

FRANK PHILLIPS COLLEGE
VOCATIONAL 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.

PREFACE

The Frank Phillips College School of Vocational Nursing (VN), the College Administration, and the Advisory Committee develop VN student policies. The purpose is to maintain an environment conducive to learning as well as enhancing the students' 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 an application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a GED Certificate. An official transcript/copy of the 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 the Office of Admission and Records and a copy of all transcripts on file in the Nursing Department, **no later than Aug 1.**
4. The Texas Board of Nursing (BON) now requires students to be Board approved before beginning clinical 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 August 1st. **Failure to receive BON approval by August 1st will result in immediate withdrawal from the Frank Phillips Vocational Nursing Program. There will be no exceptions past August 1, students will be withdrawn from the nursing program and required to reapply for the next year.**
5. All Applicants must take the Standardized Testing nursing entrance test and achieve the acceptable scores.
6. 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 August 1. 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.

7. Required immunizations must be completed and submitted to the nursing offices by August 1st with the exception of the flu vaccine which should not be taken until after September 1st. The required immunizations are based on both college and clinical site policy and are subject to change without notice.
8. 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.
9. Five (5) prerequisite courses will be required before acceptance into the Nursing Program. These include:
 - a. General Psychology
 - b. Anatomy And Physiology I
 - c. Anatomy and Physiology II
 - d. Medical Terminology
 - e. Nutrition
10. 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 standardized specialty exam for each course being transferred.
11. The Director reviews each prospective student's file before final student selection. The file must include:

- a. Nursing Application
 - b. BNE Questionnaire
 - c. High School transcript or GED scores
 - d. College entrance exam scores
 - e. HESI Admission Assessment Scores
 - f. Copy of all college transcripts
 - g. Background Verification (by August 1st)
 - h. Immunization Record and TB test/Chest X-ray
 - i. Signed Policy and Confidentiality Statement (First day of Nurse Camp)
12. The Director will email a letter to the applicant notifying him/her of their acceptance or rejection.
13. Frank Phillips College School of Vocational Nursing prerequisite classes begin with the summer mini term. Each prospective student should be present and ready to start classes on the designated date.

COMMUNICATIONS POLICY

1. All students will be assigned a Frank Phillips College approved email address upon acceptance to the college. Email needs to be checked each day. The FPC approved email address is the only email address the instructors will use to communicate with students regarding class/clinical concerns.
2. Instructors will use Group Me to communicate with students as a class. This is considered a place to be professional and for school/class purposes only. The use of vulgar or foul language, slanderous remarks or unprofessional behavior will not be tolerated and can cause

a student to be considered for disciplinary action not to exclude probation or dismissal from the program.

SCHEDULE OF TRAINING PERIOD CLASSES AND CLINICAL EXPERIENCE POLICY

1. The total length of the program is 12 months or 52 weeks.
2. During the 52 weeks of training, the clinical and theory hours will not exceed 40 hours per week.
3. Theory and Clinical course will meet Monday- Friday.
4. The student will have 60 minutes for lunch daily on non-clinical days/30 minutes for clinical days with assigned breaks as allowed by instructor.
5. Theory courses will meet from 8:00 a.m. to 5:00 p.m. as a general rule
6. Clinical experience will be scheduled for 8 hours per day between the hours of approximately 6a.m. and 6 p.m. as a rule. These hours are subject to be adjusted by the clinical instructor or Director as needed to accommodate the needs of the clinical site or call requirements.
7. Instructors will be available Monday-Friday 8:00-5:00 excluding 1 hour for lunch.

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 made available in the classroom. Additional resources are available in the Dalhart, Dumas, Hereford, Perryton and Canadian Clinical Labs.

1. Students are required to include research in their Major Care Plan in their 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 a 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 for 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. Any illness, surgery, funeral etc. that causes absence over 1 day for lecture or clinical in the 8-week period may result in dismissal from the program. This includes flu and/or COVID. All absences will need approval by the director and will require
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 will count as 1/2-day

absence.

