semester. Please refer to the VNSG 2462 grading rubric below:

Clinical Evaluations	40% of course grade
Capstone Skills Competency (Level I, II, III)	30% of course grade
Dosage Calculation Exam (MAPE)	15% of course grade
Capstone Computerized Comprehensive Exam	15% of course grade

Specific Procedures of Capstone

Practice Capstone exercises will be held throughout the program. After each practice session, students will be apprised of areas requiring remediation. Faculty will assist students in developing remediation strategies. It is the students' responsibility to make arrangements with faculty for assistance.

Capstone Computerized Comprehensive Exam

The passing score of the computerized comprehensive exam (Example: HESI, ATI, etc.) is based on the current probability of passing the NCLEX examination at the 87-90% range. The student will have two opportunities to pass the comprehensive exam. If the exam is passed on the first attempt, the student will receive a grade of 100 for that category of the clinical grade. If the student passes the exam on the second attempt, the student will receive a grade of 85 for that category of the clinical grade. If the student does not pass the exam after the second attempt, the student will receive a grade of 0 for Capstone Computerized Comprehensive Exam.

Capstone Skills [Level I, II, III] and Level 3 Capstone Dosage Examination (MAPE)

The Capstone skills check off will consist of three (3) Level I skills, two (2) Level II skills, and two (2) Level III skills. The student must pass all three levels. Level I skills will be checked off at the student's home campus/site. Level II and Level III skills will be checked off by instructors of a different campus/site on the day of Capstone. Location and date of Capstone Level II and III will be announced each year. All vocational nursing students must participate in Capstone.

Each skill will be graded individually and averaged at the end for a final Capstone skills score.

Pass on first attempt = 100 points

Pass on second attempt = 85 points

Pass on third attempt = 75 points

Failure to pass the third attempt of a skill = 0 points

The grade for each category will be multiplied by the assigned percentage. The sum of all categories will reflect the final course grade for VNSG 2366. Students must have a minimum course grade of 75% to pass this and all courses.

Vocational Nursing Student Failure at Capstone

On the day of Capstone, students will be given one opportunity to successfully repeat the skill(s) in the particular level that was failed. Repeat skills will be evaluated by an instructor who was not involved in the initial attempt.

Students who fail to master the skills on the second attempt will be offered a third attempt within two weeks of Capstone and must be evaluated by a different instructor not involved with prior attempts.

Students who fail the computerized portion of Capstone will be provided one additional opportunity to prove proficiency. Students will be required to provide completion of an instructor supervised remediation plan prior to repeating the computerized tests.

Students who fail any of the capstone skills exercises, after repeat efforts have been exhausted, will receive a zero for that exercise and will be reflected in the course grade as stated above in the grading rubric

Re-Entry after Capstone Failure

A nursing student, who has failed CAPSTONE, may re-enter CBC nursing program following the Re-Admission policy.

Cellular Phones/Smart Watches/Other Electronic Communication Devices

Electronic communication devices are NOT allowed at the clinical site, clinical lab, classroom, and/or exam/testing center. **This includes cell phones, smart watches, pagers, etc.**; basically any device that can send and receive calls, text messages, emails, and photos is not permitted.

- If a cell phone goes off during class, a minimum of one hour absence time will be deducted and the student may be asked to leave the class until the next break. Absence time will accrue.
- Any student caught with a cell phone during an exam:
 - Will be excused from the testing area and his/her exam will be closed at that time.
 - Will receive the grade earned at the time he/she was excused from the testing area - less 10 points.
 - Will be docked 1 hour absence time and will not be allowed to make up that test.
- Any student found using an unapproved electronic device at the clinical site/clinical lab will be asked to leave and clinical hours will be docked. Use of cell phones for any emergency situations must be pre-approved by instructor on a per case basis.

Clinical

Experiences

Upon successful proof of competency of clinical skills, the student will be allowed to participate at the on-site clinical setting.

1. Clinical experiences will be rotated through regional healthcare facilities.
2. Clinical assignments are correlated with classroom presentations.

3. Experiences will include the nursing care of persons with acute, chronic, aging illnesses and rehabilitative care.
4. Students will participate in instructor supervised patient teaching.
5. Students will be expected to participate in clinical pre/post-conferences directed by the clinical instructor/preceptor.
6. Students showing signs and symptoms of infections will be asked to leave the clinical setting. They will not be able to return to clinical until signs and symptoms have cleared.
7. Students, who have been absent due to illness or injury, may be required to have a physician's or healthcare provider's release in order to return to clinical/class.
8. Additional guidelines are located in each clinical syllabus and in the Preceptor Packet

Competence (Skills Check-Offs)

Patients have a right to expect safe, competent care. Students will not be allowed to go to the clinical site until the required skills for the specified clinical level are evaluated by the faculty for competency and safe performance. This includes skills competencies as well as dosage administration examinations (MAPE).

1. After demonstration of a skill by the clinical instructor in the clinical lab, the student will have three opportunities to prove competency on each skill in the laboratory setting.
2. The first two attempts will be performed at the student's home site by different instructors.
3. The first attempt must be completed within 2 weeks.
4. There must be at least 24 hours of remediation/practice time between failed attempts.
5. If the student fails the first two attempts to prove skills competence, the student must consult with their home site instructor and make arrangements to check off with an instructor from a different site within the designated time.
6. Any student, who cannot master the safety and competency standards in the skills lab, will be assigned a failing grade and may be dropped from the skills or clinical course.

If, after successful skill(s) competency check off in the laboratory, a student cannot perform a skill safely and competently at the clinical site, the student will be required to leave the clinical site and schedule time in the lab for remediation. Absence time will accrue when the student leaves the clinical site.

Skills Competency Remediation

The student must be able to demonstrate the skill in a satisfactory manner in the lab prior to returning to clinical. The following guidelines will be used:

- The instructor will devise a counseling plan to include:
 - Standards to be demonstrated
 - Time frame for successful demonstration of the skill(s)
 - Disciplinary action which may be imposed for failure to meet the timeline for successful demonstration.
- The student may practice the skill(s) at any time the lab is available.
- It is the student's responsibility to arrange for supervised practice with an instructor.
- If the student is unable to demonstrate the required skill(s) within the specified timeline, the student will not be allowed to return to the clinical site.

- Students unable to return to the clinical site will be given a failing clinical grade and the student will be dropped from the course/program.

To assist students to maintain the highest level of competence, faculty can require a student to demonstrate a previously learned skill at any time.

