

TEXAS SOUTHMOST COLLEGE

STUDENT HANDBOOK

Associate Degree Nursing Program

2026-2027

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Associate Degree Nursing Program Mission Statement

The aim of the nursing department in conjunction with the mission of TSC is to facilitate educational access and academic excellence through innovative delivery systems that are learner-centered, success-oriented, and technologically responsive.

The mission of the ADN Program at TSC is to provide high quality nursing education to students preparing to enter the nursing profession and for students who are life-long learners.

Recognizing the diversity and uniqueness of the community it serves, the ADN program is committed to the enhancement of the quality of health care through excellence in teaching, service, continuing education, and promotion of evidence-based practice.

Philosophy

In keeping with the mission and philosophy of Texas Southmost College, the faculty of the ADN program provide a nursing program dedicated to transforming our communities through innovative learner-centered approach. The TSC college core values of integrity, access, service, excellence, innovation, and success serve as guiding principles for this program. The faculty is committed to prepare qualified students to enter the profession of nursing as a registered nurse at the entry level. Based on these values, the ADN nursing program adopts the following philosophy:

Clients are persons who are recipients of health care and can be referred to as patients, consumers, and/or residents. Clients are integrated biological, psychological, sociological, cultural, and spiritual beings. Each client has essential human needs that are affected by the internal and external environment. The fulfillment of needs of clients can be threatened by alterations in homeostasis. Key factors that influence a client's homeostasis with varying degrees include culture, health, and environments.

Health is a dynamic continuum of wellness to illness throughout the life span, and is determined by the degree human needs are satisfied and physiological, psychosocial, and spiritual integrity is present. Clients are encouraged to function at their optimal potential at any given point in the health continuum to maintain balance. The Clients' view of health influences their perception and degree of participation in the effort to restore health status. The well-being of clients and their families is fostered through their caring relationships and interaction with their environment.

We provide full and equal access to opportunities for educational success. **Nursing** is an art and a science and is a profession that requires critical reasoning in all areas of health care; both independent practice and interdisciplinary practice. Nursing is a theory-guided, evidence-based discipline, which builds on a foundation of knowledge from the biological, social, and behavioral science. Ethical and legal standards of practice create a frame for nursing practice. Professional behaviors, effective communication, use of the nursing process, and interdisciplinary collaboration are central aspects of nursing practice.

The practice of **caring** is central to nursing. Caring denotes a nurse's responsiveness to a client's problem. The nurse and the patient collaborate to help the patient gain control, knowledge, and health. Caring integrates biophysical knowledge of human behavior to generate or promote health and to assist those who are ill.

Nursing Education provides structured learning opportunities that endeavor to prepare competent graduates for four roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. The focus is the patient, the community, and the promotion of health. The environment in which this learning takes place is representative of the setting wherein professional nursing is

employed. The educational environment is non-threatening and nurturing to encourage learning, decision-making, and critical thinking skills that meet or exceed program objectives and outcomes. Learning is a life-long process motivated by a need for growth and constant adaptation to new situations. The progress from a Certified Nurse Assistant (CNA) to a Licensed Vocational Nurse (LVN) through the transition to Associate Degree in Nursing (ADN) or as a Traditional ADN student, prepares the graduate for entry-level employment in the health care arena.

Our faculty are invested in **student success**. The expertise, perceptions, beliefs, and expectations of faculty influence the learning process by encouraging and exposing students to attitudes, experiences, skills, and knowledge. Various instructional methods are used to meet the individual needs of students, cultural and ethnic backgrounds, available learning experiences, content to be learned, and environmental conditions. Learner-centered instructions guides students to assume responsibility for their own learning, and with the assistance of faculty to identify strengths and areas for development to enhance personal and professional growth.

Culture encompasses all ideas, beliefs, values, attitudes, history, language, and other symbols that a group of people possess. From a cultural prospective wellness, disease, and illness are processes in which each individual defines his/her ability to achieve and maintain holistic health by adapting to his/her environment. Cultural heritage helps to define the individual client and impacts the delivery of health care to that individual. We foster an appreciation of the unique heritage of the Rio Grande Valley by integrating the concepts of culture into our program. We prepare our graduates to provide culturally competent, holistic nursing care in response to client's values, beliefs, practices, and environmental influences.

Organizing Structure

Content threads weave through the nursing curriculum to integrate program philosophy, program outcomes, and course objectives.

1. Nursing Process – The nursing process is the critical thinking framework for solving clinical problems, ethical issues and the management of any clinical situation. This is the foundation of nursing practice. The steps in the nursing process are: Assessment, Diagnosis, Planning (goal setting), Implementation, and Evaluation.

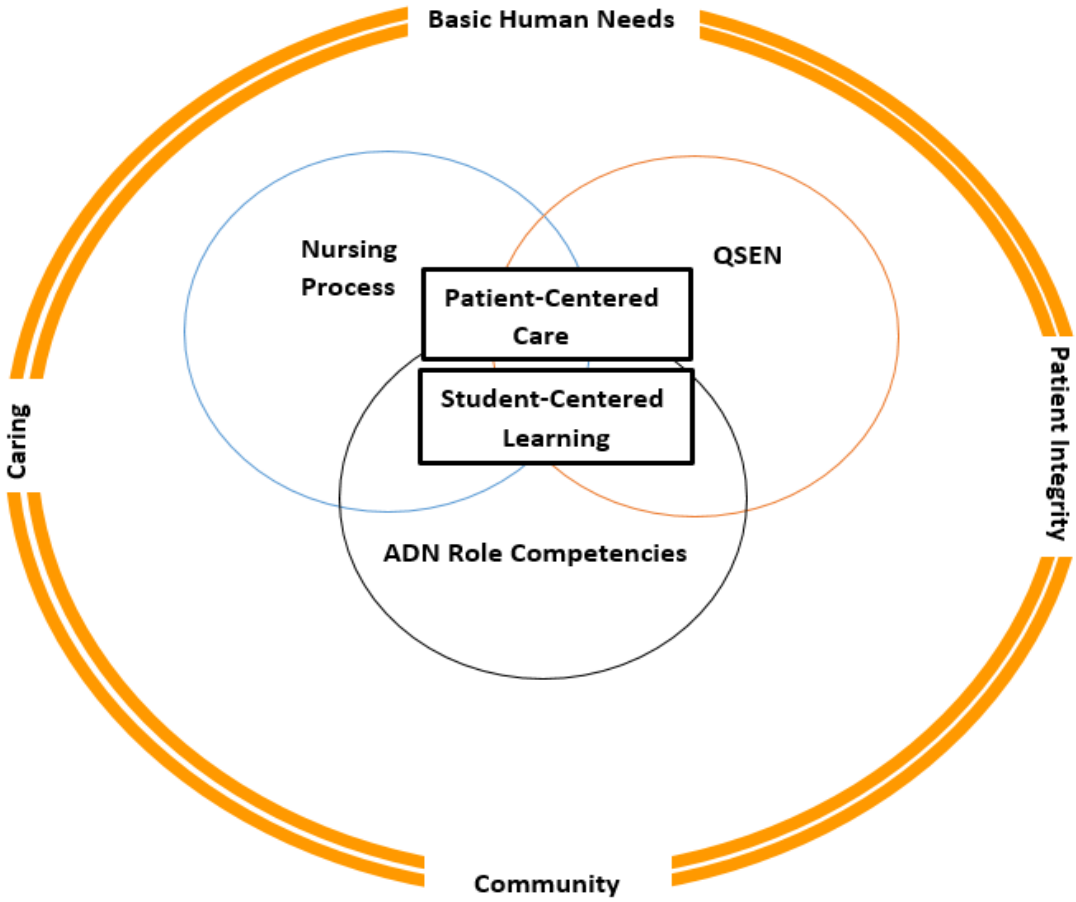
2. ADN Role/Competencies – Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of Health Care Team are the four ADN nursing competency roles that nursing students must demonstrate basic level proficiency in prior to graduating from a nursing program. These competencies are established by the Texas Board of Nursing.

3. QSEN – Quality and Safety Education for Nurses (QSEN) addresses the challenge of preparing nurses with knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of health care systems. The following QSEN competencies are threaded throughout the ADN program: Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

Conceptual Framework

The conceptual framework reflects the philosophy of the TSC ADN nursing program and provides the foundation of the curriculum design. Using the **nursing process**, graduates incorporate advocacy and clinical reasoning for the **promotion, maintenance, and restoration of health**. Graduates are prepared to meet the **differentiated essential competencies** (DECs) at the associate degree level as defined by the Texas Board of

Nursing (TBON) in the four inter-related areas of practice: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The graduate is also prepared to provide quality and safety competencies as identified by **Quality and Safety Education for Nurses** (QSEN) focusing on Knowledge, Skills, and Attitudes (KSAs) to improve the quality of health care. This conceptual framework provides guidance for curriculum development, management, outcomes identification, and evaluation while focusing on the development needs of students and responding to the dynamics of client needs across multiple health care settings in the community.



Student Learning Outcomes

Learning in the TSC ADN program correlates with student learning outcomes (SLOs) that organize the curriculum, guide instruction delivery, and direct learning activities in clinical and theory courses. The philosophy of the nursing program reflects the faculty's beliefs associated with the development of a graduate nursing student and identify DECs and QSEN standards. The curriculum supports the achievement of the identified and integrate both the Differentiated Essential Competencies (DECs) and the Quality and Safety Education for Nurses (QSEN) within the SLOs, along with ACEN ADN Competency standards. The following are the SLOs for the TSC ADN nursing program:

1. Integrate knowledge from the liberal arts, natural, social, behavioral, and nursing sciences to promote wellbeing through practice.

2. Provide client centered care by applying the nursing process to optimize achievement of bio-psychosocial-spiritual wellbeing.
3. Incorporate knowledge, skills, attitudes, and critical thinking for comprehensive clinical-decision making and evaluation of evidence-based nursing practice.
4. Monitor system processes and delegates appropriately, ensuring the delivery of safe and effective care.
5. Use interpersonal communication, interprofessional collaboration, and organizational skills to work in full partnership with the clients in providing compassionate and coordinated care.
6. Provide client education and referral to resources for health promotion, maintenance, and restoration.
7. Integrate technology and information management to support and improve client-centered nursing care across the health continuum in a variety of healthcare settings, while ensuring client confidentiality.
8. Demonstrate professional values through a commitment to self-reflection, lifelong learning, service and respect for diversity, inclusion, and social responsibility.
9. Provide ethical, high-quality nursing care while advocating for the health, safety, and legal rights of clients.
10. Uphold *The Code of Ethics for Nurses* and contributes to the advancement and integrity of the profession.

