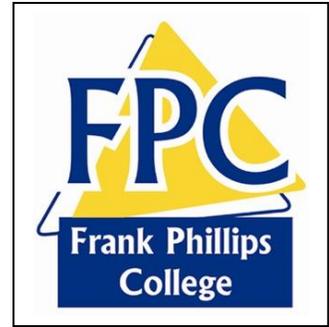




Frank Phillips College
Office of Vocational Nursing
1301 W. Roosevelt
79008
806-457-4200. ext.746
www.fpctx.edu



FRANK PHILLIPS COLLEGE

VOCATIONAL NURSING PROGRAM

STUDENT POLICY MANUAL

Frank Phillips College is an equal opportunity community college

Revised 1/24/17

PREFACE: The student vocational nursing policies set forth in the policy guide have been formulated with the students' interest and success foremost in the minds of the administration.

The purpose of these policies and the regulations supporting them is to inform the students in understandable language of their responsibilities during the twelve-month enrollment in the program.

Circumstances that are encountered from time to time in our fast moving era may dictate changes for any item covered in this guide without notice.

Non-Discrimination Statement

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806 457-4200, ext 732, scarroll@fptx.edu and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fptx.edu.

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806)457-4200, ext 777, djohnson@fptx.edu.

Frank Phillips College
Vocational Nursing Department
Admission Requirements

1. Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a GED Certificate. An official transcript/copy of certificate must be on file in the Office of Admission and Records.
2. Students must meet all requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
3. An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
4. The Texas Board of Nursing now requires students to be Board approved before entering a Nursing program. Therefore, FPC nursing program will require all students to undergo their DPS/FBI criminal fingerprint background check during the Spring/Summer, so results can be obtained before August 1st.
5. All Applicants must take the HESI nursing entrance test and achieve the acceptable scores.
6. Two letters of reference must be submitted. Reference letters **should not** be hand delivered. One letter from a former teacher (college or High school) and the second from a former employer or coworker.
7. Prior to acceptance, applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance. See page 6 of Nursing Application.
8. Required immunizations must be completed and submitted to the nursing offices by August 1st.
9. WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grad of C was obtained.
10. Five (5) prerequisite courses will be required before acceptance into the Nursing portion of the course. These include:
 - A. Elementary Nutrition
 - B. General Psychology

- C. Medical Terminology
- D. Anatomy and Physiology I
- E. Anatomy and Physiology II

11. Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student may be asked to pass an exam and/or practicum for each course being transferred .

Frank Phillips College
Office of Vocational Nursing Department
1301 W. Roosevelt Box 5118 Borger, TX 79008
◆ 806-457-4200 ◆ 745 & 746 ◆
◆ www.fpctx.edu ◆
STUDENT POLICIES

INTRODUCTION

The Frank Phillips College School of Vocational Nursing (VN), the College Administration, and the Advisory Committee develop the VN student policies. The purpose is to maintain an environment conducive to learning as well as enhancing the student's progress. Each student is expected to read and comply with these policies so that high standards of nursing education and student activity can be achieved.

A. ADMISSION REQUIREMENTS

1. Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a General Education Development Test Certificate (GED). An official transcript/copy of certificate must be on file in the Office of Admission and Records.
2. Students must meet all the requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
3. An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
4. Students must submit to a background verification which includes criminal history and Medicare/Medicaid Sanction Screen.
5. All applicants must take the HESI nursing entrance test and achieve the acceptable scores.
6. Must submit two letters of reference. Reference letters **should not** be from friends or relatives and **should not** be hand delivered. One letter from a former teacher (college or high school) and the second letter from a former employer or co-worker.
8. Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance.
9. Required immunizations must be completed and submitted to the nursing offices by August 1st.
10. WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grade of C was obtained.

11. Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student may be asked to pass an exam and/or practicum for each course being transferred.

B. ELIGIBILITY FOR LICENSURE

*****Applicants who answer yes to any of the Board of Nurse Examiner's questions must apply for a Declaratory Order through the Texas Board of Nursing, The questions include:***

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

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, 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. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

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 on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the 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 that criminal matter.

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

Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If "YES" indicate the condition: [] schizophrenia and/or psychotic disorders, [] bipolar disorder, [] paranoid personality disorder, [] antisocial personality disorder, [] borderline personality disorder

If you answered "YES" to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

C. SELECTION OF STUDENTS

The Director reviews each prospective student's file before final student selection. The file must include:

1. Nursing Application
2. BNE Questionnaire
3. High school transcript or GED scores (on file in Records Office)
4. College entrance exam scores
5. HESI Test Scores
6. Copy of all college transcripts
7. Background Verification results
8. Two letters of reference
9. Immunization Record and TB test/Chest X-ray
10. Signed Policy and Confidentiality Statement

The Director will mail a letter to the applicant notifying him/her of their acceptance or rejection.

D. ADMISSION TO CLASS

Frank Phillips College School of Vocational Nursing classes begin with the summer mini-term. Each prospective student should be present and ready to start classes on the designated date.