- b. An absence equal to 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, returning from break 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 one (1) absence in an 8-week period may result in removal from the program.
 - f. Any clinical absences or tardies that total in excess of one (1) absence in an 8-week period will result in a zero being assigned for the clinical daily grade. No substitute assignment will be provided.
- 3. Leave of absence is not given in the nursing program, however, extended periods of illness/hospitalization will be reviewed by the director individually.
 - 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 contact their Course Instructor(s) and director when illness or absence occurs in the classroom a minimum of 2 hours before class starts.
 - 6. The student MUST contact their clinical Instructor AND the facility if they will be tardy or absent from the clinical site. No Call, No Show is unacceptable behavior and WILL be grounds for probation or dismissal.
 - 7. A Physician's statement will 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, because of a failing grade in a nursing theory or clinical course, will have the opportunity for admission or readmission to Frank Phillips College Vocational Nursing Program.
2. Space will not be guaranteed for returning students. Readmission to the Nursing Program is not automatic and will be based on HESI Admission scores, number of successfully completed courses and available space.
3. A student who is not successful in the Frank Phillips College Vocational Nursing Program after readmission must wait a period of three academic years to apply for admission to the program.

PROBATION

Probation in the Vocational Nursing Program exists to provide correctional measures necessary to ensure the student performs in a manner that promotes the profession of nursing and maintains the safety of the patients in the clinical setting. The following circumstances will warrant a student being placed on probation: unsafe nursing practice*, failing assignment grades, attendance issues (tardies and absences), accumulation of greater than 16 points on the Nonperformance tool in one semester, unsatisfactory evaluation, failing a skills check off or clinical test off, failure to follow school or affiliating agency policies and procedures*, cheating*, plagiarism, Breach of Confidentiality*, Other inappropriate conduct*. (* denotes a situation that may warrant probation sequence to begin at step 4.)

1. The instructor counsels the student to make him/her aware of a problem which exists.
2. A plan of correction is formulated between the student and instructor including a designated date for reevaluation.
3. On the reevaluation date if the problem has been corrected the student will be removed from probation and continue in the program. If the problem has not been corrected the student will be referred to the Director of the program for further counseling.
4. When meeting with the Director of the program the initial plan of correction will be reviewed and adjusted as needed. A designated date will be set for reevaluation.
5. On the reevaluation date if the problem has been corrected the student will be removed from probation and continue in the program. If the problem has not been corrected or the student continues to have the same problems, the student will be administratively removed from the

program.

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. Actions that will result in immediate removal from the program include cheating on any exam, verbal or physical patient abuse, and other inappropriate conduct.
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 re-enter 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

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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, one must give written notification to the Director of Nurses of any medication presently taken, including dosage and frequency. Failure to inform the Director 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 (including marijuana) 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 student’s ability to safely perform his/her duties and responsibilities or may adversely affect his/her safety or that of patients or other students/faculty.

- e. Possession of tobacco products, e-cigarette or vape devices at a clinical site where such item(s) are prohibited.
- 2. Drugs include alcoholic beverages, inhalants, illegal drugs, and prescription drugs, unless prescribed drugs are taken as directed by the student's physician.
- 3. 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 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 clinical sites reserve the right to perform drug testing of students under the following conditions:
 - i. 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.

- ii. When a student is found in possession of alcohol, drugs or drug 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).
 - iii. 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.
 - iv. As part of a screening examination of all vocational nursing students who have been accepted, all students will be informed that such testing is a condition of Frank Phillips College Vocational Nursing Department.
 - v. As part of any periodic medical examination required or provided.
- 5. The college will under no circumstances perform a drug test on a student without first obtaining the student's signed consent.
 - 6. Signed consent will also be obtained for the release of the test results.
 - 7. 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.
 - 8. 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.
 - 9. Drug tests that are performed on a student will be performed utilizing the services of the hospital laboratory.

10. A positive test result which indicates the presence of drugs or alcohol in the student's system may result in termination in status as a Vocational Nursing Student.
11. Any student taking a drug or any other medication, whether prescribed by the student's physician or not 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 the 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.
12. 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.
13. 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 hospitals 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 unless prior approval is received from Dr Shannon Carroll, VP of Academic Affairs. At the Annual Honors Ceremony, the school pin will be awarded to those students who have completed the requirements of the program. Attendance at the Pinning

Ceremony is mandatory for all nursing students unless prior approval for absence is given by the director of nursing.

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 assignment 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

GRADING POLICY

To continue in the nursing program, an average of 75 must be maintained in each nursing course. A course grade lower than 75 will result in the student being dropped from the program. To take the **final exam in each course**, the student must have a cumulative average of 75 or greater (no rounding of 74.5, except at the end of the course when final adjusted grades are complete).

Nursing Grading Scale:

A: 90-100
B: 80-89
C: 74.5-79
D: 59.5-74.4
F: Below 59.4

Course Grade Percentages:

Daily assignments	5%
Pop Quiz	10%
Major Test Exam	50%
Standardize Tests	7%/3%
Final	25%

REMEDIATION (Note: There is an additional “Remediation Policy”)

Group and individual remediation will be offered to all students who fall below the major test grade average of 75 and will be REQUIRED to participate in mandatory tutorials until the average returns to passing in any course. Remediation will be offered to the student who REQUESTs extra help by making an appointment with the instructor. All tests will be completed on campus and with a proctor. Everyone will be expected to take a comprehensive final at the end of each course. The Director may at any time due to special circumstances make limited allowances.