ADN Program Outcomes

The program learning outcomes are consistent with the Texas Board of Nursing rule 215.9 and are as follows:

1. NCLEX-RN licensure exam pass rate will be at least eighty percent (80%) for the first-time test takers during the same 12-month period.
2. Ninety-five percent (95%) of graduates will successfully complete the program within 150% time of the ADN program.
3. Ninety percent (90%) of graduates will successfully be employed within one year of graduation

Admission Procedures

1.1 Admission Requirements

Admission into the ADN Program is selective and screened through a selection process bi-annually for the traditional track ADN students and annually for the LVN to RN track students; and will only be considered if all application and required materials are received by the application deadline. Students should consult the TSC webpage or the nursing department for application deadlines for each semester.

The ADN program upholds the TSC policy relating to discrimination:

"To the extent provided by applicable law no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any Program or activity sponsored by or conducted by TSC on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

Students with disabilities that need accommodations for success in the classroom must meet with the Disability Services Office prior to the start of the semester so accommodations may be made. In accordance with the federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. For more information, call or visit the Counseling Center. Texas BON will only honor those accommodations a student used at TSC to apply to the NCLEX exam, and the

student must follow the accommodation procedure found on the Texas BON website. Accommodation request with Texas BON

All students who meet the minimum requirements and submit all application materials by the application deadline will be compiled and ranked per the point structure. Students will be chosen in ranked order until all positions are filled by the Student Affairs Committee and Program Director.

Candidates for admission are required to:

1. Apply to TSC and meet the general TSC admission requirements (available in the TSC Office of the registrar). TSC Enrollment Checklist
2. Complete TEAS 7 entrance exam. The TEAS 7 entrance exam is a standardized exam to assess skill level in Reading, Math, Science, and Language.
3. Testing is conducted on set dates. TEAS 7 exams may be taken twice per calendar year. If repeating the TEAS entrance exams, a 30-day window is required between exams
4. Students are admitted to the TSC ADN program on provisional status, pending completion of a physical exam, immunizations, and Texas BON fingerprinting/Background check.

Admission requirements include:

1. On the TEAS entrance exam, students must achieve a minimum of 60 on the overall Composite score, and a minimum of 60 on the following individual sections: Reading, Math, and Science. Students must achieve a minimum of 50 on the English & Language Use section.
2. TEAS entrance requirement must have been completed within 12 months of the application deadline
3. Overall GPA of 2.5 from all completed college courses applicable to the nursing degree plan. Only grades of "C" or higher are accepted.
4. Completed application to the Associate Degree Nursing Program in its entirety. An application must be submitted for each application cycle. Official transcripts from all colleges and universities attended must be on file in the Admission and Records Office **and** the nursing office office
5. Completion of pre-requisites BIOL 2301, BIOL 2012, MATH 1342, BIOL 2302, BIOL 2012 with a "C" or better.
6. LVN applicants for applying for the LVN to RN cohort must turn in their LVN license and proof of current employment in direct patient care.
7. Complete Essential Physical Competency form.

Please refer to the **TSC ADN Admission Checklist** and include it with your completed application.

Criteria ADN Applicants	**Points**	**Total Points**
Nursing Prereq GPA – computed on the five prerequisite courses. GPAs lower than 2.5 will not be considered. There is no rounding	• 3.8-4.0 = 5pts • 3.6-3.79 = 4 pts • 3.4-3.59 = 3 pts • 3.2-3.39 = 2 pts • 2.5-3.19 = 1 pt	5
Degree plan courses only (prerequisite and co-requisite courses)	• A = 4 pts • B = 3 pts	40

Computed based on letter grade earned on pre-requisite and co-requisite courses (BIOL 2301, BIOL 2101, MATH 1342, BIOL 2302, BIOL 2102, ENGL 1301, PSYC 2301, Fine Arts/Philosophy/Humanities, BIOL 2320, BIOL 2120	• C = 2 pts • CLEP/AP = 2pgs	
ATI TEAS 7 Composite Score – cumulative score for each of the following sections individually: Reading, Math, Science, English & Language *TEAS 7 exams may only be taken twice per calendar year and must be at least 30 days apart.*	• 91-100 = 5 pts. • 81-90 = 4 pts. • 73-80 = 3 pt. • 66-72 = 2 pt. • 60-65 = 1 pt.	5
Individual section ranking for Reading, Math, and Science. Any score less than 60 will not be considered for admission.	• 91-100 = 5 pts. • 81-90 = 4 pts. • 71-80 = 3 pt. • 66-70 = 2 pt. • 60-65 = 1 pt.	20
Individual section for Language Any score less than 50 will not be considered for admission	• 91-100 = 5 pts. • 76-90 = 4 pts. • 66-75 = 3 pt. • 56-65 = 2 pt. • 50-55 = 1 pt.	5
Points for previous certification/licensure *Hold any health care certificate or license, excluding BLS or First Aid certificates*	Maximum of 1 pt	1
Previous BS or MS degrees	Maximum of 2 pts	2
Total Maximum Points		78

Applicants are notified of program acceptance decisions by email. Requirements after acceptance into the TSC ADN program are:

1. Submit a document received from the Texas Board of Nursing indicating clearance following their background check (i.e., blue card or outcome letter)
2. Mandatory attendance to the Nursing Department Bootcamp orientation at the scheduled day and time (this information is provided in the acceptance letter)
3. Submit proof of required immunizations, PPD (TB) test or chest x-ray (if the history of positive TB skin test), Pre-entrance Medical Form, current CPR for Health Care Providers (American Red Cross or American Heart Association). See the Immunization Record in the application. If immunizations cannot be completed by the enrollment date, students will need to re-apply for the following admission cycle (Hepatitis B takes six months to complete the series)
4. Consent to both the Castle Branch background check and the Texas Board of Nursing criminal background check, which must be completed prior to admission
5. Consent to a drug test at a time determined by the Program Director
6. Provide a copy of health insurance prior to clinical rotations (these documents will be uploaded in Castle Branch following the mandatory orientation)

***All documents submitted become the property of the College upon receipt. All information contained in the application is to be true and correct. Any misrepresentation of the facts will make the applicant ineligible for admission.**

Students wishing to transfer into the TSC ADN program from another school must meet the same minimum requirements above. The student will also schedule a meeting with the ADN Program Director to review current transcripts, course syllabi to assess appropriate placement. Transfers are accepted pending open spots in the appropriate semester, and the student must demonstrate competency of previous semesters in the program. The student wishing to transfer into the ADN program will take the final exam and math mastery exam from the previous semester the student is potentially admitting to and obtain a 75% or higher. Further, the transfer student must demonstrate nursing skills competency of all skills tested in the first semester of the ADN nursing program.in the appropriate semester. All students transferring from another nursing program must submit a letter of good standing from the Dean or Program Director from ALL nursing schools attended.

1.2 Background Check Process

Acceptance into the nursing program is provisional based on the Texas Board of Nursing FBI criminal background check. Upon acceptance in the ADN nursing program, students will be instructed to complete the FAST pass process to obtain fingerprints, Texas DPS, and the FBI background check process. The Nursing Administrative Assistant will send the roster of students to the Texas Board of Nursing with all the students' demographics needed, including an email address. Students will receive an email directly from Noname@Indigo.com with their FAST pass instructions. Students need to be aware this email may end up in spam folders and should check their inbox and spam folders. The student should complete this process **immediately.**

Contact the Texas BON for information regarding the eligibility requirements and how to start the declaratory order process. Declaratory Order if necessary. Please note, depending on the circumstance and any necessary investigation of the students' eligibility for licensure, the process can be lengthy. There is a minimum of 30 days for the initial review of declaratory orders and a minimum of 90 days if the enforcement division is needed. **The nursing department has no authority to act on your behalf regarding any matter in the criminal background process and you MUST notify the college of the outcome illustrating eligibility for licensure once you have received the TX BON final determination.** The Texas BON will NOT notify the school at any point in the process of student eligibility for licensure.

Before you will be permitted to begin any nursing class, a copy of your "Blue Card" or outcomes letter MUST be on file in the nursing office. If not received before the start of classes, you will forfeit your slot in the TSC ADN Nursing Program and you will be required to re-apply.

If at any time the Texas BON determines a student is ineligible for licensure as determined by the BON, he/she will be asked to withdraw from the nursing program.

All students will also be required to complete a background check through Castle Branch or designated background company. The student is responsible for the cost of this screening. The ADN program will not accept screening results from any company other than the one designated by the TSC ADN program. This background check fulfills the requirements of all TSC clinical affiliations per their Joint Accreditation requirements. Background check information may be shared with clinical affiliates upon their requests, only. Students will sign a consent to release information that will enable the Director of Nursing to release background check information upon request from the clinical affiliates. Failure to do so may result in an inability to attend classes and/or clinical experiences which would result in being unsuccessful in the nursing program.

Security screenings will review the student's criminal history. The check should include the cities and counties of all known residences. Security screenings must include a person's criminal history prior to the date of

application. The following histories will disqualify an individual from consideration for admission in the nursing program:

1. Registered sex offenders
2. Health and Human Services – Office of Inspector General list of individuals, U.S. General Services Administration excluded parties list, Employee Misconduct Registry, U.S. Treasury – Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN), Texas Health and Human Services Commission, excluded providers in Medicaid and Title XX provider exclusion data.
3. Felony convictions
4. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
5. Misdemeanor convictions/deferred adjudications or felony convictions/deferred adjudications involving crimes against persons
6. Misdemeanor convictions/deferred adjudication related to moral turpitude
7. Misdemeanor/felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances

Individuals with any of the above histories will not be eligible to enroll in the nursing program, and if the history is discovered or a conviction occurs after enrollment, the student will be required to withdraw from the ADN program. A student who is convicted of a criminal offense while enrolled in the ADN program must report the conviction to the ADN Program Director within three days of the convictions, as well as the Texas Board of Nursing.

The Nursing Department will notify any student who does not receive a "clear" report from the Castle Branch background process, and will be ineligible to enter the ADN Program. Students having concerns about the accuracy of the certified background check report will be directed to the agency for appeal and resolution. If a resolution occurs prior to entry into the ADN program, the student will be eligible to be admitted. If the resolution occurs after the admission cutoff date, then the student may reapply for the next admission cycle.

1.3 Drug Testing Procedure

In accordance with the TSC student handbook, and the profession of Nursing, the ADN program upholds a drug-free environment. This applies to all college campuses and any extension of the college (college-sponsored events, clinical sites). All costs associated with testing are the responsibility of the student. Clinical affiliates require written documentation that students have been screened for and are free of drugs. A non-negative (positive) drug screen for a student is defined under the procedure of the drug testing company and indicates the student tested outside the acceptable range set by the testing company for that substance, and with the Medical Review Officer not determining the test should be negative.