E. EMAIL

All students must have a Frank Phillips College email account. Email needs to be checked each day. The FPC email address is the only email address the instructors are required to use to contact students when they are not in class/clinical.

F. SCHEDULE OF TRAINING PERIOD CLASSES AND CLINICAL EXPERIENCE

The total length of the course is 12 months or 53 weeks. During the 53 weeks of training, the clinical-theory hours should not exceed 40 hours per week. Each student is assigned two days off each week from clinical experience, classes and conferences. The student will have thirty

minutes for lunch. Clinical experience will be scheduled between the hours of 6:30 a.m. and 5 p.m. as a general rule. Attendance at Hospital Orientation is mandatory. Attendance at hospital in-services is voluntary but is strongly encouraged if the student is in the clinical area and assigned work is complete

- > The classroom is a place for structured learning. Children will not be permitted.
- > **NO Mobile phones** are allowed in the classroom or at clinical sites without special permission of assigned instructor.

G. LIBRARY

An adequate medical and nursing library is available in the FPC Learning Resource Center to the on-campus student for study and reference reading. It is recommended that each student spend time browsing through the L.R.C. Supplementary material will be kept available in the classroom. Additional resources are available in the Perryton and Dalhart Clinical Labs.

H. ROOM AND BOARD

Each student must provide his/her own lodging and meals. Frank Phillips College has a cafeteria, which is open to the on-campus student, and meals may be purchased at a nominal cost. Lodging may be provided at regular price schedule and payment plan at Maxine Goins Hall, W.G. Stephens Hall, and Tyler Street Dorms. FPC cafeteria and Tyler Street Dorm is open during the summer.

I. HOLIDAYS AND VACATION DAYS

Whenever possible holiday and vacation days will be observed according to the Frank Phillips College Academic calendar.

J. Copier

Students are **NOT** allowed to use the copier in the nursing department or charge copies made in other departments to nursing.

K. ATTENDANCE

1. **Attendance is a student responsibility.** Students are required to be in class and clinical. All appointments should be made to not interfere with class or clinical. Students will be responsible for all class work covered during absence from class, even though the absence was unavoidable. Failure to attend classes or clinical experience regularly may result in administrative withdrawal of a student from class.
2. An absence is recorded when the student is not in attendance on a regularly scheduled class or clinical experience day.

- a. An absence greater than 1 hour but **less than** 4 hours counts a 1/2 day absence.
 - b. An absence **equal or greater** than 4 hours or more counts as a full day absence.
 - c. A student who is late for the beginning of class or clinical experience or leaves early at the end of class or clinical experience will be recorded as tardy if it is less than 1 hour.
 - d. Three tardies will be counted as one day absence.
 - e. **Any class absences or tardies that total in excess of two (2) absences in one semester may be grounds for dismissal.**
 - f. **Any clinical absences or tardies that total in excess of two (2) absences in one semester may be grounds for dismissal.**
 - g. **No Call, No Show is unacceptable behavior and may be grounds for dismissal.**
3. Leave of absence is **not** given in the nursing program.
 4. The student **MUST** call their Instructor when illness or absence occurs in the classroom or clinical setting.
 5. The student **MUST** call their clinical Instructor or the facility if they will be tardy to the clinical site.
 6. A Physician's statement may be required for absences due to illness.

L. STUDENT WITHDRAWALS, REINSTATEMENTS, PROBATION, AND DISMISSALS

1. If the student is unable to complete the course or courses for which they have registered, it is the student's responsibility to withdraw from the course(s). The student will need to meet with the Nursing Director prior to withdrawal from the course(s). Failure to withdraw may result in a grade of F for the course(s).
2. Frank Phillips College reserves the right to request, at any time, the withdrawal or dismissal of any student whose health, conduct, personal qualities, or scholastic record indicate that it would be inadvisable for the student to continue in the program.
3. The Director of Vocational Nursing Program shall, at any time circumstances dictate such action, recommend administrative action regarding involuntary withdrawal of student from the program.
4. Appeal of any administrative action that has resulted in dismissal from the program must follow the proper appellate procedure.
 - a. An appeal must be filed with the vice president of Academic Affairs per catalog
5. Students who withdraw from any Nursing Program, as a result of failing grades in a nursing theory or clinical course, will have **ONE** opportunity for admission or

readmission to Frank Phillips College Vocational Nursing Program.

6. A student may repeat any nursing course one time only. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. Any withdrawal, drop, or unsatisfactory grade in a second nursing course will result in ineligibility to continue in the nursing program.
7. A student who repeats must do so within the **first year** following initial withdrawal, drop, or occurrence of an unsatisfactory grade. Students who do not return in the first year will need to retake all nursing classes.
8. Students who enter the program and withdraw, or are withdrawn must reapply for admission to the program.
9. Withdrawal from the program requires that the student to meet with the Director of Vocational Nursing and complete the withdrawal process. Failure to follow the procedure for withdrawal may affect future readmission to the program.
10. **Space will not be guaranteed for returning students.** Readmission to the Nursing Program is not automatic and will be based on HESI scores and available space. Returning nursing students will be ranked as an alternate until such time that space is available.

