

FRANK PHILLIPS COLLEGE
VOCATIONLA NURSING PROGRAM
STUDENT POLICY MANUAL

Mission Statement

Frank Phillips College is a comprehensive two-year, community-based educational organization committed to providing high-quality learning experiences and services.

Accreditation

Frank Phillips College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Frank Phillips College.

Revised 1/22/2019

PREFACE

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.

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.

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@fpctx.edu and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fpctx.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@fpctx.edu.

GENERAL POLICIES

ADMISSION POLICY

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 (BON) now requires students to be Board approved before beginning clinicals in 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 BON approval can be obtained before October 1st. Failure to receive BON approval by October 1st will result in immediate withdrawal from the Frank Phillips Vocational Nursing Program.
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 be mailed or electronically submitted to Nursing Department directly. One letter should be 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. Any applicant currently being treated for any physical or mental health condition must have the examination completed by the health care provider treating said condition. 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 grade 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 nursing courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content comparable to FPC course. In addition, the student will be expected to pass the HESI specialty exam for each course being transferred.

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

Nursing Application

BNE Questionnaire

High school transcript or GED scores (on file in Records Office)

College entrance exam scores

HESI Test Scores

Copy of all college transcripts

Background Verification results

Two letters of reference

Immunization Record and TB test/Chest X-ray

Signed Policy and Confidentiality Statement

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

14. 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.

COMMUNICATIONS POLICY

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.

SCHEDULE OF TRAINING PERIOD CLASSES AND CLINICAL EXPERIENCE POLICY

1. The total length of the program is 12 months or 53 weeks.
2. During the 53 weeks of training, the clinical and theory hours will not exceed 40 hours per week.
3. Each student is assigned two days off each week from clinical experience, classes and conferences.
4. The student will have thirty minutes for lunch daily.
5. Theory courses will meet from 8:00 a.m. to 4:30 p.m.
6. Clinical experience will be scheduled between the hours of 6:30 a.m. and 5 p.m. as a general rule.

RESEARCH POLICY

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

1. Students are required to include research in their Major Care Plan for each Clinical course.
2. Students may be required to research topics for Theory courses at the instructor's discretion.

ROOM AND BOARD POLICY

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 are open during the summer.

HOLIDAYS AND VACATION DAYS POLICY

Holiday and vacation days will be observed according to the Frank Phillips College Academic calendar.

Nursing students will not be required to attend class or clinical experiences on scheduled

Holiday and Vacation days.

PRINTED MATERIALS POLICY

It is the responsibility of the student to be prepared for class with copies of materials needed.

1. The instructor will post all materials that are needed for class no later than 5 p.m. the business day before class.
2. Materials posted after 5 p.m. the business day before class meets will be copied by the instructor to hand out in class.
3. Students are NOT allowed to use the copier in the nursing department or charge copies made in other departments to nursing.
4. Students are NOT allowed to use the copier at a clinical site for personal use.

ATTENDANCE POLICY

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 half 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.
3. Leave of absence is not given in the nursing program.
4. The classroom is a place for structured learning. Children will not be permitted in the classroom. If your child is sick it is your responsibility to make appropriate arrangements.

5. The student MUST call their Instructor when illness or absence occurs in the classroom or clinical setting. No Call, No Show is unacceptable behavior and may be grounds for dismissal.

6. The student MUST call their clinical Instructor and the facility if they will be tardy to the clinical site. No Call, No Show is unacceptable behavior and may be grounds for dismissal.

7. A Physician's statement may be required for absences due to illness.

STUDENT WITHDRAWALS, REINSTATEMENTS, PROBATION, AND DISMISSALS POLICY

WITHDRAWALS

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. Students who enter the program and withdraw, or are withdrawn must reapply for admission to the program.

READMISSION

1. Students who withdraw from ANY Nursing Program, as a result of a failing grade in a nursing theory or clinical course, will have ONE opportunity for admission or readmission to Frank Phillips College Vocational Nursing Program.
2. 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.
3. Space will not be guaranteed for returning students. Readmission to the Nursing Program is not automatic and will be based on HESI Admission scores and available space.