1. Students are required to complete a drug test at the designated time by the ADN Program Director:
    a. Prior to the first clinical day in level 1
    b. If they have had a break in enrollment (one full semester) in clinical courses
    c. Any date designated by the ADN Program Director
    d. Suspicion of a student under the influence of drug or alcohol abuse will be required to submit to an immediate substance screening.
2. Any student found in violation of this procedure will be subject to penalties described in the TSC Student Handbook, as well as dismissed from the ADN nursing program.
3. The student will sign a Consent to Drug Testing and Authorization for Release of Tests Results prior to admission in the program.

4. Once a drug screen is announced, whether it is routine, random, or for cause drug screen, if a student leaves the immediate presence of the faculty, staff, or administration escorting students to the drug screen environment, your results will be treated as non-negative (positive).
5. A Medical Review Officer, who specializes in the interpretation of questionable results, will review all non-negative drug screen results. The students will bear any additional costs that incur in this process if needed. The results from the Medical Review Officer are final.
6. Strict confidentiality is maintained regarding the outcome of the test. Students are notified immediately of any non-negative results.
7. Non-negative results will deem the student immediately ineligible for continuation in the nursing program. Students will be reported to the Student Conduct Administration at TSC for substance use while on campus for further action. The student will also have to report to the Texas BON and follow the declaratory order process.
8. Students with a non-negative drug screen are ineligible for re-admission to the ADN nursing program for 12 months and will need to follow the re-admission procedure.
9. A student who wishes to return to the nursing Program after 12 months' time, will need to meet all application requirements, provide documentation of successful treatment and consent to and undergo a retest, through a testing company selected by TSC, and at the expense of the student. This does not guarantee re-admission, and decisions will be made on a case-by case basis.

1.3a For Cause Drug Testing Procedure

The term "for cause" indicates the student is demonstrating behaviors that place the student under suspicion for the use of a substance impairing student behaviors (illegal drugs, alcohol, inhalants, or any other substance). If a faculty suspects substance use by a student, the following procedure will be followed:

1. The faculty suspecting a student of substance abuse behavior will immediately get a witness to the student behavior and document the student behavior in writing.
2. The student will be immediately removed from the current environment and advise the student he/she will be immediately drug tested.
3. The incident will be reported to the ADN Program Director or designee to assist in facilitating the process to obtain the specimen for drug testing.
4. Any transportation to a drug testing facility will be at the expense of the student. Student suspected of impairment due to substance abuse will not be allowed to drive themselves.
5. The student is suspended from all classes pending drug screen results. Following the review of the drug screen results, the student will report to the Student Affairs Committee regarding the student's ongoing participation in the TSC ADN program.
6. If the results are a non-negative, the student is reported to the TSC Student Conduct Administration, the Texas BON, and dismissed from the ADN nursing program.

1.4 Immunizations

After admission and prior to the start of classes, each student must submit record of the following immunizations to comply with clinical agency requirements.

1. Current (within 12 months) medical statement that has been completed by the student's primary healthcare provider.
2. TB test- negative PPD, TST, or Quantiferon test within the last 12 months AND doesn't expire during the current semester. TB tests are completed annually for compliance, and cannot expire during an academic semester.

    a. If there is a history of positive TB results, the student will submit a negative chest X-ray within the last 5 years.
3. Measles, Mumps, Rubella- Two (2) doses of the MMR vaccine or positive serology (titer) indicating immunity. If titer comes back not showing immunity in either Measles, Mumps or Rubella the student will receive a booster.
4. Varicella – Two (2) doses of Varicella vaccine or positive serology indicating immunity.
5. Hepatitis B—Three (3) dose series (note this takes 6 months to complete) or serology confirmation of immunity. If serology does not show immunity, the student will repeat the series. If the student has completed the Hepatitis B series twice (6 doses) and still doesn't show immunity, the student is considered a non-converter, and no further action is required.
6. Tdap—One (1) dose every 10 years
7. COVID – Two Vaccines (booster vaccine may be required by clinical sites) or documented proof of exemption
8. CPR—current CPR course completion card from American Heart Association Health Care Provider or American Red Cross. The CPR cannot expire during the academic semester.

All immunizations will be uploaded into a documentation tracker designated by the TSC ADN Program Director prior to the start of classes. The student will be responsible for the fee to set up the document tracking system.

The student is responsible for maintaining current immunizations and CPR certification. If either the CPR or an immunization will expire DURING the semester, the student will provide the update PRIOR to the beginning of classes. Students will not be allowed to register for classes without meeting this requirement.

1.5 Progression and Graduation

The curriculum for the TSC ADN program is designed so the student must satisfactorily complete all nursing courses and all pre- and co-requisite courses prior to advancing to the next level. To progress to the next semester, a student must make a "C" or above in any nursing course. In all nursing theory courses, the exam average must be a "C" or higher prior to any other course requirement grades be factored in the final course grade. See individual course syllabi for grading structure and criteria for that course. Clinical courses are comprised of two grades; daily clinical grade average, and other related assignments. The average daily clinical grade must be a "C" or higher prior to any other related grading items be calculated into the final course grade.

A student who fails to maintain a "C" or above in any nursing course may not proceed to the subsequent nursing courses, and follow the exit process and re-admission procedure. Additionally, any student who does not meet benchmark for the Math Mastery exams (see Math Mastery 1.12).

In addition to academic success in the nursing courses, students must show evidence of following the standard of personal and professional behaviors, follow the Student Code of Conduct outlines in the TSC Student Handbook. Any concerns of students not meeting these standards will be addressed by the Student Affairs committee. Any student recommendations from this committee will be communicated to the student.

Upon satisfactory completion of the ADN nursing program, the student is a candidate for the Associate of Applied Science (AAS) degree. The student must complete all graduation requirements set by TSC for the AAS degree.

Pinning ceremonies are held at the end of the final semester. The pinning ceremony is a nursing tradition and important component of nursing programs. Students will receive a school pin to represent they are a TSC ADN nursing graduate and will recite the nursing pledge to express commitment to following ethics in the nursing

profession. Students will follow a professional dress procedure at the pinning ceremony. Family and friends are encouraged to attend to celebrate with the new graduates' success in the nursing program.

1.6 Licensure Procedures

All nursing students must complete the Texas nursing jurisprudence examination prior to being issued an authorization to test (ATT) for the NCLEX exam. This examination is based on the Texas Nurse Practice Act and the Texas Board of Nursing Rules and Regulations. The process for the Jurisprudence Examination is as follows:

1. All students need to file an examination application with the Texas BON for the NCLEX 90-120 days prior to graduation. Once the student completes the application, they will be provided with a web address to access the Jurisprudence examination. Follow the instructions to complete the examination.
2. A copy of the Nurse Practice Act and the Current Texas Board of Nursing Rules and Regulations can be found on the Texas BON website. Nurse Practice Act
3. An online jurisprudence prep course is available on the Texas BON website. Prep Course
4. The jurisprudence exam is a maximum of 2 hours in length. If the applicant is not successful on in passing the exam, they may take the exam again after 24 hours has elapsed from your previous attempt.

The nursing department will submit an online affidavit of graduation (AOG) directly to the Texas BON. It is very important when completing your examination application, you fill out all areas completely and accurately. If for **ANY** reason the ADN Program Director does not see the student listed on the schools AOG roster, it is the responsibility of the student to notify the BON and get the issue resolved. The nursing department cannot notify the BON on your behalf. The following are the steps for Licensure:

1. Meet all course and clinical requirements, and be absolved of any college financial and library matters before the Program Director can submit the AOG to the Texas BON.
2. The application process with the Texas BON should begin 90-100 days prior to graduation.
3. Students may apply online with the Texas BON to take the NCLEX-RN unless they have eligibility issues, and then the student must submit a paper application. This includes students who went through a declaratory order process. Further is the student does not have a social security number, they will need to apply with a paper application, and follow the International Candidates process.
4. The criminal background check is part of the admission process and is complete with the result of the "blue card" or outcomes letter.
5. Thirty days (30) prior to graduation, register with Pearson Vue (the third-party vendor who administers the NCLEX-RN exam) at Pearson Vue link and Visit ncsbn.org for a complete overview of the NCLEX® examination process.
6. Upon receipt of your application, criminal background check, and AOG, the Texas BON will access the registration system of Pearson Vue to see if you registered to take the exam. If you have registered with Pearson Vue, the Texas BON will deem you eligible, and you will receive an email with your authorize to test (ATT) and instructions for scheduling your exam. Upon receipt of your ATT you will have 75 days to take your exam.
    a. Note: the time from AOG to receiving your ATT if you met all other requirements may take up to 30 Business days.
7. Once you complete the NCLEX, you will receive your results within 5 working days after your exam date.

If a student must withdraw from the college or ADN nursing program, or does not pass a nursing course with a "C" or above, the student has the option of applying for readmission one time.

1.7 Withdrawal Procedure

Students may voluntarily withdraw from nursing courses prior to the TSC official withdrawal date each semester, and earn "W" on the transcript. Since nursing courses are taken concurrently each semester, if a student withdraws from one course, he/she must withdrawal from all ADN nursing courses that semester. If the student withdrawals after the TSC withdrawal date, the student will earn the according course letter grade respective of their course progress.

Students may also receive an administrative withdrawal from the ADN nursing program. Reasons for an administrative withdrawal include but are not limited to:

1. Failure to comply with the rules and regulations as stated in the ADN Student Handbook and the TSC student handbook.
2. Excessive Absences or tardies that enable a student not eligible to meet the course objectives.
3. Failure to achieve the required average of 75% exam average in any course, 75% daily clinical average, or 90% on the math mastery exam.
4. Insubordination or failure to comply with hospital procedures, including discourteous conduct to the public, patients, hospital staff, instructor or other students.
5. Academic dishonesty follows all TSC procedures and procedures along with the TSC Nursing department. Cheating, collusion, misrepresentation on exams or clinical documents are grounds for program withdrawal.
6. Non-payment of tuition and/or fees.

Students with withdrawal from the ADN nursing program for any reason must meet with the ADN Program Director **PRIOR** to initiating the withdrawal from any ADN nursing course. Once this step has occurred and the student proceeds with the withdrawal, the student must turn in a copy of the withdrawal slip to the ADN Program Director.

1.8 Readmission Procedure

If a student must withdraw from the college or ADN nursing program, or does not pass a nursing course with a "C" or above, the student has the option of applying for readmission. If a student is academically unsuccessful or withdrawals from the nursing program after the college drop date, a failing grade will be given in the nursing course.