M. STUDENT DISMISSALS

The Director of Vocational Nursing and the Nursing Faculty shall constitute a committee to authorize the dismissal of a student who has shown evidence of inappropriate conduct while in the classroom or clinical area.

The student is granted the right to appeal to the Vice President of Academic Affairs only if proper lines of communication (Chain of Command) have been followed.

N. PROBATION, SUSPENSION, OR DISMISSAL

1. The Instructor counsels the student to make him/her aware of a problem, which exists.
2. Problems for which students may be placed on probation, suspension, or be dismissed without warning from the nursing program include but are not limited to the following:
 - a. Unsafe nursing practice,
 - b. Failing grades,
 - c. In excess of two (2) class absences in one semester,
 - & In excess of two (2) clinical absences in any one semester,

- e. Accumulation of greater than 30 points on the Nonperformance/Counseling Tool in one semester,
- f. Two unsatisfactory evaluations,
- g. One failing medication rotation evaluation,
- h. Failure to follow school or affiliating agencies policies and procedures, Cheating, Plagiarism, Breach of Confidentiality, Patient abuse, either verbal or physical, Other inappropriate conduct.

A student who has been dismissed, and all appeals are exhausted, for unprofessional conduct including unsafe nursing practice, cheating, plagiarism, patient abuse, verbal or physical will NOT be allowed to reenter the FPC Vocational Nursing Program.

O. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Please refer to the Frank Phillips College catalogue.

P. CONFIDENTIALITY AND ACCESS OF STUDENT RECORDS

Please refer to the Frank Phillips College catalogue.

Q. STUDENT CONFERENCES

Student conferences should be held monthly or more frequently if deemed necessary. There will be a complete set of records maintained on each student. It is during these conferences that the student will be told of his/her weak and strong points. All conferences held with students require a written record of the conference and a signature from both counselor and student.

R. SCHOLASTIC REQUIREMENTS

A minimum grade of C (70) must be maintained in each required academic course.

In order to continue in the nursing program, a grade average of 75 must be achieved to pass each Nursing course. Course grades lower than 75 will result in the student being dropped from the program. In order to be eligible to take the FINAL EXAM, the student must have an EXAM average of 74.45 or higher.

Nursing Grading Scale

A: 92-100

B: 83-91

C: 75-82

D: 60-74

F: Below 60

Methods of Evaluation: At the end of course, following the administration of the final exam, the grade will be obtained as follows:

Assignments 15%

Major exam grade 50%

Final exam grade 20%

HESI 15%

S. ACCIDENT OR INJURY TO THE STUDENT

If a student is injured while in the hospital, the instructor must be notified immediately. The injured student will be treated in the hospital's emergency room or taken to a private physician's office. A facility incident report must be completed in compliance with the facility policy. In addition, FPC incident report must also be completed. Copies of the FPC incident report must be submitted to the Director of Vocational Nursing, the Vice President for Business Affairs, and a copy is placed in the student's file. Students are responsible for any expenses incurred as a result of any injury or illness.

T. PATIENT CARE INCIDENT REPORT

Should a patient care incident occur involving a vocational nursing student, the student must notify the physician with the assistance of an instructor. A facility incident report must be completed in compliance with the facility policy. In addition, an FPC incident report must also be completed. Copies must be submitted to the Director of Vocational Nursing, the Vice President for Business Affairs, and a copy is placed in the student's file.

PROFESSIONAL RESPONSIBILITIES

A. PROFESSIONAL ETHICS

Students enrolled in nursing at Frank Phillips College should know the policies of Frank Phillips College and its affiliating agencies. If not in agreement with the standard of conduct expected, it would be in the best interest of the students and the Vocational Nursing Program if they do not continue as a nursing student.

B. CONDUCT

Each student will represent Frank Phillips College and the Vocational Nursing Program at all times; therefore, students are expected to conduct themselves in a manner that will reflect favorably on the College and the Vocational Nursing Program. Acceptable conduct is based on high moral standards, consideration for the rights of others, and proper self-respect.

C. COURTESY

Courteous behavior toward faculty, clients and patients, fellow students, physicians, and other personnel is expected of each student.

D. CONFIDENTIAL INFORMATION

According to HIPAA Regulations the student nurse should safeguard the patient's right to privacy by not disclosing information of a confidential nature. The nurse-patient relationship is built on trust; this could be destroyed and the patient's welfare and reputation jeopardized by the student nurse's injudicious disclosure of confidential information. In some cases, knowledge gained in confidence is relevant in planning patient care. Under these circumstances, the student should use judgment in disclosing patient information only with others who are directly involved in the care of the patient.