PROBATION

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,
&/or In excess of two (2) clinical absences in any one semester.
 - d. Accumulation of greater than 30 points on the Nonperformance/Counseling Tool in one semester,
 - e. Two unsatisfactory evaluations,
 - f. One failing medication rotation evaluation,
 - g. Failure to follow school or affiliating agencies policies and procedures including Cheating, Plagiarism, Breach of Confidentiality, Patient abuse, either verbal or physical, Other inappropriate conduct.

DISMISSALS

1. 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.

2. The Director of Vocational Nursing Program shall, at any time circumstances dictate such action, recommend administrative action regarding dismissal of a student from the program.
3. Appeal of any administrative action that has resulted in dismissal from the program must follow the proper appellate procedure.
4. An appeal must be filed with the vice president of Academic Affairs per catalog.
5. 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), breach of confidentiality, or inappropriate behavior will NOT be allowed to reenter the FPC Vocational Nursing Program.

CODE OF STUDENT LIFE POLICY

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".

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.

Substance Abuse Policy

1. It shall be the policy of the department to prohibit any of the following while attending classroom and clinical experience:
 - a. The possession, manufacturing, dispensing, use or sale of illegal substances or alcoholic beverages.
 - b. The possession, manufacturing, dispensing, use or sale of paraphernalia, which are used to consume or make illegal drugs.
 - c. Reporting to the classroom or clinical setting while under the influence of illegal substances or alcoholic beverages.
 - d. 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:
 1. Is not legally obtainable

2. May be legally obtainable but is not legally obtained
 3. Is being used in a manner or for a purpose other than prescribed
4. A drug test means any test administered to determine the presence or absence of a drug or a drug metabolite in a person's urine or blood.
- a. The Frank Phillips College Nursing Department and all affiliating hospitals reserves the right to perform drug testing of students under the following conditions:
 1. 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:
 - a. Is observed using alcohol or drugs while on the job.
 - b. Is in an apparent state of physical impairment.
 - c. Is in an incoherent mental state.
 - d. Exhibits marked changes in personal behavior that are otherwise unexplainable.
 - e. Exhibits deteriorating student performance that is not attributable to other factors.
 2. 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).
 3. 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.

4. 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.
5. As part of any periodic medical examinations required or provided.
6. The college will under no circumstances perform a drug test on a student without first obtaining the student's signed consent.
7. Signed consent will also be obtained for the release of the test results.
8. 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 dismissal from the program.
9. 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.
10. 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 student's 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.

3. 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 for maintaining a drug-free environment, and in information provided in

orientation. Penalties may be imposed upon students for drug abuse violations occurring in the classroom or clinical settings.

GRADUATION AND PINNING POLICY

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 the Spring semester.

NCLEX-PN TESTING POLICY

The State Board Examination (NCLEX) 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.

PLAGIARISM AND CHEATING POLICY

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.

CLASSROOM POLICIES

SCHOLASTIC REQUIREMENTS POLICY

A minimum grade of C (70) must be maintained in each pre-requisite 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 75 or higher.

Nursing Grading Scale

A: 92-100

B: 83-91

C: 75-82

D: 60-74

F: Below 60

HESI POLICY

1. Statistics show that Standardized testing is a very good indicator of successful completion of the NCLEX. Frank Phillips Vocational Nursing School will utilize standardized examinations as three separate assessment tools.

- A. An assessment tool for potential or enrolled students providing
 - 1. Data serving as one component of the admission criteria
 - 2. A gauge of students' strengths and weaknesses (for remediation purposes)
 - 3. An indicator of the need for early remediation for students experiencing difficulties to assist in their success in the program and
 - 4. A comprehensive predictor for performance on the NCLEX examination.

- B. An assessment tool of the program's effectiveness providing:
 - 1. Trend data on cohort performance;
 - 2. National comparison of student performance;
 - 3. Valid and reliable feedback of student knowledge in "standardized content areas;"
 - 4. Data to monitor the effectiveness of specific course, level, and program curriculum revisions;
 - 5. An assessment measure of effectiveness of course content delivery; and
 - 6. An evaluation of curriculum content for revision purposes.