Students wishing for admission into the program must follow the following procedure:

1. The student is in good standing with the college and meets all TSC and nursing admission requirements.
2. The student makes an appointment with the Director of the ADN nursing program to complete the exit interview process, and signs understanding of the readmission process.
3. Understand readmission is not automatic and is allowed on a space-available basis once all requirements are met and on the recommendation by faculty.
4. The Student Affairs Nursing Faculty Committee reviews all requests for readmission.
5. Have followed the program exit process procedure
6. If a student exited the ADN program for medical or family emergency, readmission will be considered on an individual basis and discussed in the exit process
7. If a student attempts re-entry after 12 months or two academic semesters, the student must re-apply to start the program at first semester.
8. All students re-entering the program will be required to repeat all courses in that given semester.

9. Clinical failures will be reviewed by the Student Affairs Committee to assist in determining readmission.
10. If a student is granted the ability to apply for re-admission into the program, the student will have to meet certain criteria and be ranked per a re-admission rubric. Sample criteria **may** include the following; however, the exit interview with the Director of Nursing will outline the re-admission process.
    a. Complete a success statement stating how he/she will be successful and interventions set to overcome obstacles that led to exiting the program, to be turned into the Program Director after the exit interview.
    b. Received a letter of recommendation from nursing faculty. The student will NOT notify the faculty of the request. The Program Director will provide the faculty with the success statement from the student and ask for letters of recommendation on the student's behalf.
    c. Once letters of recommendation are returned, students must complete and show content competency with a 75% from the previous semesters content.
        i. The student will have one attempt for re-admission.
11. Students unsuccessful a 2nd semester are dismissed from the program and not eligible for re-entry. Students may re-apply after 3 years or may apply to the Vocational Nursing program.

1.9 Grading Procedure

The student in the ADN Nursing Program must attain a "C" or above in each nursing course. The purpose of the evaluation is to determine individual student growth of competencies related to becoming a skillful clinical practitioner. Students will show growth in theory courses and demonstrate the acquisition of knowledge that is the foundation for making clinical decisions. The second component is skill development while integrating theoretical knowledge to be able to demonstrate clinical competence.

Each course syllabus will outline specific course requirements and deadlines. Written work must follow the current American Psychological Association (APA) format. Grammar, sentence structure, spelling, legibility, neatness and following directions are related to acceptable quality in both written and oral assignments.

Course evaluation and illustration of how requirements are weighed in each course are outlined in the respective course syllabus. Students must earn an average of "C" or better on all course exams prior to additional grades being averaged into the final course grade.

Students must have an average daily clinical assessment grade of "C" or better prior to other graded clinical requirements averaged into the final course grade.

The following is the ADN Nursing Program's grading system:

A = 100 - 90

B = 89.9 – 80

C = 79.9 – 75

D = 74.9 – 60

F = 60 and below

****Note** the TSC ADN nursing program states any grade less than 75 is **NOT** a passing grade and therefore will need to retake the course if a grade is lower than 75. There is **NO** rounding in the grading system.

Fifteen (15) percent will be deducted per calendar day late for any paper or project that is due in a course (theory, lab or clinical – including Virtual Clinical Assignments). All online activities assigned and not completed will result in an absence for that day regardless of being present for class.

Any student who does not achieve a minimum of 75% on any exam **must** meet with an Academic Nursing Advisor. The student will receive an Academic Advising Form (see forms), that will be placed in the student's official file in the nursing office.

Each nursing course may require pre-quizzes in the Lippincott Prep-U software incorporated in the textbook bundle or ATI. These quizzes will have parameters/benchmarks for students to obtain prior to attending class. Failure to complete this task will result in a class absence.

Any assignment that is given each week associated with lectures/required chapters are required. Some hold point value and some are non-graded. **Assignments that are not for points but required for course completion and not turned in on time will earn a Tardy on the 7th day late. We will then follow the absence policy in 1.10 Class attendance.**

1.9A Assignment Grading

All assignments in the Nursing Program are required components of the course and must be completed in their entirety and by the established deadline. Students are responsible for completing all required components of an assignment, including assigned readings, learning activities, modules, quizzes, assessments, and any required remediation or additional attempts.

When an assignment consists of multiple required components, all components must be completed for the assignment to be considered complete and eligible for a grade. Partial completion of an assignment will not constitute completion and may result in a grade of zero.

To successfully complete a required assignment, the student must achieve a **minimum score of 75%** on the assignment or designated assessment benchmark. When an assignment permits multiple attempts, the student is expected to continue completing the required attempts and remediation until the 75% benchmark is achieved, in accordance with the course-specific requirements.

If a student completes the assignment in its entirety and achieves the required 75% benchmark, **the grade earned on the first completed attempt will be recorded as the assignment grade**, unless otherwise specified in the course syllabus.

If a student fails to complete all required components of an assignment or fails to complete the required re-attempts/remediation necessary to achieve the 75% benchmark by the established deadline, the assignment will receive a grade of zero.

Students are responsible for monitoring their assignment completion, scores, required re-attempts, and deadlines. Faculty may require students to provide evidence of completion of all required assignment components and benchmark requirements.

Nothing in this section supersedes course-specific assignment requirements, grading criteria, or deadlines stated in the course syllabus. Students are expected to review and comply with all requirements established for each nursing course.

Failure to complete required assignments or required benchmark activities may also result in a Tardy or Absence in accordance with the Nursing Program's Class Attendance Policy (1.10).

1.10 Academic Integrity

The student's role in the educational process is to assume responsibility for learning and to achieve increasing levels of self-direction in pursuit of learning and in accepting accountability for professional performance. This philosophy extends into the area of academic integrity as well as being incorporated into all other areas of professional development within the ADN Program. The students in the ADN program have the responsibility to abide by the highest standards of professional conduct.

Students who exhibit any Academic dishonesty behaviors will be sent to the Student Conduct Administration under *Article IV: Student Code of Conduct Procedure* in the TSC Student Handbook. Students who are found responsible for conducting any Academic Dishonesty will be immediately dismissed from the nursing program.

Academic dishonesty includes, but is not limited to, one or more of the following acts: plagiarism, cheating, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or in any electronic medium, and/or falsifying academic records. Please see the TSC Student handbook TSC student Handbook Code of Conduct. Students violating the Code of Conduct will follow Article IV: Student Code of Conduct Procedures in the TSC student handbook, and if found responsible for the behavior, will also be sent to the Nursing Student Affairs committee where additional action for the behavior, up to dismissal from the program, may occur.

1.10a Academic Integrity and AI Use

The emergence of artificial intelligence (AI) powered writing aids has provided students with valuable writing assistance. The college encourages the use of writing aids; however, each student must inform themselves of the ethical pitfalls and dilemmas of overreliance on AI writing assistance. The expectation of the college is that students cannot use AI writing aids solely to generate content for their assignments. The Texas Southmost College Nursing has a long-standing value of originality and authenticity in student work. The principles of patient safety and improved patient outcomes are what drive our position on AI. The Board of Nurses (BON) has developed a stance that we at Texas Southmost College faculty support and engrain in our students. As stated in the BON, "AI has the potential to enhance nursing care and improve patient outcomes. AI does not replace nursing skills or judgement, rather AI technologies can be used as tools by nurses and others on the healthcare team, and provide a complementary role in optimal nursing care (American Nurses Association [ANA], 2015; National Council of State Boards of Nursing [NCSBN] 2019). In effect, AI can be a means of augmenting, supporting, and streamlining expert clinical practice (ANA, 2022)".

We do not ban ChatGPT, Grammarly, or any other AI-powered writing aids when used to assist students in completing assignments however they must be cited appropriately in their reference page. Failure to cite an AI tool utilized may result in disciplinary action. Many AI tools have helpful features that can be used ethically by students. We prohibit allowing AI to generate content presented as original work or allowing AI to significantly modify existing work to the point that the assignment is no longer in the student's own words. It is this behavior that causes concern and can be considered academic misconduct due to the infringement on assignment originality and authenticity. Just as students should not hand off their work to another person to add content to it, the same is true of AI. The use of Grammarly is very common and is not prohibited by the college. Grammarly can be an immensely valuable tool for students. However, students are advised to take precautions to avoid the use of generative text AI features within Grammarly or any other writing aid. Students should not accept AI-generated 'improvements' to their work. If Grammarly suggests modifications to your work beyond basic spelling and grammar edits, those modifications should not be accepted. We encourage students to let their true writing voice be prominent in their work and not allow it to be diluted by AI generated content. When possible, turning off generative text AI features in Grammarly or any other writing aid is highly recommended.

1.10b Student Pledge

As a student of nursing, I pledge to uphold the **highest standards of ethical conduct** in all aspects of my academic and clinical education.

I will act with **honesty and integrity** in every assignment, exam, and clinical experience, recognizing that ethical learning is the foundation of ethical practice.

I will **respect** the dignity, rights, and confidentiality of all patients, classmates, faculty, and healthcare team members, understanding that trust is earned through consistent ethical behavior.

I will take **responsibility** for my learning, acknowledging my limitations, seeking help when needed, and never misrepresenting my knowledge, skills, or performance.

I will honor the values of **accountability, compassion, and justice**, standing against academic dishonesty, discrimination, or actions that compromise patient safety or the learning environment.

I will treat my peers and instructors with **professionalism and respect**, contributing to a culture of ethical collaboration and mutual support.

I will use clinical experiences as opportunities to grow, always prioritizing patient welfare and upholding the principles of **nonmaleficence, beneficence, and advocacy**—even as a student.

As I prepare to enter the nursing profession, I commit to developing not only my clinical skills, but also my **moral character**, knowing that ethical excellence begins in nursing school.

This I pledge, with humility and resolve, as I take my place in the honorable tradition of nursing.

1.11 Class attendance

Professionalism in nursing practice requires accountability and responsibility in both theory courses and clinical course attendance. Attendance rolls are maintained in each nursing course. Roll may be checked anytime and more than once a class day. A student is reported tardy if not seated and ready for class within 5 minutes of the start of class time OR leaves before being dismissed. **If a student is tardy twice, this equals one absence.**

Students are allowed two absences from a class. On the third absence, the student will meet with the Director of Nursing and the Student Affairs committee. While some extenuating circumstances may exist, upon the third absence, the student can no longer effectively meet the end-of-course outcomes to ensure patient safety and will be excused from the nursing program. The student must follow the withdrawal procedure.

Students must notify faculty **PRIOR** to missing any class periods or being late to class. All missed days are reported as absent no matter the circumstance. Students are responsible for obtaining missed content from peers.

Students must email the faculty whose class will be missed **and** the Director of Nursing prior to the start of class time.

Students who are demonstrating repetitive tardiness will meet with the Student Affairs Committee to assist in setting a success plan to arrive to class on time. A learning contract may be written for the student to follow.