I acknowledge that I have read the Grading Policy and understand that I will be expected to follow them explicitly.

Student Signature

Date

STANDARDIZE TESTING 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.
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 - a. An assessment tool for potential or enrolled students providing
 - i. Data serving as one component of the admission criteria
 - ii. A gauge of students' strengths and weaknesses (for remediation purposes)
 - iii. An indicator of the need for early remediation for students experiencing difficulties assisting in their success in the program and
 - iv. A comprehensive predictor for performance on the NCLEX examination.
 - b. An Assistive tool to familiarize students with computerized testing.
 - c. An assessment tool of the program's effectiveness providing
 - i. Trend data on cohort performance;
 - ii. National

Comparison of student performance. iii. Valid and reliable feedback of student knowledge in “standardized content areas;” iv. Data to monitor the effectiveness of specific courses, level, and program curriculum revisions. v. An assessment measure of effectiveness of course content delivery; and vi. An evaluation of curriculum content for revision purposes. 2. Standardized Exams will be placed across the curriculum with mandatory remediation as indicated based on the score a student receives. 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.

4. STANDARDIZED EXAM FINAL 1. A standardized exam will be given at the end of all courses if applicable with WK. This is a comprehensive exam covering the material in that course and is used to predict the student’s performance in the VN/PN Exit exam. Maternity is combined with the Pediatric test Med Surg 1 & 2 are given together as well in the WK standardized testing. 2. Students are expected to score 85 or better on each of these standardized exams. 3. The student will receive a Remediation Plan and Contract from their clinical instructor indicating what is

required. 4. The student must complete the specified remediation in the contract within the time designated. 5. Remediation activities will be selected by the students from their student exam report. This will allow each student to individualize their remediation to meet their personal needs.

5. STANDARDIZED EXAM 2 AND NONCOURSE STANDARDIZED EXAMS

1. During the Spring Semester all nursing students will be enrolled in a zero credit hour course.
2. A second version of each standardized exam will be taken and will be included in the course as well as a Nutrition and Leadership Standardized Exam.
3. The Standardized Exam will not serve as a final for the course. Nor will it be counted more than 10% in any given course.

6. STANDARDIZED EXIT EXAM

1. Students will complete the required remediation for Standardized Exit Exam and will receive a Remediation Plan and Contract from the director. Remediation is at no cost to the student and will be provided by RNEC faculty.
2. Topics of Remediation will be selected from the students Standardized exam student report.
3. Students will not be eligible for admission into another Standardized Exam unless they have completed the contract and the specified remediation activities. Students have approximately four days to complete these remediation requirements, and submit the completed contract, depending on the date of the following Standardized exam.
4. Standardized Case Studies that were not used in class assignments can be used for remediation. Students may also use vSim, Conceptual Clinical Cases, a client from

clinical practice, Conceptual Review, or a case study from the textbook for the course. Standardized Exit exams are included in the cost of the program.

5. If the director or instructor feels any student is at risk, additional individual remediation/tutoring can/may be required at no cost to the student before an ATT is approved.

6. The student will receive an incomplete for the zero-hour course if requirements have not been completed.

Students who do not complete the required remediation and/or tutoring for exams will not be able to take finals or exit exams which results in failure of the program requirements.

This can affect pinning and graduation participation.

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 any exams. Remediation exercises will be determined by the instructor of each course. Weekly tutorials will be required until the student brings the major exam grade above passing. Tutorials will likely be on Friday but can be changed. Remediation is at no cost to students and will be provided through Curriculum used by RNEC faculty.

STANDARDIZED REMEDIATION

FPC nursing program changed to Wolters Kluwer (WK) in August 2024 for all standardized testing throughout the academic year. This eliminates the need to use the previous version of HESI testing. The scoring for WK standardized testing is based on a traditional scoring system currently used for class grading and policy. Nursing Grading Scale: A: 90-100 B: 80-89 C: 75-79 D: 5-74.4 F: Below 59.4

NCLEX-PN REVIEW POLICY

NCLEX-PN review will be provided as part of the FPC nursing program. The fee for the review is included in the tuition and fees for the 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 and any requires remediation provided by FPC instructors.
2. The student has completed the NCLEX-PN Review.
3. 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

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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.