C. An Assistive tool to familiarize students with computerized testing.

2. Standardized Exams will be placed across the curriculum with planned remediation as indicated.

3. The standardized exams will be tools used to assist in the identification of student strengths and weaknesses but will not be a replacement for the evaluation of the student progress in meeting specific program objectives.

4. Standardized Exams will be placed at appropriate points consistent with didactic content and clinical learning experiences and used along with multiple evaluation criteria.

5. Evidence indicates that a remediation plan for nursing students is helpful in promoting success on the NCLEX examination, therefore, Standardized examinations will be utilized as an indicator of the need for remediation and it is recognized that this is only one strategy to assist nursing students in successful preparation for licensure.

PROCEDURE:

1. Standardized Exams will be strategically placed across the curriculum appropriate with didactic content and clinical learning experiences.

2. The Bench mark passing scores on these exams will be 850 on Specialty or Course Exams and 900 on the Exit Exams.

3. If a student fails 2 of the Specialty Exams with a score of <850 they will be required to meet with the Director and discuss a plan for improvement which may include remediation, one on one work with an instructor or extra work. The plan will be decided upon by the Director and the student and a contract will be signed.

4. If the Student fails 4 of the Specialty exams with a score of <850 the student will go on automatic probation and face possible suspension with the next Standardized Exam failure. This will be decided by the Director of the Program at that time.

5. If the Student fails 5 of the Specialty exams with a score <850 the director will average the students conversion scores for the Specialty Exams. If the conversion score average is below a 72 and it is impossible for the average to be raised to a 72 with future Specialty exams the student will be suspended from the program.

6. This Policy and Procedure will be read by the student and verbally explained during the First Day of class and each student will be expected to acknowledge understanding of said policy and procedure with their signature.

7. This policy will not take the place of the course Testing Policy but will be in addition to this as well as other evaluation tools in deciding whether or not the student will remain in the program.

REMEDIATION POLICY

COURSE REMEDIATION

Group and individual remediation will be offered to all students and will be **REQUIRED** for students scoring less than 75 on exams 1st semester. 2nd semester remediation will be offered at the student's **REQUEST** by making an appointment with the instructor.

HESI REMEDIATION

Following HESI Specialty and Exit Exams, students are required to remediate and the remediation requirements are dependent on each individual student's HESI score for each exam. HESI exam scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students with lower HESI scores require more intense remediation.

HESI SPECIALY EXAM

1. A HESI specialty exam will be given at the end of all courses (except Med/Surg I). This is a comprehensive exam covering the material in that course and is used to predict the student's performance in the HESI PN Exit exam.
2. Students are expected to score a 900 on each of these specialty exams.
3. If a score of 900 is not met, the student will receive a Remediation Plan and Contract from there clinical instructor.

4. The student must complete the specified remediation in the contract within the time designated.
5. Remediation activities will be selected by the student from their HESI exam student report. This will allow each student to individualize their remediation to meet their personal needs.
6. Students MUST complete the work on their own and sharing of information or working with other students is considered academic dishonesty and can lead to student dismissal.
7. Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. **This should be done in the Nursing Computer lab or nursing classroom.** Time spent in remediation content is monitored and students can break up the required remediation hours into multiple sessions

HESI EXIT EXAM

8. Students who do not achieve a 900 score in the Exit Exam will receive a Remediation Plan and Contract from Ms. Bethany.
9. Topics of Remediation will be selected from the students HESI Exit exam student report.
10. Students will not be eligible for admission into another HESI EXIT Exam unless they have completed the contract and the specified remediation activities. Students have approximately four days complete these remediation requirements, and submit the completed contract, depending on the date of the following HESI exam.
11. HESI Case Studies that were not used in class assignments can be used for remediation.