1.12 Clinical and Hospital Lab Attendance

Students are responsible to attend all scheduled clinical experiences, simulation, and scheduled hospital lab course time. It is a professional standard that no absences occur. If a student is absent for clinical, simulation, or a scheduled lab time, the student assumes the responsibility for this action is subject to a stipulation of this procedure. **Students must contact the faculty (as stated on their Clinical Expectations in Canvas), and email**

the Director of Nursing and Clinical Coordinator at least 1 hour prior to missing clinical. Student's missing clinical **must submit a doctor's note if ill**, or appropriate documentation for a non-illness absence.

All clinical, simulation, and scheduled hospital lab time (graded check offs) missed will result in a zero for that day. There are NO make-up dates for simulation, clinical or scheduled hospital lab time. **If a student misses a second clinical day, this will result in a drop-in letter grade.** A third clinical absence will result in the student meeting with the Student Affairs Committee for possible dismissal from the clinical course for not meeting clinical objectives.

1st Semester students have a shorter hospital clinical experience. If a student is absent from one clinical day, they must meet with the Director of Nursing or Clinical Coordinator to discuss clinical requirements. Proper documentation for the absence is still required. A second clinical absence will result in the student meeting with the Student Affairs Committee for possible dismissal from the clinical course for not meeting clinical objectives.

A grade of zero will remain for each clinical absence. All clinical absences are discussed with the Director of Nursing and/or Clinical Coordinator regardless of the time frame to review the circumstances pertaining to the absence (illness, death, etc.) and determine if a make-up assignment is appropriate to off-set the zero. The student can achieve a **maximum of 85% of the clinical day points** with a make-up assignment. Make-up assignments are not guaranteed and will be evaluated based on the circumstances. Failure to submit required documentation for a clinical absence results in a zero, even if the student has submitted an alternate assignment.

Make Up clinical Assignments – ATI Swift River or other programs may be used for a make-up assignments. **The first attempt score will be used to calculate the weekly percentage**. However, students **must achieve the benchmark** set within the assignment. Failure to meet the benchmark will result in a zero for that weekly clinical grade.

If a student is sent home from clinical by the clinical faculty, grades will be assessed based on the clinical time completed, and the clinical faculty may offer a make-up assignment.

Students who come to clinical unprepared per the syllabus objectives and instructor written expectations will be sent home and will earn a zero for the clinical day without the ability to receive a clinical make-up assignment.

If a student arrives more than 15 minutes late to clinical or a scheduled lab activity, he/she may be sent home and will earn a zero for the day without the opportunity for a make-up assignment. This equals a clinical absence.

If other program activities are scheduled on clinical days or part of clinical days (ie ATI testing) and a student is absent from attending clinical time at the clinical site prior to the scheduled activity, the student may not participate in program activities that day and will be counted absent from clinical. The student will earn a zero, and no make-up clinical activity will be available.

Students must notify the clinical faculty and the nursing office PRIOR to clinical start time if he/she will be late or absent (no later than 1 hour prior to the start of clinical). Failure to notify will result in an automatic zero, clinical absence, and no opportunity for a make-up assignment will be offered. **Students who No Call/No Show will also report to Student Affairs and will be subject to further penalty.**

The Program Director and/or Clinical Coordinator may require a doctor's clearance to return to clinical.

1.13 Math Mastery Requirements

Newly admitted students are required to be proficient in basic mathematics. During each nursing semester prior to the start of clinical rotation, students are required to take a math proficiency exam. 1st semester students will take their math mastery during medication administration lecture in skills class. 2nd, 3rd, and 4th semester students will complete the Math Mastery requirement by the 3rd week of class. All students will complete their first Math attempt the first Friday of the semester. Math Mastery 2 (if needed) will be the 2nd Friday of the semester. Math Mastery 3 (if needed) will be scheduled with faculty prior to week 3 clinical starting.

Math Mastery

Math is integrated throughout the nursing program. Students must achieve a 100% on the math proficiency exam each semester. The student s will be given three attempts to achieve a math exam score of 100% prior to the first clinical day. **Mandatory remediation will be required between each Math attempt if unsuccessful on the first attempt**. Students who fail to meet the 100% exam score must withdraw from all nursing courses in that semester, and apply for program re-admission.

**If a student misses the scheduled date/time for the math exams, this will count as one attempt on the exam.

Objectives for each Math test will be found in the clinical syllabus for each semester and will be reviewed on the first day of each semester.

1.14 Clinical Experiences

Clinical experience provides the students the opportunity to apply the learned theoretical knowledge to clinical practice. The ADN nursing program has clinical affiliation agreements with our clinical partners that state the roles of the health care agency and those of the TSC Nursing Program. Students are expected to be adequately prepared and supervised to ensure client safety and quality care is provided. All students will practice safe nursing care, to prevent real or potential harm to clients, and students will practice nursing according to the ethical, legal, and professional standards. These objectives are critical elements in the daily clinical evaluation. Failure to meet these standards will result in a failing clinical evaluation regardless of academic grade.

1. Clinical groups are randomly formed and are posted on the first day of class. Students who need to carpool will be given consideration; however, NO guarantee can be provided. Clinical groups are built based on clinical agencies availability.
2. Faculty will determine the clinical assignments for the students. Some semesters may require the student to go to the hospital the day prior to the assigned clinical day to retrieve the patient assignment and complete pre-clinical paperwork in order to be prepared for the clinical day. No patient care is to be performed if this is required. **Students cannot send others to get this information for them as this is a privacy violation and does not follow ethical/legal standards. Students would receive an automatic zero and clinical absence for the day, and appear before the Student Affairs Committee for any further penalty.**
3. Faculty will develop and distribute clinical expectations for their students that are specific to that clinical rotation above and beyond the ADN nursing student handbook. Students are responsible for reading and following these expectations.
4. The ADN TSC full uniform is to be worn at ALL clinical experiences unless otherwise stated by the faculty per clinical site-specific requirements. The uniform is not to be worn to any outside work event. The student must follow all professional behavior standards anytime in uniform even if not during class or clinical time (i.e. no alcohol, improper communication, etc.)

5. Students will not participate or observe in any clinical activity without the permission of the instructor. All invasive procedures MUST be observed and supervised by the clinical instructor unless the instructor gives permission to a primary nurse to precept the student.
6. Students will comply with all ethical and legal standards on the nursing profession. NO pictures or copies of the any part of the clinical record is allowed except during the clinical day and must be shredded prior to leaving the unit. Students will be held to disciplinary action if these standards are not followed.
7. Any documentation by the student in the permanent record at the clinical site must be checked by the instructor first, and signed using the appropriate signature (First name, Last name, TSCSRN 1, TSCSRN 2, TSCSRN 3, TSCSRN 4 (for your respective semester).
8. Students will follow and adhere to all HIPAA guidelines and refrain from discussion patient records in public areas at the clinical site, or outside the clinical site. This pertains to social media as well. No pictures or posts giving **any** clinical identifiers is permitted.
9. **No personal electronic devices** (cell phones, tablet, computers) are allowed during clinical. See your clinical faculty's Clinical Expectations in Canvas.
10. Smoking is not permitted at any clinical area, and students should be aware of smoke smell on their uniform. If smoking is detected (either seen or smelled) the student will be sent home and a zero will be recorded for the clinical day. Chewing gum, eating, or drinking is also not permitted in any patient care areas.
11. All students must carry liability insurance. TSC provides Medical Malpractice Liability insurance for all students, but does not cover accident or injury at the clinical site. Students injured at clinical sites should be treated according to the policy of the clinical site. Students will be responsible for any charges incurred at facilities. In any situation where the student is being treated for an injury received during a clinical experience, it is important that the treating facility understand that the injury is related to an instructional experience and is not employment related. Per contract, student injuries occurring during clinical experiences are not covered by Worker's Compensation. Students shall be responsible for arranging for the personal medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in clinical experiences. The nursing office has specific information about this insurance. The insurance expires the day the student graduates and does not cover clinical practice outside of clinical courses.
12. Simulation is incorporated into all clinical rotations. Simulation is pass/fail graded day. If you miss simulation for any reason you do receive a zero for the clinical day, which can affect your overall grade. Failure to arrive to simulation prepared with pre-work complete or not in uniform will also result in a zero for the clinical day. There are no make-up simulation days. If Simulation is being used as a supplement to didactic or theory course work, your faculty will provide guidelines like dress and grading prior to that experience.

Clinical grading is completed each week by faculty utilizing the clinical evaluation grading tool located in each clinical syllabus. Weekly clinical grades are computed and the weekly average must be greater than 75% at the end of the semester to successfully pass the clinical course. Other required clinical graded assignments will only be added to the overall clinical grade if the weekly average meets or exceeds 75%. Please note, these required assignments are not pass/fail, and can pull the overall course average below 75% if not completed. See your clinical syllabus for course evaluation breakdown.

Failure to turn in a completed clinical packet each clinical week will result in a 10% of the total possible clinical point reduction in the student's weekly clinical grade.

Students will receive feedback from their clinical experience within one week so they may apply feedback to upcoming clinical assignments. Faculty will conduct performance evaluations at mid-term and at the conclusion of the semester.

Clinical faculty may require additional learning assignments for post-conference or to enhance areas of student weakness in addition to the course requirements.

Student Limitations

Following skills have limitations to students which will be strictly adhered to. Students must notify their clinical faculty immediately if any of these skills are presented to them during clinical. This list is not all-inclusive, as hospital facilities may have specific limitations for their facility. These will be outlined in the clinical expectations of faculty at the respective hospital.

1. Administering ANY blood products (RhoGAM exception if hospital facility allows).
2. Administering chemotherapeutic intravenous products
3. Administering experimental drugs
4. Witnessing signed consent forms and living wills
5. Transcribing physician orders to the medication record
6. "Final" narcotic count (not included in daily med pass)
7. Taking verbal orders from the physician
8. Changing or altering the medication record
9. Epidural lines
10. Endotracheal insertion or removal

When performing an invasive procedure, students must notify the nursing faculty or faculty designee for direct supervision. Failure to notify faculty prior to performing an invasive procedure is considered an unsafe clinical practice act (see procedure number 1.14). The following are invasive procedures requiring direct supervision. Faculty or hospital procedure may create additional items for direct supervision.

1. Administration, maintenance and discontinuation of intravenous infusions
2. Insertion/removal of intracaths, angiocaths, heparin/saline lock or any type of IV administration device.
3. Administration of IV medication by secondary or heparin lock
4. Administration of IV mediation by intravenous push
5. Administration of ANY controlled substance (oral, IV, IM, etc.).
6. Insertion, irrigation, and removal of gastrointestinal tubes
7. Performance of dressing changes, especially complex activities involving packing, irrigation, wet-to-dry, and/or strict aseptic technique
8. Irrigation and care of ostomies
9. Suctioning, irrigation, and care of tracheostomies
10. Administration of oral or tracheal suctioning
11. Administration of tube feedings
12. Intramuscular and subcutaneous mediations
13. Removal of chest tubes
14. Insertion of urinary and/or rectal catheters.