Clinical/Lab Safety

The laboratory and clinical sites are for teaching purposes. It is important that the nursing student understand and demonstrate proficient performance of standard precautions prior to performing procedures in the laboratory setting and at the actual clinical site. These areas pose a possible inherent risk of exposure to blood and/or blood containing bodily fluids, thereby risking exposure to microbial infections, including but not limited to Hepatitis B and human immunodeficiency virus (HIV). By accepting a position into the nursing program, the student consents to such laboratory practicum and agrees to hold Coastal Bend College, its agents, employees, and students, free and harmless from any claims, demands or suits for damages from any injury or complications which may result.

For safety, the laboratory setting will be managed by instructors as a teaching unit. Instructors will supervise skills practice and competency check offs. Coastal Bend College instructors and clinical preceptors will supervise clinical sites/rotations.

In the event of an accidental exposure to blood and bodily fluids (including needle sticks) it is the responsibility of the student to notify clinical instructor/preceptor and seek medical care. Upon exposure, the clinical supervisors will notify the Director of Nursing Education. The Director of Nursing Education, or designee, will notify Student Services of the incident. Prophylactic care for needle stick injury shall follow CDC guidelines.

It is the student's responsibility to maintain health insurance while enrolled in the nursing program. Coastal Bend College will not be responsible for costs incurred by the student due to exposure to blood and bodily fluids, and due to accident or injury while engaged in nursing program activities.

Classroom/Clinical/Lab Demeanor

Disruptive behavior (including non-class related conversation) will not be tolerated in the classroom, lab, or at clinical. Students displaying disruptive behavior will be required to leave the classroom, learning lab or clinical site and issued a Coastal Bend College Nursing Program Student Performance/Clinical Counseling Form. Additionally, a minimum of one absence hour will accrue (see attendance policy). The student may return after the next break (at the instructor's discretion). If the disruption occurs in a clinical or learning lab environment, this will be reflected on the clinical evaluation.

No food will be allowed in the classroom or lab during lecture or clinical learning events.

Faculty/CBC are not responsible for personal items left in the classroom/lab/clinical site.

The laboratory is a simulated clinical experience (Nursing resource lab). Students will show the same regard and respect for the mannequin patient as for a real patient. Disrespect in a learning situation will be reflected in the course evaluation. Students are expected to be careful with the learning manikins and equipment. **Damage to clinical equipment (including manikins) due to student carelessness may result in a charge to the student for repair.**

Code of Professional Conduct

The Code of Professional Conduct consists of two sections: Professional Obligations and Professional Ideals. Failure to meet the professional obligations and professional ideals represents a violation of the Coastal Bend College Nursing Program Code of Professional Conduct. Alleged infractions of the obligations or the failure to meet the professional ideals may be grounds for dismissal from the program.

Professional Obligations refer to necessary professional behaviors that are required by the ethical foundation of nursing practice. Including but not limited to the following:

- 1) Treat patients, colleagues and other health professionals, (fellow) students and instructors with the same degree of respect you would wish them to show to you.
 - a) Avoid offensive language verbally or in writing in all settings.
 - b) Do not harass others physically, verbally, psychologically or sexually.
 - c) Do not discriminate on the basis of sex, religion, race, disability, age or sexual orientation.
 - d) Do not knowingly mislead others.
 - e) Do not cheat, plagiarize, or otherwise act dishonestly. See Coastal Bend College Policy on Line regarding [Student Conduct/Scholastic Dishonesty](#) as well as [Discipline and Penalties](#).
 - f) Do not abuse special privileges, e.g., shopping or looking at pornographic websites on school computers, making unauthorized long-distance telephone calls.
 - g) Do not criticize the nursing or medical decisions of colleagues in the presence of patients.
- 2) Treat patients with compassion, kindness, gentleness and dignity.
 - a) Respect the privacy and modesty of patients.
 - b) Respect patient confidentiality.
 - c) Avoid patient involvement when you are ill, distraught, or overcome with personal problems.
- 3) Be aware of your personal limitations and the deficiencies in knowledge and abilities and know when and whom to ask for supervision, assistance or consultation.
- 4) Report serious breaches of the Code of Professional Conduct to the appropriate person
- 5) Indicate disapproval or seek appropriate intervention if you observe less serious breaches
- 6) Do not destroy, damage or misuse property of Coastal Bend College or any clinical affiliation.
- 7) Adhere to local, state and federal laws and regulations.

Professional Ideals refer to desirable professional behaviors that professionals at all levels should attempt to acquire because they enhance professional excellence. Includes but is not limited to the following:

- 1) Attempt to cultivate and practice clinical virtues, such as caring, empathy and compassion
- 2) Notify the responsible instructor if something interferes with your ability to perform clinical tasks effectively
- 3) Learn from experience and grow from the knowledge gained from errors to avoid repeating them

- 4) Students should attend scheduled classes and complete assignments in a timely manner
- 5) Cooperate with other students and members of the health care team in clinical activities
- 6) Be generous with your time to answer questions from patients, patients family members or staff members
- 7) In case of absence or tardiness, the nursing student will contact the appropriate clinical instructor designated for that site, at least one (1) hour before their scheduled time of arrival

Patient Abandonment

Patient abandonment constitutes unprofessional behavior. Students who abandon patients (i.e. leaving the unit without reporting to instructor for lunch, break, or any other reason) will receive no credit for the day's activities and disciplinary action will result with a Coastal Bend College Nursing Program Student Performance/Clinical Counseling Form Class IV Offense.

Refusal to Provide Patient Care

Students in the Nursing program are expected to provide care to assigned patients. If refusal to care for a particular patient occurs, faculty will provide a review of the Nursing Code of Ethics and counsel the student.

Violations of Code of Professional Conduct

- First infraction- student will be given a clinical warning with Class Level related to the severity of the infraction. Dismissal from the nursing program may occur with the first infraction depending on the severity.
- Second infraction-may lead to dismissal from the nursing program.

If, at any time, a student is cited for intemperate use or abuse of alcohol or drugs, is involved in criminal behavior; either violent or non-violent directed against persons, property or public order and decency, is diagnosed or treated for chemical dependency, mental illness or diminished capacity and or demonstrates a lack of 'good character', he or she must report the act or behavior to the Director of Nursing within 5 days of the offense, and may be dismissed from the program (Texas Administrative Code Title 22 Chapter 214.8, 215.8).

Failure of the student to disclose infractions to the Department Director within 5 business days will result in dismissal from the nursing program.

The Coastal Bend College Nursing Program will follow Coastal Bend College policy under [Student Rights and Responsibilities – Student Conduct as defined by Policy on Line FLB \(Local\)-AJC](#); especially but not limited to: Scholastic Dishonesty, Disorderly Conduct Responsibility, Prohibited Conduct, Discipline, Publication.