STUDENT REMEDIATION PLAN GUIDELINES:

1. HESI Score of 800-900
 - A. Complete online remediation provided in HESI Student Access specific to the Exam.
A minimum of 4 hours of study is required.
2. HESI Score of 750-799
 - A. Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of 5 hours of study is required.
 - B. Complete the designated HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score.
3. HESI Score of 700-749
 - A. Complete online remediation provided in HESI Student Access specific to the Exam.
A minimum of 6 hours of study is required.
 - B. Complete the designated HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score.
4. HESI Score 699 or below
 - A. Complete online remediation provided in HESI Student Access specific to the Exam.
A minimum of 6 hours of study is required.
 - B. Complete 2 HESI Case Studies in content areas of weakness based on your HESI Exam Student Report and complete with 80% score.

NCLEX-PN REVIEW POLICY

NCLEX-PN review will be provided as part of the FPC nursing program.

All students will be required to complete the review.

AFFIDAVIT OF GRADUATION POLICY

The student's Affidavit of Graduation (AOG) will be released after:

1. The student has successfully completed all Nursing Theory and Clinical courses.
2. The student has achieved an average of 72 or above on the HESI Specialty/Exit Exams
3. The student has completed the NCLEX-PN Review
4. The student has completed all remediation deemed necessary by the director

CLINICAL POLICIES

ACCIDENT OR INJURY TO THE STUDENT POLICY

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.

PATIENT CARE INCIDENT REPORT POLICY

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 POLICY

1. 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.

2. 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. 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.

3. COURTESY

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

4. SMOKING

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

5. 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.

CLINICAL ATTENDANCE POLICY

1. Students are not allowed to stay after their regular 8-hour shifts unless they have permission from the clinical instructor and have an approved preceptor available.

2. 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.

3. The clinical instructor will make student assignments with the assistance of the clinical facility nursing staff.

4. Reporting On and Off Duty

- a. It is your responsibility to report to your assigned unit on time. Tardiness will be grounds for dismissal from the program
- b. Report to work on time and in complete uniform.
- c. 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.

5. Calling-in Procedure (Clinical)

- a. Report promptly by telephone to your clinical instructor each day absent, ill, or if you expect to be tardy.
- b. If unable to contact your clinical instructor you must call the facility/department to

which you are assigned

1. State your name, title, and clinical hours scheduled.
2. Obtain the name of the person to whom you report.
3. Day shift: you must call the night supervisor and clinical instructor before 6 a.m.

c. No Call, No Show may be grounds for dismissal.

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

ILLNESS AND ACCIDENTS ON DUTY POLICY

1. Illness on Duty

- a. Students who become ill on duty are to notify the instructor.
- b. 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.
- c. Students are not to contact the doctor personally in the hospital.

2. Accidents or Injury on Duty

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

- a. In the event of accident or injury on duty, contact your instructor immediately, who will follow procedures as set out in the policy manual.
- b. Accident or incident reports must be completed for any injuries incurred on hospital property.
- c. 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.
- d. Report off duty to your team leader

3. Absence and Request for Physician Statement

Absence due to illness or injury may require a physician's statement of physical disability. This

also includes an illness in the family.

BREAKS, MEAL TIME, & LEAVING THE UNIT POLICY

1. Breaks

- a. You will be given 15 minutes for a break in the morning.
- b. Check with your team leader before leaving the unit.
- c. Do not abuse this privilege or take more than 15 minutes.
- d. Organize your work to allow for this break.
- e. Eating or drinking on the unit is not permitted.
- f. Smoking will occur only during 15-minute breaks and Meal Break.

2. Meal Time

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

3. Leaving the Unit

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

CLINICAL SCHEDULES POLICY

1. Clinical Schedules

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

TELEPHONE ON THE UNIT POLICY

1. 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.
2. Never use the telephone on the unit during a hospital emergency situation.
3. 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.
4. NEVER take physician's orders, laboratory reports, or orders for pre-operative medication (pre-op). Always say, "I will get the appropriate nurse."