E. RESTRICTIONS ON DRESS

Uniforms are to be worn in the clinical area. Students may wear uniforms to and from the clinical area. Uniforms are to be worn only as part of a clinical assignment. Please refer to the uniform dress code for further information.

F. SMOKING

Students are requested to adhere to the smoking policies of the institution in which they are studying or on clinical assignment.

G. ALCOHOLIC/SUBSTANCE ABUSE

Intoxicating beverages in the hospital or on school premises are prohibited. Each student must sign and abide by the FPC Vocational Nursing Substance Abuse Policy.

H. NURSING MEDICATION NOTIFICATION POLICY

As a student in the Frank Phillips College Vocational Nursing Program I must give written notification to the Director of Nurses and the Nursing Instructor of any medication I am presently taking including dosage and frequency. Failure to inform the instructor may be grounds for disciplinary action, and/or dismissal from the program.

I. CODE OF STUDENT LIFE

All students will be subjected to the rules, regulations, policies, and procedures of Frank Phillips College and the Nursing Department. In addition, it should be known that, according to the Texas Board of Nursing, any person with a conviction of a crime will not be eligible to take the NCLEX-PN Examination until the facts are reviewed by the Texas Board of Nursing. Please refer to the Frank Phillips College catalog "Career Nursing Concept".

J. GENERAL CONDUCT

Students are expected to conduct themselves in a mature, well-mannered style. When on clinical units, nursing students are required to be easily identifiable by wearing their uniforms and name badge. Students are expected to be respectful of faculty, peers, staff and patients. Students' using profane language or inappropriate behavior may result in the student being asked to leave the classroom or clinical area and may cause disciplinary action.

K. HESI COMPREHENSIVE EXAM

In the later part of the program, the HESI Comprehensive Predictor will be given for evaluation. Please take the exam seriously as it can be a great help in preparing for the State Board Examination since it identifies area where review is needed. An instructor will give you

the evaluation report and counsel you regarding your individual strengths and weaknesses. This allows time for more study prior to taking the state board examination.

L. GRADUATION

Commencement ceremony will be several weeks before the school year ends. Attending the Commencement ceremony **is mandatory** for nursing students. At the Annual Honors Ceremony, the school pin and certificate will be awarded to those students who have completed the requirements of the program. Pins will be purchased through the Director of Nursing in Spring semester.

The State Board Examination is to be taken following completion of the school term (12 months). Application fees, transportation to and from the examination location, etc., will be at the student's expense. The Texas Board of Nursing strongly recommends that all graduates attend a State Board Review class before taking the examination.

n. ROUTINE CLINICAL POLICIES

- A. Students are not allowed to stay after their regular 8-hour shifts in the Fall Semester unless they have permission from the clinical instructor and have an approved preceptor available.
- B. Students are not allowed to stay after their regular 10-hour shifts in the Spring Semester without permission from the clinical Instructor and have an approved preceptor available.
- C. In case of emergencies, a substitute faculty member will be sent to the clinical facility. If no faculty member is available, the clinical day may be cancelled and the students assigned to a clinical make-up day.

HI. ROUTINE CLINICAL POLICIES

- A. The clinical instructor will make student assignments with the assistance of the clinical facility nursing staff.
- B. Reporting On and Off Duty
 - 1) It is your responsibility to report to your assigned unit on time. Tardiness will be grounds for dismissal from the program
 - 2) Report to work on time and in complete uniform.
 - 3) In the Operating Room, Recovery Room, Labor/Delivery, and Nursery, you should report on duty early enough to change from uniform to the appropriate dress required in these areas to enable you to be on time for shift report.
- C. Calling-in Procedure (Clinical)
 - 1) Report promptly by telephone to your clinical instructor **each** day absent, ill, or if you expect to be tardy.
 - 2) If unable to contact your clinical instructor you **must** call the facility/department to which you are assigned
 - a. State your name, title, and clinical hours scheduled.
 - b. Obtain the name of the person to whom you report.

- c. Day shift: you must call the night supervisor and clinical instructor before 6 a.m.

3) No Call, No Show may be grounds for dismissal.

- 4) Keep your instructor informed of your condition by telephoning **daily** unless prior arrangements have been made, indicating the duration of illness or absence.

POLICIES FOR ILLNESS AND ACCIDENTS ON DUTY

A. Illness on Duty

1. Students who become ill on duty are to notify the instructor.
2. If illness is acute, the instructor will help make arrangements for the student to either go home, to the ER, or to see his/her physician.
3. Students are not to contact the doctor personally in the hospital.

B. Accidents or Injury on Duty

1. In the event of accident or injury on duty, contact your instructor immediately, who will follow procedures as set out in the policy manual.
2. Accident or incident reports must be completed for any injuries incurred on hospital property.
3. Neither the college nor the hospital has hospitalization insurance coverage for students, **nor will they be responsible** for any injury to the student. You are encouraged to carry your own health care insurance.
4. Report off duty to your team leader

C. Absence and Request for Physician Statement

1. Absence due to illness or injury may require a physician's statement of physical disability. This also includes an illness in the family.