Failure to adhere to the above list and seek direct supervision will be written up as unsafe clinical practice. However, students should not avoid opportunities to provide care to their clients, and should seek out the clinical faculty or appointee to perform these skills.

1.15 Unsafe Clinical Practice

All student nurses will follow the standards of nursing practice outlined in the Texas Nurse Practice Act. Any act of unsafe clinical practice will be documented and placed in the student records for the remaining duration of the ADN program.

Faculty will use an Occurrence Report (See forms) to document any unsafe clinical practice performed by the student. Unsafe clinical practice examples are demonstrating behaviors of omission, commission, negligence, and/or threats or violations to the health and welfare of the client under the student's care.

1. **Warning:** First incident of unsafe practice or conduct, a written warning will be issued
2. **Probation:** Second incident of unsafe practice or conduct, the student will be placed on probationary status for the duration of the program.
3. **Dismissal:** Any student who has a third incident of unsafe clinical practice will be immediately dismissed from the program and will not have the opportunity to be re-admitted.

A student may file a grievance/appeal as outlined under 1.17 Grievance/Appeal Procedure and in the Student Code of Conduct Procedure in the TSC student handbook.

The following are actions subject to disciplinary action under unsafe clinical practice:

1. Any clinical action that violates the clinical agency procedure and/or places the client at a potential for harm, or results in harm.
2. Any aggressive or offensive behavior towards another at the clinical site.
3. Falsification of the medical record by omission or addition or communicating untrue information or a misrepresentation of the truth.
4. Breach of HIPAA/confidential information at the clinical site or outside of the clinical site, including social media.
5. Arriving at the clinical impaired by non-prescribed substances that adversely affect performance, or bringing these substances into the clinical setting.
    a. Impaired practice may also include lack of sleep from working a night shift prior to arriving to clinical or any other alteration in mental alertness.
6. Consistent unsafe decision making and practice.
7. Failure to report or document a change in the client's condition (symptoms, responses, or status).
8. Failure to follow all infection control procedures and standards.
9. Not adhering to safe practice and accepting patient assignments not commensurate with one's own educational preparation, experience, knowledge and ability, except where proper supervision is available.
10. Performing invasive procedure without the instructor's knowledge or permission.
11. Coming to clinical unprepared (not completing any pre-clinical assignments)

1.16 Hospital Lab Expectations

The hospital lab is considered an extension of the clinical experience and therefore the lab follows hospital etiquette and standards.

1. **All personal electronics** must remain in student bags/backpacks at all times unless the faculty has given permission to the student to use it to look up resource material. Cell phones must be on silent or turned off.
2. Students are NOT allowed to perform invasive procedures on anyone (except at the clinical facility with faculty oversight). Violations will be reported directly to the Director of Nursing.

3. Students are not permitted in any supply closets or cabinet.
4. Students are encouraged to look ahead at the syllabus and bring necessary supplies to class to practice. No extra supplies will be given that the student would have received in their skills bag.
5. No food is permitted in the lab at the bedside at any time. Water bottles with a lid are permissible but must remain in the designated area at all times.

Any hospital lab testing will be outlined in the appropriate syllabus. Testing in the lab will follow the testing procedure.

1.17 Dress Code

Projecting a professional appearance is the responsibility of all students. Appearance reflects upon the individual, the ADN Program, the college, and the nursing profession. Uniforms are required for class, clinical, and skills lab to maintain a professional environment. The TSC ADN uniform is designated by the school and students will not deviate from the uniform selected. Good personal hygiene is expected of students in the nursing program. Uniforms must be neat, clean, and free of wrinkles. On days when the school uniform is not required, attire must reflect a professional and business-like status. No low-cut blouses or muscle shirts, skirts 2 inches or higher about the knees, open-toed sandals, or shoes allowed while representing TSC as an ADN student.

Failure to be in the TSC nursing uniform may result in a student being excused from class or clinical, and the student will receive an unexcused absence.

On-Campus Classes and Lab

1. TSC program-approved student uniforms must be ordered and purchased through the program-approved distributor in enough time to be received and ready to wear prior to the first day of class (see nursing office regarding ordering uniforms and applicable deadlines. Information given at the orientation session).
    a. Students will purchase the approved Polo shirt with the program-approved navy blue scrub pants for class
    b. Jackets for on-campus classes, must be from the approved vendor **only** (exception for the December 2026 graduates only – you may wear a blue, black, or white jacket that zips or buttons. **NO pullover sweatshirts or jackets will be allowed**)
2. Pregnant students can buy a maternity uniform(s) through the same distributor of the TSC-approved student uniform.
3. A white long-sleeve undershirt may be worn under the uniform. Cuffs must be tight to allow the sleeves to be pushed up if needed and stay in place. No turtlenecks, sweater material, or loose-fitting long sleeves are permitted.
4. **TSC student ID is to be worn at all times while in uniform**. Must be easily visible and attached above the waist. Tear-away Lanyards are acceptable.
5. Clean closed-toe and enclosed-heel tennis shoes. Students must wear Tennis Shoes to class, but they do NOT have to be solid white. – No Crocs, No Clogs, No Slippers, etc. Must be Tennis Shoes.
6. If students move to the bedside on classroom days, hair must be pulled back out of the face.
7. Students are not to wear any kind of head coverings (unless related to religious/Cultural purposes) to class or clinical.
8. Students may not wear any version of SMART glasses, even if they are prescription strength.

Clinical – on campus or at the clinical site

1. TSC program-approved student uniforms must be ordered and purchased through the program-approved distributor in enough time to be received and ready to wear prior to the first day of class (see nursing office regarding ordering uniforms and applicable deadlines. Information given at the orientation session).
    a. Approved clinical uniform top with navy blue scrub paints for clinical/simulation.
    b. No jackets allowed with clinical uniforms.
2. Pregnant students can buy a maternity uniform(s) through the same distributor of the TSC-approved student uniform.
3. A white long-sleeve undershirt may be worn under the uniform. Cuffs must be tight to allow the sleeves to be pushed up if needed and stay in place. No turtlenecks, sweater material, or loose-fitting long sleeves are permitted.
4. **TSC student ID is to be worn at all times while in uniform**. Must be easily visible and attached above the waist. Tear-away Lanyards are acceptable. Students will not be permitted to attend clinical if the TSC student ID is not part of their uniform.
5. White, clean, closed-toe shoes are to be worn with the TSC clinical nursing uniform; shoes may NOT have mesh and should be a closed heel (no clogs), and have solid white shoelaces (if laced) at all times.
6. While in TSC clinical uniform, students must wear plain white socks that cover the ankles; non-design support hose/knee-hi stockings may be worn if desired.
7. While in TSC clinical uniform, **hair must be worn off the collar in a bun** and held in place to ensure it does not fall over the face or touch the patient and/or equipment. No hair should touch the shoulders or hang past the chin. Decorations, bows, ribbons, and large hair clamps/claws are prohibited. Only natural hair colors are allowed while in the nursing program. No head coverings, other than those for religious/cultural purposes, are permissible in the lab (this applies to thick headbands, scarves, hats, etc.).
8. Beards and mustaches must be neatly trimmed and well groomed. If N95 masks are required by the clinical facility, the face must be clean-shaven.
9. Nails should be short in length and clean. No artificial nails, tips, wraps, stickers, and/or polish of any kind (other than clear polish) may be worn at the clinical site, including Shellac polish.
10. Tattoos should not be obtrusive, distracting, controversial, vulgar, or indecent and they should be covered up to the best extent possible but not interfere with infection control practices.
11. No body piercings outside of one earring in each ear (earlobe only) are permissible. Religious/cultural purposes will be permitted.
12. The ONLY accepted jewelry to be worn with the TSC uniform is wristwatches, wedding bands or rings, and/or post-type pierced earrings (non-hoop, non-wire, non-dangling). No clip-on earrings. Only ONE set of earrings. No bracelets unless medical or religious.
13. No intentional unnatural shaving of hair (eyebrows included). No shaved designs.
14. Colognes and/or perfumes are not permitted; however, deodorant is not considered cologne or perfume and should be worn every day.
15. Clinical uniform requirements also include a watch with a second hand (no smart watches), a black **non-erasable** ink pen for documentation, a penlight, and a stethoscope. Any other clinical-specific requirements will be noted in the appropriate instructor clinical expectations.
16. Students may not wear any version of SMART glasses, even if they are prescription strength.

1.18 Grievance/Appeal Process

The TSC Nursing Department intent is to be fair and reasonable with all students. If a student disagrees with a faculty member decision, disagrees with a decision based on a violation of a handbook procedure/procedure, feels that he/she has been treated unfairly or have a problem that has not been resolved to his/her satisfaction, the student may follow this process.

The student is responsible for using and submitting the Student Grievance Report. The duration between each step is 3 business days. For example, if a student turns a grievance into a faculty member, the faculty member has 3 days to respond. If the student does not agree with the response, the student has 3 days to continue the form to the next chain of command. If the student fails to meet the 3-business day timeline, the grievance/appeal stops at that point in the process, and it is inferred the student accepts the decision.

1. Step 1: Bring the situation to the attention of the faculty member whom the problem exists in writing within 3 business days of the occurrence of the problem. The faculty member will investigate and provide a written response back within 3 business days. If the student feels the faculty response does not satisfactorily resolve the problem, proceed to the next step/ or step 3 if the faculty member is the Director of Nursing of the ADN program.
2. Step 2: Once the Director of Nursing for the ADN program receives the appeal/grievance, he/she will determine if Step 1 was correctly completed. If it was not, the student will be sent back to start at Step 1. The Director of Nursing for the ADN program has 3 business days to investigate the issue and return a written statement to the student. If this step does not satisfactorily satisfy the student, proceed to Step 3.
3. Step 3: If the student is dissatisfied after step 2, then the student should appeal the decision to the Dean of Health Profession within 3 business days. The Dean will investigate the whole process and after careful consideration of all facts, within fifteen business days. The Dean of Health Professions will render a final decision to the student in writing.

STUDENT GRIEVANCE REPORT

In accordance with the Nursing Program's grievance procedure, the following grievance is being reported.

Description of grievance:

Signature: _____ Date: _____

Received By: _____ Date: _____

Faculty Response/Resolution to grievance:

Signature: _____ Date:

Received By: _____ Date:

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Director of Nursing within three (3) working days.

Director of Nursing Response/Resolution to grievance:

Signature: _____ Date: _____

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Dean of Health Professions within three (3) working days.

Received By: _____ Date: _____

Dean of Health Professions/Resolution to grievance:

The student has exhausted all administrative appeals for grievance. The above response/resolution is final.