The Coastal Bend College Nursing Program will also follow Coastal Bend College policy under [Student Conduct – Alcohol and Drug Use as defined by Policy on Line FLBE \(Local\)-X](#).

The Coastal Bend College Nursing Program will also follow Coastal Bend College policy under [Discipline and Penalties as defined by Policy on Line FM \(Local\)](#); especially but not

limited to Penalties for Student Misconduct, Suspended or Expelled Students, and Disciplinary Record.

In addition to Coastal Bend College Policy, nursing students are also obligated by Legal Standards: BON Disciplinary Sanctions, Rule 217.11, 217.12

http://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_Feb2015.pdf

Complaint Procedures for Nursing Program

Students with complaints/concerns about issues within the nursing program must follow the established chain of command listed in this handbook and must present these concerns in writing. Complaints not resolved at the nursing program level should follow the Complaint Procedures as listed in the Coastal Bend College Catalog and Student Handbook.

Computer and Internet Use Policy

Coastal Bend College Nursing Program supports and adheres to the Coastal Bend College [Internet Use Policy](#) as listed in the Coastal Bend College Catalog and Student Handbook.

In addition to the existing [CBC Internet Use Policy](#), the Coastal Bend College Nursing Program limits use of nursing program computer/laptop/tablet(s) to only CBC Nursing Program related applications and websites. Social media websites are not to be accessed via nursing program technology.

Computer (personal or CBC) use in the classroom is limited to nursing program applications and data within the time allowed by the instructor. No surfing the web or social media during lecture, class activities, or independent study.

Confidentiality (HIPAA)

Patient information from any source and in any form (such as paper, verbal communication, and electronic sources) is confidential. The nursing student shall protect the privacy and confidentiality of patient information and should only access to this information if needed to perform safe, competent nursing care. Failure to maintain patient confidentiality may result in being dropped from the Vocational Nursing program.

Dismissal from the Coastal Bend College Nursing Program

Reason for dismissal from Coastal Bend College Nursing Programs include but are not limited to:

1. Evidence of actual or potential harm to patient or the public
2. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency
3. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity
4. Violations to the Code of Professional Conduct (including Plagiarism)

5. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal academic and/or occupational behavior
6. Failure to pass courses and/or clinical work with a grade at or greater than 75% per syllabi requirements
7. Failure to master the safety and competency standards in the skills lab will be assigned a failing grade and may be dropped from the skills or clinical course.
8. A second offense of no call, no show at clinical.
9. Failure to abide by the confidentiality and social networking policy
10. A student who indicates persistent refusal to care for a particular type of patient will receive further counseling regarding the appropriateness of nursing as a career choice and may be dismissed from the Coastal Bend College Nursing Program.
11. Failure of the student to disclose Code of Professional Conduct violations to the Coastal Bend College Nursing Programs Director within 5 business days

Dress Code

All rules of dress and appearance will apply when in full uniform, including rules for hair. Students at clinical sites who do not adhere to the uniform policy will be asked to leave the site until the deficiency is corrected. Please note that this also includes any disparity regarding professional appearance. Absence time will accumulate during the period of time the student is not present.

Personal Appearance and Hygiene

The following policies will apply to all dress codes throughout the program except where otherwise stated.

1. The student must maintain a clean, neat, and healthy appearance.
2. The student's breath, body, hair, and clothing must be free of offensive odors during class and lab and especially at the clinical site. Examples: tobacco smoke, alcohol, garlic or onion, etc.
3. Student should not wear strong deodorizing scents, especially when working with patients. (I.e. Perfume, body powders, lotions, aftershave, etc.)
4. The student must keep hands clean and smooth.
 - a. Fingernails must be clean and neatly trimmed and should not extend past fingertips.
 - b. No nail polish or artificial nails.
 - c. Hand lotion should be used to prevent chapped, cracked hands and hang nails.
5. Student's make-up must be conservative. No false lashes.
6. Male students: Facial hair must maintain a neat and trimmed appearance according to instructor discretion and abide by clinical facility guidelines.
7. The student must wear a clean, neat professional hairstyle.
 - a. Hair should be neatly arranged in such a manner as to not extend over the shoulder onto the patient or student's face.
 - b. No loose ponytails or braids.
 - c. Bangs should not contact upper border of eyebrows, or protective lenses/eye glasses.
 - d. Hair color should be natural and non-distracting while attending class, lab, and the clinical sites. This includes obvious coloring of bright reds, purples, orange, blue, and greens, and moderate to severe blond highlighting to dark hair.

- e. Hair clips, hair scrunches, and barrettes should be as close to hair color as possible.
- f. Male students must have short, trimmed haircut.

Students will be dismissed from the clinical site to correct any variance from hair standard. The incident will be documented on the clinical evaluation and absence time will accrue.

- 8. NO “love bites”, “hickeys”, or tattoos may be visible while in clinical lab, at the clinical sites, special clinical events, professional events, field trips, and/or during the pinning ceremony. These must be properly covered during these times. The student will be excused from the facility/event until the infraction is corrected and the appropriate time will be docked. Bandages used to cover small tattoos must be nude/flesh color. White form fitting undershirts should be worn under clinical attire for large tattoos.
- 9. NO gum chewing during clinical/lab time.
- 10. Nametags/Badge must be worn while in clinical lab/site setting or while attending conferences and special events. If you do not have your nametag, you must leave the facility to get it. Absence time will accrue.
- 11. Absolutely no public smoking while engaged in any program activities. This rule also applies to ALL College sponsored activities during the year.

Clinical Lab Attire

- 1. All clinical lab attire scrubs will be clean, neatly pressed, and free of odors.
- 2. Each student will wear the same program approved and specified style scrubs while practicing and checking off skills in the learning lab. Style numbers and color will be announced for each cohort. This attire is different from the on-site clinical attire.
- 3. Insignia (CBC Nursing Student patch) should not be applied to clinical lab scrub top or lab jacket.
- 4. White T-shirt for males are required under scrub tops.
- 5. White long sleeve body hug type T-shirt may be worn for warmth or to cover tattoos.
- 6. The faculty must approve all undershirts, tee shirts, etc.
- 7. Color coordinating lab jackets may be worn in the lab for warmth.
- 8. The clinical lab scrubs must fit loosely for ease of movement and comfort
- 9. Only crew length white socks (without logos/designs) are allowed with scrub pants.
- 10. White leather (or synthetic leather) athletic or nursing shoes must be clean and polished. No fabric/mesh shoes allowed due to safety.
- 11. Shoes should not have colored trim, patches, logos, or open toes or open heels. (Clogs and Crocks are not allowed.)
- 12. Shoelaces must be white, clean, and not frayed.
- 13. Jewelry: An analog watch with a functional second hand is required for clinical lab and clinical site. It must be free of decoration, intricate design, and “bling” to avoid harboring microorganisms. Waterproof or water resistant analog watches are highly recommended due to frequent handwashing. NO other jewelry is allowed in the clinical lab or at the clinical site except for a plain wedding band. CBC and/or the clinical affiliation site is not responsible for lost jewelry/property.
- 14. CBC Nursing Program Nametag/Badge is required and must be worn on left side and clearly visible. The nametag/badge holder will be clear plastic that can easily be cleaned. Due to safety and infection control, no decorations (sequins, rhinestones, bling, etc.) or dangling badge holders (lanyards) are allowed.