V. POLICIES FOR BREAKS, MEAL TIME, & LEAVING THE UNIT

A. Breaks

1. You may be given 15 minutes for a break in the morning and one in the afternoon.
2. You may be given 30 minutes for a lunch break.
3. Check with your team leader before leaving the unit.
4. Do not abuse this privilege or take more than 15 minutes.
5. Organize your work to allow for this break.
6. Eating or drinking on the unit is not permitted.
7. Smoking will occur only during 15-minute breaks. **Smokers will not take more than the 2 allowed breaks.**

B. Meal Time

1. A 30-minute mealtime is allotted. Check with the instructor, nursing staff or on the unit assignment sheet for mealtime schedule.
2. The instructor must be notified before a student is allowed to leave the facility

C. Leaving the Unit

1. Students leaving the unit must check with the instructor, nursing staff or on the unit assignment sheet for mealtime schedule.
2. It is your responsibility to make your whereabouts known at all times.
3. Students may not visit other units while on duty.

VI. CLINICAL SCHEDULES

A. Clinical Schedules

1. Schedules are completed and each student will receive a copy of his/her schedule.
2. Your instructor will place a copy of the schedule in a designated area.
3. Please check the schedule daily to avoid an error in your assignment.
4. After schedules have been posted, no changes will be made except in emergency situations.
5. The nursing director reserves the right to change a student's clinical site.

VII. TELEPHONE ON THE UNIT

- A. You **are not permitted** to use the telephone on the unit for personal calls either incoming or outgoing. All outside calls must be channeled through your instructor.
- B. Never use the telephone on the unit during a hospital emergency situation.
- C. If you are alone in the nurse's station and telephone rings and you are allowed by facility policy it is your responsibility to answer the telephone immediately. Be courteous at all times when answering the telephone. Use the standard procedure, i.e. "4B, Miss Jones, Student Vocational Nurse. Refer the matter to someone who can answer the request when you are unable to do so.
- D. **NEVER** take physician's orders, laboratory reports, or orders for pre-operative medication (pre-op). Always say, "I will get the appropriate nurse."

VIII. POLICES FOR EVALUATIONS

- A. Students will be evaluated on their performance in clinical areas.
- B. Individual counseling will follow the evaluation.
- C. A failing evaluation on your medication rotation will be grounds for immediate dismissal.
- D. When continuous and repeated instructions must be given a student or when the student cannot function adequately after two weeks on the unit. This student must be carefully evaluated. Continuance in the program will be considered not only for the good of the

student, but for the safety of the patient. When a student's progress is questionable, he/she becomes an ineffective member of the nursing team creating problems for all concerned, they may be asked to withdraw from the program.

DC. FINAL GRADES FOR CLINICAL AREAS

- A The student must have a passing evaluation to continue.
- B. All assigned paperwork must be completed satisfactorily.
- C. The student must have a passing medication rotation evaluation.
- D. Your instructor will give your final evaluation for the clinical area. See the semester clinical evaluation forms for more information.

W. POLICIES FOR ADMINISTRATION OF MEDICATIONS

- A The nursing student
- B. The instructor, medication nurse, or charge nurse must check all medications before the student will be allowed to administer the medication. Your instructor will assist during the medication rotation and will stay very close throughout this experience.
- C. Students may not administer any anticoagulants (Coumadin, Heparin, Lovenox, etc.) without supervision of a licensed nurse.
- D. Students may only administer pediatric or Z tract injections under the direct supervision of an instructor or an RN.
- E. The instructor will make evaluation of the student in this area. A failing evaluation in the medication rotation will result in immediate dismissal from the nursing program. Subsequently, the student will receive an F in Clinical Level II.

XI IV THERAPY POLICY

SUBJECT: Student participation in IV Therapy.

POLICY: In order to improve marketable skills, IV therapy skills are included in the vocational nursing curriculum. IV therapy skills include principles and techniques of insertion of peripheral intravenous catheters, and the administration of fluids and medications via the intravenous route. Knowledge and skills related to maintaining patency and performing dressing changes of central line intravenous catheters is also included.

STATEMENT OF POLICY:

1. It shall be the policy of the vocational nursing program to include IV therapy skills in the vocational nursing curriculum. All nursing actions related to peripheral and/or central intravenous lines, as well as IV administration of medications, must be completed in accordance with the orders of the prescribing practitioner, as well as written policies and procedures of the clinical facility.
 - A. IV therapy skill performance must be done under the direct supervision of the clinical instructor until the Student Vocational Nurse has achieved a successful first attempt.

- B. After achieving a successful first attempt, the Student Vocational Nurse is allowed to perform IV therapy skills under the direct supervision of a licensed staff nurse.
- C. The Student Vocational Nurse may administer IV push medications only under the direct supervision of a licensed nurse in accordance with facility policy.
- D. The Student Vocational Nurse shall not perform IV therapy skills on a pediatric patient.
- E. The student vocational nurse shall not administer blood or blood products.
- F. The Student Vocational Nurse shall not manage or administer medications via an epidural or intrathecal catheter.
- G. The Student Vocational Nurse shall not manage Patient Controlled Analgesia (PCA).
- H. The Student Vocational Nurse shall not administer conscious sedation.