CONDUCT

Each student will always represent Frank Phillips College and the Vocational Nursing Program; 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 resulting in receiving a zero for the day's activities and may cause disciplinary action.

COURTESY

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

SMOKING

Students are expected to adhere to the smoking policies of the institution in which they are studying or on clinical assignment. Failure to follow facility smoking policies will result in the student being sent home. An absence/ tardy will be given per attendance policy.

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ALCOHOLIC/SUBSTANCE ABUSE

Intoxicating beverages in the hospital or on school premises are prohibited.

CLINICAL ATTENDANCE POLICY

1. Students are not allowed to stay after their regular 8-hour shift 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 or given case studies or simulation activities.
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 without notifying the instructor prior to being tardy will result in the student being sent home for the day and a clinical absence will be given.
 - b. Report to work on time and in complete uniform. Failure to report in uniform will result in the student being sent home to correct the uniform problem and a tardy or absence will be given as defined by the attendance policy.
 - 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 and unit assigned each day absent, ill, or if you expect to be tardy a minimum of 2 hours before class or clinical.
- b. When calling the facility/department to which you are assigned
 - i. State your name, title, and clinical hours scheduled.
 - ii. Obtain the name of the person to whom you report.
 - iii. Call as soon as you are aware of the need to be absent or tardy but prior to the start of your clinical assignment. Failure to notify both the instructor and the unit will result in a No Call, No Show.

6. No Call, No Show WILL be grounds for dismissal.

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

BREAKS, MEALTIME, & 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, in designated smoking area, if allowed on the clinical site.

2. Mealtime.

- 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 always known.
- 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 on Brightspace.
- 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."

5. NO CELL PHONES will be allowed at any clinical sites.

STUDENT CLINICAL EVALUATION POLICY

1. Students will be evaluated on their clinical performance routinely beginning in the skills lab.
2. Individual counseling will follow the evaluation. 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 will be placed on probation.
3. Formal skills evaluations for Hand Hygiene, Sterile Field, Vital Signs, Physical Assessment, Foley catheter, NG tube placement and removal must be successfully completed to continue in the program.
4. If a student is not successful in completing a skill evaluation they will be remediated and placed on probation. The student's ability to successfully complete the skill will be reevaluated on the reevaluation date per the probation policy.
5. The student will be reevaluated by a clinical instructor one time, if unsuccessful on reevaluation the student will be evaluated at the final time by Director of Nursing. Failure to successfully complete the skill when evaluated by the Director will result in removal from the program.

ADMINISTRATION OF MEDICATION POLICY

1. The instructor must be present throughout the entire Medication Administration Process until the student has successfully completed the Clinical Medication Administration Assessment.
2. After successfully completing the Clinical Medication Administration Assessment the student may administer medications with any licensed nurse approved by the clinical instructor.
3. Students may only administer high alert medications in the presence of the clinical instructor or an RN.

IV THERAPY POLICY

In order to improve marketable skills, IV therapy skills are included in the vocational nursing curriculum. IV therapy 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 been released.
 - b. After being released 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 insertion on a pediatric patient as

defined by the facility policy.

- 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:
 - i. Client status
 - ii. Nursing care rendered
 - iii. Physician, dentist, or podiatrist orders
 - iv. Administration of medications and treatments
 - v. 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 violations 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

1. Royal Blue scrubs bottoms and white scrub top with the school insignia on the upper left sleeve is the accepted FPC student uniform for school or clinical purposes only. DO not

wear your clinical uniform to ball games, establishments that serve alcohol, etc.

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 pulled back and off shirt collar. 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. Sideburns 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- NO iWatch will be allowed in clinical or during testing of any sort.
 - b. One ring

- c. One pair of small stud earrings may be worn in the ear lobes only. No other piercings are permitted without a Dr. order.
- 11. Other body jewelry that may be visible to the public is also prohibited.
- 12. All tattoos visible while wearing the clinical uniform must be covered with a flesh tone bandage during clinical hours.
- 13. Nails are to be well manicured and short in length, 1/8" beyond fingertip. Nail Polish (including clear), Artificial or dip nails, or enhancements are not allowed.
- 14. Appropriate general hygiene measures should be followed. This includes daily bathing/showering and use of an effective deodorant/antiperspirant.
- 15. No fragrances (cologne, after shave, perfume) should be worn in the clinical setting.
- 16. Use only minimal amounts of make-up.
- 17. 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).
- 18. 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.

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 regarding this practice among instructors, students, and staff in the classroom and clinical laboratory or as part of the clinical experience.
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