On-Site Clinical Uniform Attire

1. All on-site clinical uniform attire will be clean, neatly pressed, and free of odors.
2. Each student will wear the same program approved and specified style scrubs for On-site clinical uniform. Style numbers and color will be announced for each cohort. This attire is different from the clinical lab attire.
3. White Lab jacket may be worn for warmth for on-site clinical rotations.
4. Insignia (CBC Nursing Student patch) for the appropriate level of student nurse **must** be securely placed at mid-top of left sleeves on on-site clinical uniforms and lab jackets.
5. Each student should acquire at least two on-site clinical uniforms.
6. No cut/split/frayed hems on uniform pants.
7. Dress or skirt must be at mid-knee or below the knee in length.
8. Uniform pants should be long enough to touch the top of your shoes but not so long that they “stack” on top of the shoes and drag the floor.
9. White T-shirt for males are required under scrub tops.
10. White long sleeve body hug type T-shirt may be worn for warmth or to cover tattoos.
11. The faculty must approve all undershirts, tee shirts, etc.
12. The on-site clinical uniform must fit loosely for ease of movement and comfort.
13. Only white crew length socks (without logos/designs) are allowed with on-site clinical uniform.
14. White hosiery must be worn with dresses or skirts. Socks may not be worn with panty hose. Support hose are optional.
15. Socks or panty hose should be white, clean and no visible holes.
16. For any white uniform - undergarments will be solid white or matching skin tone with traditional cut.
17. White leather (or synthetic leather) athletic or nursing shoes must be clean and polished. No fabric/mesh shoes allowed due to safety.
18. Shoes should not have colored trim, patches, logos, or open toes or open heels. (Clogs and Crocks are not allowed.)
19. Shoelaces must be white, clean, and not frayed.
20. Jewelry: An analog watch with a functional second hand is required for clinical lab and clinical site. It must be free of decoration, intricate design, and “bling” to avoid harboring microorganisms. Waterproof or water resistant analog watches are highly recommended due to frequent handwashing. NO other jewelry is allowed in the clinical lab or at the clinical site except for a plain wedding band. CBC and/or the clinical affiliation site is not responsible for lost jewelry/property.
21. CBC Nursing Program Nametag/Badge is required and must be worn on left side and clearly visible. The nametag/badge holder will be clear plastic that can easily be cleaned. Due to safety and infection control, no decorations (sequins, rhinestones, bling, etc.) or dangling badge holders (lanyards) are allowed.
22. You must have your completed on-site clinical uniform attire by the deadline indicated by the campus instructors.
23. Failure to present at the clinical site with appropriate on-site clinical uniform attire and required clinical tools, may result in grade deduction and/or absence

Graduation/Pinning

Graduation and Pinning attire (uniform styles) will be determined and announced for each cohort. Nursing students are highly encouraged to attend the pinning ceremony.

Pinning Ceremony Attire

Students shall follow the same guidelines otherwise listed in the Coastal Bend College Nursing Program Student Handbook dress code pertaining to personal appearance and hygiene, clinical lab attire, and on-site clinical uniform attire with the following exceptions:

All students are required to wear all white clothing. Shoes must be white, closed toe, and flat. No “love bites”, “hickeys”, or tattoos may be visible. Student ID badges are not desired or required for pinning attire.

Females

1. White nursing uniform (dress or pant suit). Style numbers will be provided for each cohort. (Order from the bookstore or other location - as long as the same approved and required style by the nursing program for that cohort)
2. White or flesh tone undergarments (including slip under dresses)
3. White solid pantyhose will be worn with white dresses. White socks with white pinning uniform pants.
4. Hair may be worn down for picture taking prior to pinning ceremony but must be pulled back/up for the ceremony (due to safety with open flame of pinning lamps)
5. Females may wear artificial nails in a natural color (example: white/French tip) not to exceed ½ inch in length.
6. Jewelry: very minimal and within good taste.
 - One small stud earring (5mm or less) may be worn in each ear lobe.
 - A watch is permitted but is not mandatory. (Does not have to be the same as used for clinical)
 - Original/full wedding rings may be worn (not just simple bands)

Males

1. White nursing uniform. Style numbers will be provided for each cohort. (Order from bookstore or other location as long as the same style for that cohort)
2. White T-shirt, undergarments, and socks
3. Jewelry:
 - A watch is permitted but is not mandatory. (Does not have to be the same as used for clinical)
 - Original/full wedding ring(s) may be worn (not just simple bands)

Any student choosing not to participate in the Pinning Ceremony must notify Coastal Bend College Nursing Program Instructor no later than 60 days prior to the date of Pinning Ceremony.

Religious Attire

With the nursing student request, Coastal Bend College Nursing Program will make a reasonable effort to accommodate student attire that is related to their religious belief. Religious attire is not cultural/traditional dress; it is a requirement of religious observation. Religious attire may include but not limited to:

- Head covers
- Hairstyle
- Crucifixes

- Modesty of attire
- Yarmulkes/kippah (skullcaps), turbans, Rastafari headdresses.

Seminars, Conferences, Clinical Site Orientation/Information Gathering

- Professional attire required: dress slacks, belt, dresses, skirt, button down shirt/blouse. Clean closed toe dress shoes (NO flip/flops, Crocs, etc.)
- No jeans, shorts, tee shirts, or sneakers will be allowed for seminars, conferences, or clinical site orientation or visits.
- Tattoos, “love bites”, and “hickeys” must be covered appropriately.
- Badges must be worn during professional events.

Drug Screening

Drug screening test(s) are conducted as part of the Nursing Program, prior to acceptance and while enrolled in the program.