Signature: _____ Date: _____

1.19 ATI and Standardized Testing Procedures

Students in the TSC Nursing Program will be required to take national standardized tests throughout the curriculum. TSC Nursing Program utilizes ATI standardized examination to foster student success and assist students to prepare for the NCLEX at the end of the program, as they provide a guideline range as to the proficiency level achieved by the student.

East semester students must complete the designated ATI examination(s) on campus at the scheduled date and time. The TSC Nursing Program benchmark is level 2 on ATI. All students will complete mandatory remediation packets on the ATI Practice Test and the ATI Proctored test each semester. Standardized exams count for a maximum of 10% of the course grade.

Remediation components are derived from the individual student's exam score. Students with lower test scores require more intense remediation. Students will receive their exam score and remediation packet through their student account once the exam is closed. Students not achieving the benchmark must complete a personalized plan for remediation. Students will not be eligible to sit for the repeat examination if their remediation packet is not complete. Academic dishonesty standards apply to this process. Students will work independently on their remediation process. Students will earn zeros for the ATI exam, if the student fails to complete the remediation process.

Students meeting the benchmark and completing all remediation components may be exempt from course final exams. In order to be exempt (if offered), the student must be earning a 75% or higher exam average in that course.

During the final semester in the program, students will complete the NCLEX Online Review following the scheduled dates on their course calendar. Embedded in the online review are module examinations that will also have a benchmark for achievement.

1.20 Testing Procedure

All semester exams dates/times are located on the semester calendars and loaded into CANVAS by the first day of each semester. Exams will begin promptly at the beginning of the scheduled time. Students should be in their seats and ready to begin the scheduled examination on time. Students will take either computer or written exams

During exam periods students will follow the following rules:

1. No personal belongings are allowed in the testing room, including food and drinks.
2. Faculty reserve the right to check student glasses and wrist watches prior to the exam to ensure they are not capable of recording or connecting to external electronic sources.
3. If testing on a personal laptop, students must use TSC student Wi-Fi. If TSC student Wi-Fi is unavailable, faculty will provide Wi-Fi connectivity instruction. If testing on a TSC computer, students must not turn on Wi-Fi and use the Local Area Network (LAN) port set up with TSC internet access. Faculty reserve the right to check student Wi-Fi connection prior to or during testing.
4. All cell phones and smart devices (watches, glasses, tablets), or anything that connects to the internet, excluding the test taking device must be turned **OFF** and placed at designated area in the classroom with the screen facing out. If a cell phone, watch, smart glasses, or other

electronic devices other than what is being used during the exam is heard or found on during the exam, the owner will be dismissed from class and receive an automatic zero on the exam.

5. Students will be permitted one writing utensil and given a piece of scratch paper. Students will place their name and date on the scratch paper and turn in the paper at the end of the exam, even if it is blank. Failure to turn in a signed scratch paper will reflect in a zero for the exam. If available a dry erase board and marker will be provided for the exam instead of paper/pencil.
6. No head coverings (scarves, caps, visors, etc.) will be allowed during an exam (unless there is a religious reason). The proctor may provide ear plugs if requested by student, however no headphones or personal ear buds are permitted. No sweaters are permitted during testing. A student is allowed to wear long sleeves however the instructor may ask student to roll up sleeves to elbows.
7. Should a student need to use the bathroom during an examination, a faculty person will escort that student. It is strongly encouraged to use the bathroom PRIOR to the exam, as leaving during the exam is discouraged. Exams will not be on "pause" during this time, and all exams must be completed during the scheduled time frame.
8. Once a student has completed the exam, they are to leave the classroom quietly. Please be respectful of other students still testing.
9. If you are going to be absent, you must contact the instructor by email **AND** the Director of Nursing by phone and email **PRIOR** to the start of the examination.
10. Students who enter an exam late will receive a 5-point deduction off the exam score for the first tardy and, any subsequent tardies will receive a 10-point deduction to the exam score. Students who arrive late must still finish the exam within the allotted examination time period. If a student in the class has completed the examination, then no student will be allowed to enter the exam room late.
11. Academic Dishonesty procedures will be followed for any suspected cheating on exams. If a student is found to be dishonesty, they will receive a Zero and maybe dismissed from nursing program.
12. Time allotted for each exam will equate to 1.5 minutes per question. If a student fails to complete an exam during allotted time, unanswered questions will be counted incorrect.
13. Students are responsible for ensuring their exam was exited correctly at the completion of the exam, when using computerized exams. Failure to ensure this process occurs can result in a zero on your exam.
14. Faculty will post exam scores within 7 business days. All exams are statistically analyzed prior to returning final exam scores to students. Exam grades will only be posted in CANVAS. Faculty will not call or email exam grades. Students are encouraged to meet with nursing faculty after exam grades are posted for clarification of any material. All students earning less than 75% **must** meet with their faculty advisor within 7 business days of receiving their exam grade.

Course exam averages MUST meet 75% prior to any other course material being averaged into the course final score.

Exam Review Policy

After exam grades are posted and statistical analysis is complete, faculty will provide a general list of key concepts for students to review. Students are not permitted to review the actual exam questions once the exam is submitted. However, students are strongly encouraged to meet with their academic advisor

to discuss test-taking strategies and studying techniques and meet with content experts/faculty for exam topics or content areas they had difficulty answering on the exam.

1.21 Make-up Examination Procedure

Students may be allowed to complete a make-up examination if they followed the correct notification process for missing an examination course period AND have an extenuating circumstance fitting one of the following reasons:

- **Critical Illness (Medical Doctor/Health Care Provider Note Required)**
- **Death in the Immediate family (Program required)**
- **Family/Personal Emergency (documentation proof required)**

Only ONE make-up exam allowed per semester. Make-up exams are content specific, and students can expect the make-up exam to be primarily alternate-style questions, and a different version of the exam that was given on the scheduled exam day. Course faculty will determine the day/time when make-up exams will be given within 1 week of the missed exam. The ADN Program Director along with the course faculty determine the eligibility of a student to make up a missed exam.

1.22 Releasing Student Information

Students may request nursing faculty or the nursing department to supply the necessary information for employment opportunities or educational programs. This may include a letter of recommendation or a copy of part of their student file (skills checklist, etc.). Students records are held for two years, after graduation per TSC school guidelines. To comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must follow these steps to request information.

1. Students must sign a release form which allows nursing faculty to give information to outside agencies for employment or educational opportunities or any letter of reference requested. This release form remains a permanent record in the student's file.
2. All requests for reference letters MUST be in writing, and if multiple requests are being asked, separate letters must be given to each faculty member.
3. Faculty may use any information from clinical and classroom to answer reference letter requests.
4. No telephone references are given.
5. Student Records are kept for two years after graduation and are stored in a locked secure room per Texas Board of Nursing Rule 215.12.

1.23 Health

The physical examination and functional ability form required for the admission helps ensure the student is in a physical and mental condition that is free of danger to self or others. Attention to health needs and regular dental care should be continuous. While there is not dental exam required for entry into the program, regular care of teeth and gums is essential for maintenance of good health.

The Texas Board of Nursing has identified circumstances related to the health and well-being of an individual that may render a nursing candidate ineligible for licensure as a registered nurse in Texas. If one of the following conditions applies at any time prior to or during the nursing program, a Declaratory Order Petition with the Texas Board of Nursing must be filed.

- In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer “No” if you have completed and/or are in compliance with TPAPN for mental illness OR you’ve previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)
- In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN)

Health Problems

Students will report immediately to the nursing faculty and program director of any acute or chronic health conditions that will affect the safety of others. Students will be required to submit a return to school/clinical note from their primary care provider after any acute infectious disease that risks exposure to other people. Students are responsible for their own health and expense of health care, and it is recommended that health and accident insurance be carried.

Pregnancy

Should a student become pregnant during the nursing program, they must notify the clinical instructor and program director immediately to ensure their safety in the clinical setting. Students must have a release from their physician to attend clinical upon learning of the pregnancy, and again after delivery to return to clinical.

Universal Precautions

Upon learning universal precautions in the skills lab and classroom setting, students must utilize these precautions in all patient care activities, including any live simulation events. Any unprotected exposure to blood or body fluids, or any needle stick (clean or dirty), must immediately be reported to clinical faculty. The clinical exposure procedure will be followed, and an incident report will be placed in the student record at TSC in the nursing office. The student may be responsible for any expenses.

1.24 Student Representation on Faculty Committees

Students participate in the following TSC ADN department committees: Student Affairs, Curriculum, and Testing. In the first few weeks of the semester, the program director will facilitate course faculty to coordinate the process for selection for student representatives. Each student’s term is the length of the semester. If a student receives more than one academic alert for poor exam performance or fails to meet safe clinical expectations, an alternate student will be selected. Interested students will be asked to volunteer for committee membership. In the event more students volunteer than interested, the Program Director will meet with the students and confer with faculty to choose the student representatives.

Student representatives will attend each meeting. Representatives report to their classmates on the work of the committee. Any student wishing to present ideas or feedback about any aspect of the nursing program will do so through the student committee representative. The chair of each faculty committee will communicate with student representatives on meeting dates, or any needed information.

1.25 Pinning Ceremony

Pinning ceremonies are held at the end of the final semester in the ADN program. The pinning ceremony is a tradition and important part of many nursing programs. Students receive their school nursing pin and recite the nursing pledge which expresses the ethics of the nursing profession. Students are required to purchase the official TSC ADN school pin. Order forms with pin options will be handed out in the final semester of the program. Pins are required to participate in the pinning ceremony.

The nursing department will assist the semester four students in planning and implementing the pinning ceremony. Students must adhere to the uniform and dress requirements for pinning ceremonies as they represent not only the school but also the whole of nursing in such events. Females may wear an all-white nursing dress uniform in lieu of the clinical uniform pants. White hose and white shoes must be worn.

1.26 Student Services

Student support services are provided through the college and are an integral part of retaining students and helping them achieve academic success. Refer to the TSC student handbook to see a list of all student services offered. TSC Student Services

Financial Aid

Students needing financial aid should consult with the Financial Aid office for assistance. Refer to the TSC student handbook for financial aid information. TSC Financial Aid

Library

The TSC community can access the digital library at its physical location in SET.B. 1.536, where computers, printing, study rooms, and reference assistance are available. TSC Digital Library

Hours of Operation

Monday-Thursday: 8:00 am to 6:00 pm
Friday: 8:00 am to 5:00 pm
Weekends: Closed

Our library services also include access to computers so you can search through the digital library, research your study topics, and complete your homework in a quiet space. All currently enrolled students may access Library content via the Library website or in person, with their TSC student identification card.