STUDENT CLINICAL EVALUATION POLICY

1. Students will be evaluated on their performance in clinical areas monthly.
2. Individual counseling will follow the evaluation.
3. The student's ability to complete a Health Assessment will be evaluated at four times during the year. The passing standard will be raised on each Health Assessment Evaluation as follows:

Skills- 75

Level 1- 80

Level 2- 85

Level 3- 90
4. The student who fails to meet the acceptable standard on the Medication practicum, Medication Rotation and each of the Health Assessment Evaluations will be given one opportunity to retest. Failure to meet the acceptable standard will result in immediate dismissal from the program.
5. When continuous and repeated instructions must be given a student or when the student cannot function adequately after two weeks on the unit the 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.

ADMINISTRATION OF MEDICATION POLICY

1. The nursing student, 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.
2. Students may not administer any anticoagulants (Coumadin, Heparin, Lovenox, etc.) without supervision of a licensed nurse.
3. Students may only administer pediatric or Z tract injections under the direct supervision of an instructor or an RN.
4. 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.

Medication Administration Competency Checklist Policy

Each Vocational Nursing Student will be required to complete two (2) Medication Administration Competency Checklists.

1. The first will be utilized as a check off Exam during the Medication Practicum in the Skills Lab prior to beginning the student's medication rotation in the clinical area. The student must receive a passing grade of 85% to pass the Medication Administration Skills Exam.
2. The second check-off will be utilized in Intermediate Clinicals at the end of their Medication Rotation. The student will be tested on 10 medications and must have a total score of 90% to pass their medication rotation.
3. They may attempt this exam twice if the initial grade is not acceptable.
4. If the second attempt is not satisfactory the Director of the Program will perform a med pass with the student to check competency and decide if the student may progress in the program

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.

1. It shall be the policy of the vocational nursing program to include 28 hours of 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 administering the same.
 - b. Accurately and completely report and document:
 - 1. Client status
 - 2. Nursing care rendered
 - 3. Physician, dentist, or podiatrist orders
 - 4. Administration of medications and treatments
 - 5. 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

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.

CONFIDENTIAL INFORMATION POLICY

According to HIPPA 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. Students must hold medical information in confidence as required by HIPAA regulations. Information provided via the computer network or found in medical records is confidential and access to certain information is based on need to know and responsibilities as a Student Vocational Nurse.

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

UNIFORM DRESS CODE/GENERAL APPEARANCE POLICY

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.

1. Royal Blue scrubs bottoms and white scrub top with the school insignia on the upper left sleeve are the accepted FPC student uniform.
2. Uniforms may be worn only on the days scheduled for clinical experiences or when requested to do so by nursing instructors.
3. 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.
4. 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.
5. Brightly colored ornaments/pins are not appropriate for the uniform.
6. Frank Phillips College SVN Picture Id badge is to be worn on the left upper side of the uniform at all times.
7. Duty shoes - white leather nursing or athletic shoes with minimal insignia (no cloth tennis shoes, mules, or sandals)
8. Plain white hose, plain white crew socks, or plain royal blue crew socks are to be worn while wearing the student uniform.
9. All undergarments should be neutral colored with no print/design visible through the uniform. A solid long sleeve white or royal blue undershirt may be worn under the

white uniform top.

10. 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 piercings are permitted.
- d. Other body jewelry that may be visible to the public is also prohibited.

11. All tattoos visible while wearing the clinical uniform must be covered with a flesh tone bandage during clinical hours.

12. 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.

13. Appropriate general hygiene measures should be followed. This includes daily bathing/showering and use of an effective deodorant/antiperspirant.

14. No fragrances (cologne, after shave, perfume) should be worn in the clinical setting.

15. Use only minimal amounts of becoming make-up.

16. 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).

NON-INVASIVE PROCEDURES POLICY

Release of liability regarding practice of non-invasive procedures:

1. the nursing profession is a hands-on career and students will be touching and be touched by instructors, other students, staff, and patients both male and female.
2. Students will be required to perform non-invasive procedures on instructors or other students. 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.
3. Students 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
4. Students WILL NOT perform invasive procedures on fellow students. Invasive procedures include but are not limited to starting IVs or giving injections.

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

_____ 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.

STUDENTS SIGNATURE

DATE

DIRECTOR OF NURSING

DATE