1. A student will have drug testing “**for cause**” at the discretion of the college or clinical/lab affiliate. Failure to comply will result in immediate drop from the Coastal Bend College Nursing program. Example: Nancy Nurse arrives at the clinical site or school impaired and/or acting suspiciously. Only Nancy Nurse will be tested “for cause.”
2. All students may/will be subject to drug testing at any “**random time**” at the discretion of the college or clinical/lab affiliate. Failure to comply will result in immediate drop from the Nursing program. Example: all students will have drug testing prior to admission to the Coastal Bend College Nursing Program. All students may also have drug testing later that year prior to graduation.

Drug Screening Results

1. Students with positive drug screens prior to admission will not be offered admission to the Coastal Bend College Nursing program.
2. If the student receives a positive drug screen result while enrolled, the student will be immediately dropped from the Coastal Bend College Nursing program.

Eligibility for Licensure

Applicants to the Nursing programs must be eligible for licensure. Those applicants, accepted into the program, but requiring a Declaratory Order or an eligibility statement, must present these Documents prior to being accepted into the program.

Examination/Testing Guidelines

Course grade distribution is noted in each course syllabus.

Calculators: Exams may contain dosage calculations. Only basic calculators will be allowed during testing. Cell phones, smart calculators, PDA, language translator or other technology will not be allowed for calculator use. Sharing calculators is not permitted.

Exams shall consist of multiple choice questions as well as alternate format questions such as: multiple response (select all), hot spot, drag and drop, graphic options, etc. The numbers of questions and the time allowed for completion of the examination may vary. Tenets of test construction will be utilized for each exam.

Chapter Examinations

1. The number and format of test questions may vary by faculty preference.
2. The dates of the exams are noted in advance on course schedules.
3. No talking during exams.
4. No cell phones or electronic devices are allowed.
5. Smart watches **are not allowed** during the exam/in the testing center.
6. Students may be assigned random seating prior to the exam.
7. Students may use pre-approved basic ear plugs to aid in background noise control/elimination during the exam. (No music earphones)
8. Any student arriving late to an exam may enter the testing area but must complete the exam by the end of the scheduled testing time. Extended time is not granted due to tardiness. No points will be deducted from the original exam grade for being tardy; however, absence time will accrue for tardiness.
9. Each student will COMPLETELY close out of Blackboard and/or Respondus Lockdown Browser after completing and reviewing each exam. If a student leaves the exam open, this will be considered academic dishonesty (cheating) and is grounds for immediate dismissal from the program.
10. Once the student leaves the testing center, he/she may not re-enter until everyone has finished taking the exam.
11. Any student that steps out of the testing center, prior to completing the exam, may NOT re-enter the testing area and will receive the grade earned up to that point with no opportunity for make-up.
12. Only one make-up exam per student will be allowed for each class during the semester. Make-up exams are only allowed if the student was absent for the exam. The make-up exam must be completed prior to the next scheduled exam. 10 points will automatically be deducted from the original grade of the make-up exam.
13. If the student misses more than one exam for a single course, and has already used one opportunity to make up an exam, he/she will receive a zero for all other exams missed.
14. It is the student's responsibility to contact the instructor of record for that class to schedule a make-up exam. This will be scheduled at your instructor's earliest convenience and must be taken before the next scheduled exam.
15. All challenges must be received in writing (on a regular sheet of paper – not on "post-it" notes or scratch paper) on the day of the exam. The challenge **must include** the following:
 - a. The student's name
 - b. The course name
 - c. The exam number and date
 - d. The written exam question
 - e. The student's perception of the correct answer
 - f. The page number in the text book where the answer is found/supported.

- g. Challenges are only considered on an individual basis. The test grade will be adjusted only for that student challenging an exam question and only if the student is correct.
16. It is the student's responsibility to arrange for individual/private exam review with instructor and should occur prior to the next chapter exam.
17. Item analysis will be performed on all exams.

Tutoring is highly encouraged for those students who score 75% or less on a chapter exam. It is the student's responsibility to make arrangements for tutoring.

Final Exam

1. The final examination is a comprehensive examination.
2. All personal belongings will be left outside of the testing area.
3. No smart watches are allowed during the exam/in the testing center.
4. Students may be given random seating assignments.
5. There will be no talking after entering the testing area.
6. No cell phones/beepers or other electronic devices can enter the testing area.
7. Students may not leave the testing area until he/she has completed the examination.
8. If a student steps out of the testing area prior to completing the exam, he/she may not re-enter the testing area and will receive the grade earned up to that point.
9. Any breach of the above will result in the students being asked to leave the room and receive a grade of zero for the final examination.
10. Final Exams are not subject to challenge or make up.

General Statement

If at any time throughout the academic year, a student is unable to meet clinical requirements without limitations, that student will not be allowed to participate in the clinical area, therefore, time missed will accrue and the student will be dismissed from the Nursing Program according to the attendance policy. If applicable, a student who is dismissed due to failure to meet physical or technical competencies will follow the handbook guideline for re-admission.

Examples:

- A student becomes pregnant and requires bed rest.
- A student is involved in a car accident and has broken bones requiring assistive devices for ambulation, such as wheelchair, walker, crutches, or cane.
- A student requires surgery and does not receive a full medical release within the allotted time schedule and exceeding the time missed allowed per policy.

THERE IS NO LIGHT DUTY IN THE NURSING PROGRAM.

Our main priority is to the safety of the public. Students have a limited opportunity to learn the skills required to function as a safe entry-level nurse; therefore, these guidelines will be strictly followed and enforced.

Acceptance to the Coastal Bend College Nursing Program(s) is contingent on this standard: If a reasonable accommodation cannot be achieved, the letter of acceptance will be withdrawn and academic assessment and counseling may be offered to help the student find an alternative field of study.

Grading System

To succeed and progress in the program students must maintain a “C” or better in each course in the nursing degree plan. The student must pass all concurrent courses in a single semester to progress to the next semester. Grading rubric in nursing courses is as follows:

A = 100-90

B = 89-80

C = 79-75

D = 74-70

F = 69 and below

Grades will be rounded at the end of the course and only the final grade will be rounded.

Each student is responsible for tracking his/her own grades. No extra credit assignments will be given.

Students must follow the established Coastal Bend College Grade Appeal policy, located in the college catalog to appeal the grade.

Please refer to [Coastal Bend College Student Handbook](#) sections “Dropping Classes”/”Grading System”) for clarification regarding being dropped and receiving a grade of “F” or “W”.

Immunizations

In accordance with Coastal Bend College Nursing Program application requirements and clinical site(s) policy, immunizations must be complete and up to date prior to entry into the program and maintained throughout the program.

Proof of a negative PPD tuberculin skin test must be provided before beginning the program and maintained annually.

If a PPD skin test produces a positive result, the student must obtain a negative chest x-ray. The cost is the student’s responsibility.