Tutoring Services

Tutoring services are held at the learning labs on the main campus and in the ITECC building to offer peer tutoring and review services in Math, Reading, Writing, and other subjects. Learning lab tutors are certified through the college's College Reading & Learning Association (CRLA) Training Program. TSC Tutoring Services

1.27 Communicating with Faculty

Nursing faculty are here to support student learning and success in the ADN nursing program. Faculty have responsibility outside of the classroom as well, and the following steps are in place to assist to foster communication with faculty.

1. Faculty mailboxes are held in the nursing office. Please leave papers and/or written assignments with the department administrative assistant who will place it in the appropriate box. Papers should be contained in an envelope/folder with the faculties name on the outside.
2. Never slide papers under a faculty's door.
3. Do not enter a faculty office without permission to leave items on his/her desk.
4. Faculty will post their office hours on their door, in their course syllabus, and on Canvas. Utilize this time to seek clarification or for discussion of classroom and clinical matters.
5. Contact faculty and schedule appointments for any class and/or clinical concerns. Faculty schedule their own appointments.
6. Avoid calling faculty at home. Students should utilize TSC email or Canvas to communicate with faculty. Extenuating circumstances may be found in faculty clinical expectations for notifying regarding absences. Any email sent to a faculty or the Program Director from a non-TSC email account will not receive a response.
7. Address faculty as formally (Professor, Mr., Mrs., Dr., Ms., or Miss); never use first names.

Each student will be assigned to a faculty advisor each semester to foster student success. Students are encouraged to utilize this service. There are procedures throughout this handbook when meeting with your nursing advisor is required.

1.28 Electronic Device Use for the Nursing Program

The use of electronic devices, including but not limited to, cell phones, tablets, and laptops should enhance learning and not distract from it. Using these devices is at the discretion of the faculty, and clinical facility policy.

The following should be followed in class, lab, and clinical learning. Please note that faculty and clinical sites can add to this list at will.

1. All devices must be kept on silent mode
2. Phone calls, texting, etc. for personal use are not permitted during class, lab, and clinical time. Step outside if there is an emergency call/text you need to answer.
3. Use of cell phones in the clinical setting is not allowed.
4. Audio, Video, and Photography Guidelines in Theory and Lab Setting:
    a. Live streaming of any real-time broadcast in any course are **prohibited**. Live-streaming may be permitted **ONLY** with prior written permission from the faculty and all students in that course.
    b. Recording of any kind with electronic devices, including but not limited to computers, cameras, video/audio recorders, cell phones, and other devices in any course is **prohibited.** Recording may be permitted ONLY with prior written permission from faculty and all participants presenting the content.
    c. Distributing stored course content (resources, quizzes, tests, case studies, and other content) is **prohibited and considered Academic Dishonesty**.
5. Cell phones, smartwatches, and electronic devices capable of displaying or storing information are **PROHIBITED** in testing areas or during test reviews. If cell phones, smartwatches, or other devices capable of storing, displaying, or providing audio feedback are visible, heard, or discovered during an exam, the device will be confiscated and a grade of zero may be given.

1.29 Student with Disabilities

Students entering the TSC ADN program are required to fill out a Functional Ability Standards worksheet. Students must continue to successfully demonstrate/perform the following activities, as a required component to continue in the program.

1. Extended walking and standing daily – clinical practice requires an average of 1-hour intermittent sitting, 4 hours intermittent standing, and 3 hours intermittent walking in an average 8-hour work period.
2. Ability to grasp, push and/or pull
3. Ability to squat, kneel, bend, reach and twist – clinical practice requires 50% of the time completing these activities.
4. Carrying and moving equipment – nurses frequently lift/carry up to 50 pounds and push/pull up to 100 pounds.

Other essential competencies identified for nursing care include:

5. Vision that allows detecting physical change and to see color
6. Hearing that allows responding to physical and verbal cues
7. Sense of touch that allows for assessment and palpation
8. Critical thinking
9. Interpersonal and communication skills

Students with disabilities, including learning disabilities, who wish to request academic adjustments to a class, must notify the Disability Services Office at the beginning or prior to the start of the semester so that appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. For more information, see the TSC student handbook. Disability Services

Students who are granted accommodations related to testing performance must utilize this service if he/she plans to apply these accommodations to the NCLEX-RN. Typically, these accommodations include longer test time and a less distracted environment. Upon time to schedule your NCLEX, please refer to the Texas Board of Nursing and the NCSBN website for forms required for NCLEX accommodations.

1.30 Differentiated Essential Competencies (ADN Competencies)

The following is listed on the Texas Board of nursing website and discusses the purpose of the DECs. Retrieved January 2021 at https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated Essential Competencies 2021.pdf

"The DECs were designed to provide guidance to nursing education programs for curriculum development and revision and for effective preparation of graduates who will provide safe, competent, compassionate care. The outline knowledge, clinical behaviors, and judgments necessary to meet the essential competencies, but it is acknowledged that not all competencies can be evaluated upon graduation."

The four main nursing roles are the theme of this ADN program and can be found throughout the curriculum. They include Member of Profession, Provider of Patient-Centered Care, Patient Safety

Advocate, Member of the Health Care Team. These areas are further divided into specific knowledge, clinical judgment, and behaviors based on the titled nursing role.

I. Member of the Profession:

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

II. Provider of Patient-Centered Care:

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

III. Patient Safety Advocate:

- Demonstrate knowledge of the Texas Nursing Practice Act (NPA) and the Texas Board of
- Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- Implement measures to promote quality and a safe environment for patients, self, and others.
- Formulate goals and outcomes using evidence-based data to reduce patient risks.
- Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- Comply with mandatory reporting requirements of the Texas NPA.
- Accept and make assignments and delegate tasks that take into consideration patient safety and organizational procedure.

IV. Member of the Health Care Team:

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

*Texas Board of Nursing. (2021). Differentiated essential competencies of graduates of Texas nursing programs. Austin, TX: Authors.

1.31 American Nurses Association Code of Ethics for Nurses

The Code of Ethics for Nurses is a guide to carry out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The *Code of Ethics* was revised in 2015 by the American Nurses Association. The Code of Ethics for nursing contains nine provisions with interpretive statements. Provisions 1-3 reiterate the fundamental values and commitments of the nurse; Provisions 4-6 identifies the boundaries of duty and loyalty, and Provisions 7-9 describe the duties of the nurse that extend beyond individual patient encounters.

Provision 1 – The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 – The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 – The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 – The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5 – The nurse owes the same duties to self as to others, including the responsibility to promotes health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 – The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

Provision 7 – The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health procedure.

Provision 8 – The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 – The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health procedure.

http://nursing.rutgers.edu/civility/ANA-Code-of-Ethics-for-Nurses.pdf

Student Forms

HEALTH PROFESSIONS DIVISION
ASSOCIATE IN APPLIED SCIENCE – NURSING
Associate Degree Nursing Program Advisement/Counseling Form

Name: _____ **ID Number: _____**

Date: _____ **Instructor: _____**

_____

Type of Advisement:

☐ **Academic**

☐ **Behavioral**

DESCRIPTION OF ADVISEMENT/REFERRAL:

RECOMMENDATIONS:

STUDENT COMMENTS:

Student Signature_____ Faculty Signature_____

HEALTH PROFESSIONS DIVISION
ASSOCIATE IN APPLIED SCEINCE – NURSING

Associate Degree Nursing Program Consent for Release of Information Background Check

Texas Southmost College Associate Degree nursing program requires each student entering the program to complete a mandatory criminal background check with the Texas Board of Nursing and Castle Branch to meet the requirements set by clinical affiliates throughout the nursing program, and NCLEX testing upon graduation. Both background checks are required prior to the start of the nursing program. The Texas Board of Nursing background check must be completed and students deemed eligible for completing licensure steps upon graduation prior to the first day of class. The Castle Branch background check must be completed and deemed acceptable by clinical affiliates prior to the student's first clinical day.

I have read and understand the above statement. Further, I understand that once this information has been obtained, it will be provided to the Program Director and/or Dean of Health Professions for review and filing in the Program Director's office. Furthermore, this information will not be shared with clinical facilities, persons, or school officials unless prior notice has been given by me. Without the completion and filing of this information, I will not be allowed to fulfill my clinical rotation requirement and will have to exit the ADN program.

Student Signature _____ Date_____

HEALTH PROFESSIONS DIVISION
ASSOCIATE IN APPLIED SCEINCE – NURSING
Associate Degree Nursing Program Consent for Drug Testing/Release of Test Results

Texas Southmost College Associate Degree nursing program requires each student entering the program to complete a mandatory drug test through Castle Branch to meet the requirement set by clinical affiliates prior to the start of the first clinical rotation. The cost of this test will be the responsibility of the student. In the event that there are positive findings, my results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. I understand I will be responsible for any additional costs incurred with this requirement, if needed. I also understand that a positive test result may deem me ineligible for admission to or progression in the Program. I understand that once the test is complete, results will be released to the Program Director and/or Dean of Health Professions for review and filed in the ADN Program Director's office.

Once admitted into the ADN program, I understand I may be subject to future drug screens in the even that "for cause" behavior is demonstrated in the classroom or clinical areas. This can be cause for withdrawal from the ADN program, and I will need to notify the Texas Board of Nursing through the declaratory order process of this event.

Student Signature _____ Date_____

HEALTH PROFESSIONS DIVISION
ASSOCIATE IN APPLIED SCIENCE – NURSING
Associate Degree Nursing Program Texas Board of Nursing Licensure Eligibility Form

I have received and had the following documents regarding licensure eligibility to be a Registered Nurse in Texas explained to me.

1. **§301.257, §301.252, §301.253, and §301.452 - 301.454** of the Nursing Practice https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2013.asp

2. **Rules 213.27 – 213.30** of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice.

3. **Rules 217.11 and 217.12** of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice.
   Texas Board of Nursing Rules and Regulation can be located on the following webpage: https://www.bon.texas.gov/laws_and_rules_rules_and_regulations_current.asp.html

4. I have read the Texas Board of Nursing **eligibility questions** regarding Criminal Behavior, Mental Illness, and Chemical Dependency.
   https://www.bon.texas.gov/licensure_eligibility.asp.html

5. Log into your Texas Board of Nursing portal to follow the declaratory process if needed.

Student Signature _____ Date_____

Licensure Eligibility

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility for renewing your license, please review the following:

To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?

2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?

3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?

4. For any criminal offense*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)
been arrested and have a pending criminal charge?
been convicted of a misdemeanor?
been convicted of a felony?
pled nolo contendre, no contest, or guilty?
received deferred adjudication?
been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
been sentenced to serve jail, prison time, or court-ordered confinement?
been granted pre-trial diversion?
been cited or charged with any violation of the law?
been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

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

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

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended,

placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

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

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

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

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

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

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

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