2. IV therapy skills include but are not limited to:

- A. Knowing the rationale for and effects of medications and treatments and correctly administer the same.
- B. Accurately and completely report and document:
 - a. Client status
 - b. Nursing care rendered
 - c. Physician, dentist, or podiatrist orders
 - d. Administration of medications and treatments
 - e. Client response
- C. Techniques for insertion of peripheral intravenous catheters.
- D. Techniques for maintaining patency of peripheral intravenous catheters.
- E. Techniques for performing dressing changes.
- F. Obtaining instruction and supervision as necessary when implementing nursing procedures or practices.
- G. Make a responsible effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations.
- H. Be responsible for one's own continuing competence in nursing practice and individual professional growth.

3. IV Medications

- A. The ability of the Student Vocational Nurse to administer specific IV fluids or drugs, to prepare and/or administer IV "piggy-back" or IV "push" medications, or to monitor and titrate "IV drip" medications of any kind is up to the facility policy.

XII. UNIFORM DRESS CODE/GENERAL APPEARANCE

Students may be sent home by the instructor for inappropriate appearance, hygiene, or failure to project a professional image. As a result the student may be counted absent per attendance policy.

- A. Royal Blue scrubs bottoms and white scrub top with the school insignia on the upper left sleeve are the accepted FPC student uniform.
- B. Uniforms may be worn only on the days scheduled for clinical experiences or when requested to do so by nursing instructors.
- C. A blue scrub jacket with the school insignia on the upper left sleeve may be worn over the uniform provided the jacket covers the hem of the scrub top.

- D. Student's hair should be neatly arranged, and appropriately styled. No bright colored ornaments or ribbons shall be in the hair. Beards, goatees, and mustaches are permissible while in uniform if kept neatly trimmed and clean. Side burns are to be neat, straight, and trimmed. Hair should be above the uniform collar.
- E. Brightly colored ornaments/pins are not appropriate for the uniform.
- F. Frank Phillips College SVN Picture Id badge is to be worn on the left upper side of the uniform at all times.
- G. Duty shoes - white leather nursing shoes or athletic shoes with minimal insignia(no cloth tennis shoes, mules, or sandals)
- H. Plain white hose, plain white crew socks, or plain royal blue crew socks are to be worn while wearing the student uniform.
- I. The only jewelry to be worn with the uniform are:
 - a. Watch with a second hand
 - b. One ring
 - c. One pair of small stud earrings may be worn in the ear lobes only. No other earrings are permitted.
 - d. Other bodies piercing such as tongue, eyebrows, or nose-rings, are not permitted.
 - e. Other body jewelry that may be visible to the public is also prohibited.
- J. Nails are to be well manicured and short in length, 1/8" beyond fingertip. Light colored nail polish is acceptable but must be neutral colors only. **Artificial nails or enhancements are not allowed.**
- K. Appropriate general hygiene measures should be followed. This includes daily bathing/showering and use of an effective deodorant/antiperspirant.
- L. No fragrances (cologne, after shave, perfume) should be worn in the clinical setting.
- M. Use only minimal amounts of becoming make-up.
- N. Avoid having halitosis by keeping mouth and teeth clean. Use breath mints or breath fresheners after smoking (most facilities no longer allow smoking on the premises).

FRANK PHILLIPS COLLEGE VOCATIONAL NURSING
SUBSTANCE ABUSE POLICY

SUBJECT: Substance Abuse Policy

POLICY: Frank Phillips College Vocational Nursing Department has a vital interest in maintaining a safe and healthy clinical area and learning environment. This policy is for the protection of patients, students and faculty.

STATEMENT OF POLICY:

1. It shall be the policy of the department to prohibit any of the following while attending classroom and clinical experience:
 - I. The possession, manufacturing, dispensing, use or sale of illegal substances or alcoholic beverages.
 - J. The possession, manufacturing, dispensing, use or sale of paraphernalia, which are used to consume or make illegal drugs.
 - K. Reporting to the classroom or clinical setting while under the influence of illegal substances or alcoholic beverages.
 - L. Reporting to the classroom or clinical setting while under the influence of other drugs including prescription or over-the-counter drugs, when there is any possibility that such may impair the students ability to safely perform his/her duties and responsibilities, or may adversely affect his/her safety or that of patients or other students/faculty.
2. Drugs include alcoholic beverages, inhalants, illegal drugs, and prescription drugs; unless prescribed drugs are taken as directed by the students physician.
3. Drugs
 - A. Illegal drugs include any drug which:
 - a. Is not legally obtainable
 - b. May be legally obtainable but is not legally obtained
 - c. Is being used in a manner or for a purpose other than prescribed
4. A drug testing means any test administered to determine the presence or absence of a drug or a drug metabolite in a persons urine or blood.