If unable to receive a PPD skin test due to allergy or history of BCG, student must provide proof of a negative baseline chest x-ray and complete a symptom screening tool provided by faculty.

NOTE: Students with current/ pulmonary or laryngeal tuberculosis pose a risk to patients, staff and other students. Therefore, restrictions are necessary. Students with current pulmonary or laryngeal tuberculosis are excluded from the classroom and clinical activities until adequate treatment is initiated, cough is resolved, and sputum is free of bacilli on three consecutive smears.

Insurance

All students must carry professional liability insurance. The expense of this insurance is included in fees charged at admission and each semester.

Medical Insurance is recommended for all students. This insurance is the student's expense.

Medication Administration Guidelines (MAPE)

A MAPE is a dosage calculations exam (fill-in-the-blank style) that is given for each clinical course at the beginning of each semester during semesters when the student is administering medications. Prior to administering medications in the clinical setting for any clinical course, Vocational Nursing (VN) students must achieve 100% on a MAPE. VN students will have three opportunities to pass the MAPE. Remediation/tutoring is required after each unsuccessful attempt. Students are strongly advised to practice drug dose calculations, or seek assistance when needed. The MAPE for Level 3 VN students is considered part of Capstone. (Refer to Capstone for grade weights for Level 3 VN students)

There are two sections of the MAPE:

- Medication Administration Principles (7 rights of drug administration and 3 instances when the drug label is checked against the Medication Administration Record (MAR).
- Various types of dosage calculations.

Nursing Program Student Performance Counseling Form

A warning may be issued to students for violations of Coastal Bend College Nursing Program policies/guidelines. The written "Student Performance Counseling Form" ranges from Class I (warning) to Class IV (major offense), with disciplinary action contingent upon severity of offense. Disciplinary action will be progressive for repetitive offenses. Faculty have the option to fail the student after three counseling forms or ONE Class IV offense. Please refer to Appendix 1 and Appendix 2 of this handbook for further clarification and examples.

Plagiarism

Plagiarism is the act of taking the writings of another person and passing them off as one's own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws. Please be advised that Plagiarism will not be tolerated. Students caught, will receive an "F" which could result in the student being dropped from the Nursing Program. Please refer to Code of Professional Conduct Section of this handbook as well as the Coastal Bend College Policy on-line regarding [Scholastic Dishonesty and Plagiarism](#) and [Penalties for Student Misconduct](#).

Readmission/Transfer Policy

All readmission and transfer applicants are contingent upon consideration of the Admission and Progression Committee, space availability, skills competency, and must meet Coastal Bend College and the Nursing Program physical and academic re-entry requirements. Evidence of a clear background or a completed Declaratory Order from the Board of Nursing must be received in the Coastal Bend College

Nursing Department prior to the start of the program and/or date of readmission to the program (the deadline date will be indicated by letter to each prospective student).

Exit Interview

To be considered for readmission, students must have had an exit interview with the Campus Lead Instructor or Director of Nursing Education within one (1) month after the next semester begins. Proof of Exit Interview must be on file.

During the exit interview, the Director of Nursing Education and/or the Campus Lead Instructor will develop individualized criteria for readmission. The student must have met all criteria in order to be considered for readmission into nursing program. Call to make an appointment.

Readmission

1. All applicants for readmission will have new background clearance check prior to beginning class. (Background clearance check will be submitted by Coastal Bend College).
2. Students must submit a letter requesting readmission and a “plan for success” for consideration by the **Admission and Progression Committee** for readmission.
3. Students must restart with the semester which they did not successfully complete.
4. Students must re-enter within one year of last attending the program if they wish to avoid starting the application process at the beginning.
5. Students re-entering the program must take all clinical and nursing skills courses in addition to the courses they did not successfully complete.
6. Students who have exhausted their re-entry options, or those wishing to re-enter a point longer than one year, must apply for the program and compete against all other applicants for acceptance into program and begin again with the first semester. These students are subject to **ALL** admission requirements of all students wishing to enter the program (including the TEAS exam). The curriculum at the time of readmission, and the student’s previous performance in the program, will drive amount of credit for prior course work. Transcripts will be evaluated for credit on an individual basis.

Intra-Campus (Site) Transfers

Transfer from one CBC site to another CBC site (Intra-campus transfers)

1. Must occur at the beginning of a semester
2. Can only occur if space is available
3. Can occur only ONCE during the program year.
4. Must meet approval from Director of Nursing.

External Transfers to CBC

Transfer from another nursing program to Coastal Bend College Vocational Nursing Program (External transfer to CBC)

1. Can only occur if space is available
2. Requires approval from the Director of Nursing Education.
3. Must meet CBC admission criteria, including acceptable score on admissions test
4. Must pass skills competency evaluation
5. Must have a negative drug screen and a clear criminal background check. Each student must bear the costs of these requirements.
6. Must provide a satisfactory physical examination.

Denial of Readmission/Transfer

Students may be denied re-entry/transfer into the program under any of the following conditions:

The student:

1. Fails the nursing skills examination.
2. Fails the drug test and/or background check
3. Fails to complete the exit interview within the specified time frame
4. Has not completed prior semester curriculum content, and
5. The program lacks resources/space to accept additional students.
6. Fails to achieve clear background check prior to re-entry into the program.

Recording Devices

Due to privacy and confidentiality policies, recording devices are prohibited in all areas of instruction.

Review/Changes of Handbook/Nursing Program Policy

Coastal Bend College Nursing Program has the right to review and change any policy/procedure anytime during the program as deemed necessary. The student will be informed of any changes at the time of implementation. The student will be required to sign an acknowledgement of the changes being implemented at that time.

Schedules

Classroom days will be posted at the beginning of each semester. Clinical hours may vary. Occasionally, nursing students may be required to travel or attend clinical on weekends/nights to meet the course objectives. Classroom holidays correlate with the Coastal Bend College published holidays. See the Coastal Bend College catalog/academic calendar for more information. Course schedules are tentative and subject to change.

Sexual Harassment

As part of the admission application, Coastal Bend College Nursing Students are required to successfully complete a mastery test in Preventing Sexual Harassment.

Social Networking Policy

Students who fail to abide by the following social networking policy will be subject to disciplinary action including dismissal from the program:

1. **Do not** identify patient by name or post information that may lead to their identification including but not limited initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation in the Health Insurance Portability and Accountability Act (HIPAA). It is possible that someone could identify the patient and the patient's family based on context.

2. **Do not** take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of electronic media any patient related image.
3. **Do not** have online contact with patients or their family members. Online contact with patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.
4. **Do not** post sexually explicit photos.
5. **Do not** post photos of manikin parts used for learning skills.
6. **Do not** post photos of skills performed in the clinical laboratory by faculty or students.
7. **Do not** make libelous, slanderous, bullying, threatening, harassing, profane, obscene, sexually explicit, racially or culturally derogatory, homophobic, or other offensive comments.

Student Representatives

Student representation is an integral part of the Absence Committee.

Seminars/Field Trips

Field trips and seminars may be taken throughout the program. Travel to Austin, San Antonio, Corpus Christi and other cities may be a requirement throughout the year. (See “Dress Code” and “Transportation”)

Transportation

Expense and mode of transportation to clinical sites, seminars, and Capstone is the responsibility of each student. Adequate notice will be given for travel out of the local area.

Working/Employment While in the Nursing Program

It is the Nursing Program’s recommendation that students not work while in the program. However, for those students who must work, employment should be kept to minimum hours so that the objectives of the program can be met.

Selected Texas Board of Nursing Rules

Coastal Bend College Nursing Program(s) honors the following Texas Board of Nursing Rules and Nursing Practice Act guidelines:

RULE §213.27 Good Professional Character

RULE §213.28 Licensure of Persons with Criminal Convictions

RULE §213.29 Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters.

RULE §213.30 Declaratory Order of Eligibility for Licensure.

RULES 214.1 through 214.13 Vocational Nursing Education

RULE 215.1 through 215.13 Professional Nursing Education

RULE §217.11 Standards of Nursing Practice

RULE §217.12 Unprofessional Conduct

Nursing Practice Act

Sec. 301.252. License Application.

Sec. 301.253. Examination.

Sec. 301.257. Declaratory Order of License Eligibility.

Sec. 301.452. Grounds for Disciplinary Action.

Sec. 301.453. Disciplinary Authority of Board; Methods of Discipline.

Sec. 301.4531. Schedule of Sanctions.

Sec. 301.4535. Required Suspension, Revocation, or Refusal of License for Certain Offenses.

Sec. 301.454. Notice and Hearing.

Sec. 301.455. Temporary License Suspension or Restriction.

Sec. 301.456. Evidence.

Sec. 301.457. Complaint and Investigation.

Sec. 301.458. Initiation of Formal Charges; Discovery.

Sec. 301.459. Formal Hearing.

Sec. 301.460. Access to Information.

Sec. 301.461. Assessment of Costs.

Sec. 301.462. Voluntary Surrender of License.

Sec. 301.463. Agreed Disposition.

Sec. 301.464. Informal Proceedings.

Sec. 301.465. Subpoenas; Request for Information.

Sec. 301.466. Confidentiality.

Sec. 301.467. Reinstatement.

Sec. 301.468. Probation.

Sec. 301.469. Notice of Final Action.

Student Acknowledgment for Policy & Procedures and Review & Changes

I have reviewed the following Policies and Procedures of Coastal Bend College Nursing Program as set forth in this student handbook and I know how to access this handbook as needed:

Vision, Mission, and Values Statement(s)

Chain of Command

Accommodation

Adherence to Policy

ADA Statement

Attendance Policy

Absence Committee

Background Checks

BON-NCLEX Process

Capstone (Vocational and Professional)

Cellular Phones and Other Electronic Communication Devices

Clinical (all subtopics)

Classroom/Clinical/Lab Demeanor

Code of Professional Conduct

Complaint Procedures

Computer and Internet Use Policy

Confidentiality

Dismissal from the Nursing Program

Dress Code (all subtopics)

Drug Screening and Results

Eligibility for Licensure

Exams and Testing Guidelines

General Statement

Grading System

Immunizations

Insurance

Medication Administration Guidelines/MAPE

Nursing Program Student Performance Counseling/Warning

Plagiarism

Readmission/Transfer Policy

Recording Devices

Review/Changes to Nursing Handbook/Policy

Schedules

Sexual Harassment

Social Network Policy

Student Representatives

Seminars/Field Trips

Transportation

Working While in the Nursing Program

Selected Texas Board of Nursing Rules

RULE §213.27 Good Professional Character

RULE §213.28 Licensure of Persons with Criminal Convictions

RULE §213.29 Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters.

RULE §213.30 Declaratory Order of Eligibility for Licensure.

RULES 214.1 through 214.13 Vocational Nursing Education

RULE 215.1 through 215.13 Professional Nursing Education

RULE §217.11 Standards of Nursing Practice

RULE §217.12 Unprofessional Conduct

Nursing Practice Act

Sec. 301.252. License Application.

Sec. 301.253. Examination.

Sec. 301.257. Declaratory Order of License Eligibility.

Sec. 301.452. Grounds for Disciplinary Action.

- Sec. 301.453. Disciplinary Authority of Board; Methods of Discipline.
- Sec. 301.4531. Schedule of Sanctions.
- Sec. 301.4535. Required Suspension, Revocation, or Refusal of License for Certain Offenses.
- Sec. 301.454. Notice and Hearing.
- Sec. 301.455. Temporary License Suspension or Restriction.
- Sec. 301.456. Evidence.
- Sec. 301.457. Complaint and Investigation.
- Sec. 301.458. Initiation of Formal Charges; Discovery.
- Sec. 301.459. Formal Hearing.
- Sec. 301.460. Access to Information.
- Sec. 301.461. Assessment of Costs.
- Sec. 301.462. Voluntary Surrender of License.
- Sec. 301.463. Agreed Disposition.
- Sec. 301.464. Informal Proceedings.
- Sec. 301.465. Subpoenas; Request for Information.
- Sec. 301.466. Confidentiality.
- Sec. 301.467. Reinstatement.
- Sec. 301.468. Probation.
- Sec. 301.469. Notice of Final Action.

I am aware that Coastal Bend College Nursing Program has the right to review and change any policy/procedure at any time during the program as deemed necessary. I understand that I will be informed of these changes and agree to sign an acknowledgement of those changes when they become effective. A signed acknowledgement that I have been notified of any changes/addendum will be placed in my file.

I have reviewed, understand, and agree to abide by the Policies and Procedures of Coastal Bend College Nursing Program as set forth in this student handbook as of the date signed below. I am aware of how to access this handbook as needed.

Student Name (Print)

Date Signed

Student Signature (in ink)

Student Declaration and Acknowledgment of General Statement and Core Performance Standards

I have reviewed the core performance standards and the examples of activities associated with them. Please read each option carefully and **initial** only one (best) option that applies to you.

_____ I am able to meet all of the stated physical/technical competencies without any special accommodations.

_____ I am able to meet all of the above stated physical/technical competencies without special accommodation EXCEPT the following: (describe limitation and accommodations needed).