TESTING OF STUDENTS:

1. The Frank Phillips College Nursing Department and all affiliating hospitals reserves the right to perform drug testing of students under the following conditions:
 - A. When there is a reasonable suspicion that a student is under the influence of any drugs or alcohol. "Reasonable suspicion," is satisfied when the student:
 1. Is observed using alcohol or drugs while on the job.
 2. Is in an apparent state of physical impairment.

3. Is in an incoherent mental state.
 4. Exhibits marked changes in personal behavior that are otherwise unexplainable.
 5. Exhibits deteriorating student performance that is not attributable to other factors.
- B. When a student is found in possession of alcohol, drugs or drugs paraphernalia in violation of this policy, or when such alcohol, drugs or paraphernalia are found in an area controlled by the student, (e.g., student's locker or desk).
- C. Following an accident or other action whose nature indicates possible impairment of ability of judgment reasonably believed to have been caused by alcohol or drugs.
- D. As part of a screening examination of all vocational nursing students to who have been accepted. All students will be informed that such testing is a condition of Frank Phillips College Vocational Nursing Department.
- E. As part of any periodic medical examinations required or provided.
2. The college will under no circumstances perform a drug test on a student without first obtaining the student's signed consent. Signed consent will also be obtained for the release of the test results. Should a student refuse to submit to a drug test or authorize release of the test results, the student shall be informed that such refusal constitutes grounds for disciplinary action, which may include termination of student nurse status. The consent form will be designed to allow the student or applicant to indicate any type of medication they might be on, or otherwise provide information that might be relevant to the reliability of the test.
 3. Drug tests that are performed on a student will be performed utilizing the services of the hospital laboratory.

CONSEQUENCES OF A POSITIVE TEST RESULT:

Should a student have a test result confirmed positive which indicates the presence of drugs or alcohol, the following consequences may result in termination in status as a Vocational Nursing Student.

OTHER PROVISIONS:

1. Any student taking a drug or any other medication, whether or not prescribed by the students physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform clinical assignments in a safe and productive manner, must notify his/her instructor prior to starting clinical or clinical rotation. The instructor will decide if the student can remain at clinical site and what restrictions, if any, are deemed necessary. Any student violating this requirement will be subject to disciplinary action, which may include termination of Student Vocational Nurse status.

2. The college reserves the right to perform searches and inspections of students and their personal effects for the purpose of determining whether any employee is in possession of alcohol, drugs or controlled substances at the classroom or clinical setting.

DRUG-FREE WORKPLACE ACT PROVISIONS:

The Vocational Nursing Department includes drug-free awareness education to inform students about the dangers of drug abuse in the workplace via the college curriculum. The hospital's policy is of maintaining a drug-free environment, and in information provided in orientation. Penalties that may be imposed upon students for drug abuse violations occurring in the classroom or clinical settings.

**Frank Phillips College Office of
Vocational Nursing Department**

1301 W. Roosevelt P.O. Box 5118 Borger, TX 79008

◆ 806-457-4200 745 & 746

◆ www.fpctx.edu ◆

**Frank Phillips College Vocational Nursing Program
Policy Statement**

Students must **initial** each line to indicate agreement with the policy.

I have read and understand the Frank Phillips College Vocational Nursing Student Policies.

_____ I understand that I must submit to a pre-acceptance background check. I also understand that the results of the background check will be used to determine eligibility for acceptance into the Vocational Nursing Program.

_____ I understand that I must complete all courses as set out in the Vocational Nursing Degree Plan. I understand that any grade below 75 in any nursing course is considered a failing grade and a grade below 70 in any academic course is considered a failing grade and that I will not be allowed to continue in the Vocational Nursing Program.

_____ I understand a student who has been dismissed for unprofessional conduct including but not limited to unsafe nursing practice, cheating, plagiarism, patient abuse (verbal or physical), breach of confidentiality, or inappropriate behavior will not be allowed to re-enter the FPC Vocational Nursing Program.

_____ I understand that three tardies will count as one full day absence. Arriving less than 1 hour late or leaving less than one hour early will count as a tardy. Absence of one hour up to less than four hours will be counted as a half-day absence. Absence equal to four hours or more will be counted as one full day absence. Any clinical absences in excess of two absences or any class absences in excess of two absences in one semester will be grounds for dismissal. Any no call, no show may be grounds for dismissal.

_____ I understand that failure to agree to, or abide by any of the Frank Phillips College Student Vocational Nursing Policies may be grounds for dismissal.

_____ I understand the investigation process for licensure by the Texas Board of Nursing for applicants with felony or misdemeanor convictions, applicants with a history of mental disorders, and applicants who are/have been addicted or treated for the use of alcohol or any other drug.