I understand that it is my responsibility to inform the Director of Nursing Education of any change of status that occurs at any time throughout the Nursing Program.

Student Name (Print)

Date Signed

Student Signature (in ink)

Appendix 1: Coastal Bend College Nursing Program Student Performance Counseling Form
Coastal Bend College Nursing Program
Student Performance Counseling Form

Student Name _____ Student ID _____

Date of Infraction _____

On the date listed above, the following competency was not met: (Refer to Clinical Performance Evaluation of Competencies for more complete information.).

_____ In the Role as Member of the Profession:
_____ : specific competency or competencies not met

_____ In the Role of Provider of Patient-Centered Care:
_____ : specific competency or competencies not met

_____ In the Role of Patient Safety Advocate:
_____ : specific competency or competencies not met

_____ In the Role of Member of the Healthcare Team:
_____ : specific competency or competencies not met

_____ Class I _____ Class II _____ Class III _____ Class IV

Supportive comments by the clinical faculty:

Required action and/or remediation:

Student Comments:

Faculty _____ Student _____ Date _____
*Three clinical warnings or a Class IV in one clinical rotation may result in a clinical failure.

Appendix 2: Student Performance Counseling Form Guidelines

Coastal Bend College Nursing Program Student Performance Counseling Form GUIDELINES

Purpose Statement: The purpose of these guidelines is to describe the procedural steps for the faculty when counseling a nursing student. The student's name, CBC ID, and date of infraction will be placed in the spaces provided at the top of the counseling form.

1. The faculty will place a check in the space provided by the core role competency or competencies not met. These sections include the student’s role as (1) Member of a Profession, (2) Provider of Patient-Centered Care (3) Patient Safety Advocate and (4) Member of the Healthcare Team. The specific circumstance may fall under several roles.
2. The faculty will write the specific number of the competency or competencies not met in the space provided under the core role competencies on the counseling form.
3. Class I warnings may be issued to the student at the discretion of the clinical instructor. The faculty will document the infraction on the counseling form, which will include the student’s signature to verify receipt of the counseling form.
4. The faculty will place a check mark in the space provided by the class of the counseling action. The faculty will document the student’s specific behaviors and circumstances that support the issuing of a counseling and the impact of the counseling on the Clinical Performance Evaluation of Competencies or overall grade for the course affected.
5. The following are selected examples of counseling and not meant to be all inclusive:

Type of Counseling	Selected Examples
Class I	<ul style="list-style-type: none"> • First time being late. • Chewing gum on one occasion. • Uniform infraction.
Class II Lowers competency value to a “1” on specific competency.	<ul style="list-style-type: none"> • 2nd occurrence of Class I • Unprofessional Conduct • Failure to notify instructor and clinical facility of absence/tardiness.
Class III Lowers overall clinical grade by 5 points.	<ul style="list-style-type: none"> • 3rd occurrence of Class I • Late/leaving early on several occasions • Insufficient work or preparation for clinical.
Class IV Lowers overall clinical grade by 10 points (one letter grade).	<ul style="list-style-type: none"> • 4th occurrence of Class I • Medication error jeopardizing patient safety. • Non-medication error jeopardizing patient safety. • Patient confidentiality. • False documentation • Leaving clinical rotation prior to end of scheduled time without notification (Refer to attendance policy)

1. The faculty will narrate specific detailed comments about the incident.

2. The faculty will document the required remediation and/or action in detail that the student must successfully complete to meet the competencies.
3. The faculty and student will place their signatures at the bottom of the counseling form.
4. The counseling form will become a permanent record in the student's file in the division of nursing.
5. When a student receives a Class I counseling, the next counseling will be advanced to a Class II counseling. When a student receives a Class II counseling, the next counseling will be advanced to a Class III counseling. When a student receives a Class III counseling, the next counseling will be advanced to a Class IV counseling. If a student receives more than one counseling in a single rotation/course, it will reflect on their overall grade no matter what the class is.
6. Deductions for Class II, III or IV counseling will be reflected in the Total Score in the area: Adjustment in Score due to counseling. The highest class of counseling will be the deduction taken. Example: A student receives a Class II and a Class IV warning, so the deduction on the Total Score for course performance will be minus 10.
7. If the student has a final grade on the CPEC or course grade of a 1 or 0, there will be clear documentation that the student is not meeting the competencies. This is documented as a Class I, II, III and/or Class IV counseling with copies for the student, faculty and student file.
8. The faculty has the option to fail the student after three counseling or ONE Class IV counseling in one rotation/course.
9. A student who receives any Class II, III or IV counseling will not be assigned a value higher than a "1" under the corresponding Student Learning Outcome on the CPEC.

**Coastal Bend College Nursing Program
Student Performance Counseling Form
EXAMPLE**

Student Nurse Doe Date 6-25-15

On this date the following competency has not been met: (Refer to Clinical Performance Evaluation of Competencies for more complete information.).

_____ In the Role as Member of the Profession;

_____ : specific competency or competencies not met

X In the Role of Provider of Patient-Centered Care;

3A, 3B, and 3C : specific competency or competencies not met

X In the Role of Patient Safety Advocate;

6A, 6B and 7C : specific competency or competencies not met

In the Role of Member of the Healthcare Team;

: specific competency or competencies not met

Class I Class II Class III X Class IV

Supportive Comments by the Faculty:

4/11/12: **Class I:** Plan of Care on first day of clinical did not include sufficient objective and subjective data to support nursing diagnoses. Documentation in the nursing narrative notes did not include airway assessment and/or re-assessment in a patient with pneumonia. Written and verbal instructions were given to the student to improve.

4/12/12 **Class II:** Nursing narrative notes on the second clinical week continued to show very little if any improvement. Please refer to the detailed direction was provided by the clinical faculty.

4/18/12: **Class III:** Plan of care shows no improvement from last week. Expected outcomes are not measurable or patient related. Evaluations of expected outcomes were not done. Conference held with student detailing appropriate plan of care.

4/19/12: **Class III:** Did not follow the facility process for two patient identifiers for medication administration. Did not take the medication record to the bedside during medication administration.

Required action and/or remediation:

Student must follow the guidelines for the nursing process especially in the area of assessment of subjective and objective data. Student must develop appropriate measurable and patient centered expected outcomes and evaluate those outcomes. Student must document in the nursing narrative notes ongoing assessment and re-assessment of the patient’s clinical status. Students must follow the Documentation Guidelines. Always use two patient identifiers before medication administration and take the medication record to the bedside during medication administration.

Instructor _____ Student _____

*Three clinical warnings or a Class III in a clinical rotation may result in a clinical failure.