_____ I understand that all Frank Phillips College Vocational Nursing Students are required to print out a copy of and read the Vocational Nursing Student Policy Manual. Nursing Students are held accountable for knowing and understanding the information in the manual. By signing this statement, I understand that I am responsible for ALL the information in the Nursing Student Policy Manual.

_____ I understand nurses work in conditions, which may place them at risk for exposure to physical harm and to communicable diseases (including HTV, the virus that causes AIDS, and hepatitis). Every effort is made to protect FPC nursing students from harm. All nursing students are responsible for employing the safety measures available to them.

AGREEMENT FOR COMPLETING FORMS

_____ **I understand that it is my responsibility as an accepted student of the Frank Phillips Vocational Nursing Program to meet all deadlines for required forms** including but not limited to current CPR card, transcripts, policy statements, physical examination, TB test results, and completed immunization forms. Failure to comply with and meet all deadlines will result in my immediate dismissal from the Frank Phillips College Vocational Nursing Program. No exceptions will be made.

SUBSTANCE ABUSE POLICY AGREEMENT

_____ I have obtained a copy of the Substance Abuse Policy. I have familiarized myself with the information presented and understand that it constitutes part of the Frank Phillips College Vocational Nursing Student Policies that I am governed by. I acknowledge my agreement and willingness to cooperate in the implementation of the procedures included in the policy. I also understand and agree to abide by the Frank Phillips College Alcohol Abuse and Drug Policy.

NON-INVASIVE PROCEDURES

Release of liability regarding practice of non-invasive procedures:

_____ I understand that the nursing profession is a hands-on career and I will be touching and be touched by instructors, other students, staff, and patients both male and female.

_____ I understand that I will be required to perform non-invasive procedures on instructors or other students. I understand that instructors or other students will be required to perform noninvasive procedures on me. Non-invasive procedures will include but are not limited to: positioning and lifting, bathing, taking vital signs, applying abdominal and other binders, bandaging, and identification of injection sites.

_____ I willingly consent to this practice and release Frank Phillips College, the Vocational Nursing Department, the administration, and faculty from any liability in regard to this practice among instructors, students, and staff in the classroom and clinical laboratory or as part of the clinical experience.

AGREEMENT REGARDING INVASIVE PROCEDURES

I agree that I will not perform invasive procedures on fellow students. Invasive procedures include but are not limited to starting IVs or giving injections.

IV THERAPY POLICY

_____ I acknowledge that I have obtained a copy of the Frank Phillips College Vocational Nursing Program, IV Therapy Policy I have read and understand the policy and agree to follow the guidelines of the policy as well as the policies of the facility in which I practice. Furthermore, I understand that failure to abide by the IV policies of both Frank Phillips College Vocational Nursing Program and the facility in which I practice shall result in disciplinary action that may include immediate termination from the Vocational Nursing Program.

MEDICATION NOTIFICATION

_____ I have read and understand the Nursing Medication Notification Policy. I understand I must provide written notification to my instructor of any medication I am presently taking. I further understand that I must provide written notification of any other medications taken throughout the remainder of the program. Failure to inform the instructor will be grounds of disciplinary action, and/or dismissal from the program.

PLAGIARISM AND CHEATING

_____ The imposition of penalties in case of cheating, including plagiarism, shall be within the discretion of the instructor or Director of Nursing of Frank Phillips College. Plagiarism is a form of intellectual dishonesty and a breach of scholarship by presenting the ideas and phrases of another as one's own without giving credit or proper documentation of sources. Names of students involved in cheating, including plagiarism, and the penalties assessed by the instructor and/or Director, will be placed on record with the Director of Vocational Nursing and the Vice President. Any evidence that the work presented in this program is actually the work of another person who has assumed the student's identity for the purpose of completing the course assignments will result in automatic failure of the course and potential dismissal from the program. Licensed Vocational Nurses are reminded that scholastic dishonesty is a reflection of professional character. Issues pertaining to professional character may be reportable to the Texas Board of Nursing.

Revised 1/24/2017

Frank Phillips College
Office of Vocational Nursing Department
1301 W. Roosevelt ♦P.O. Box 5118 Borger, TX 79008
♦ 806-457-4200 745 & 746 ♦
♦WWW.FPCTX.EDU

FRANK PHILLIPS COLLEGE
VOCATIONAL NURSING
CONFIDENTIALITY STATEMENT

I understand and agree that in performance of my duties as a Frank Phillips College Vocational Nursing Student. I must hold medical information in confidence as required by HIPAA regulations.

I understand that information provided via the computer network or found in medical records is confidential and that my access to certain information is based on my need to know and responsibilities as a Student Vocational Nurse.

Furthermore. I understand that intentional or involuntary violation of the Vocational Nursing Confidentiality Policy shall result in disciplinary action that may include immediate termination from the Vocational Nursing Program.

I understand I may never leave a clinical facility with any document with any patient name. Failure to comply with this rule is grounds for immediate dismissal.

STUDENTS SIGNATURE

DATE

DIRECTOR OF NURSING

DATE
