

NAVARRO COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT HANDBOOK



Academic Year 2026-2027

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Approved: VP Academic Affairs 4/2026
TXBON # - US27402500

TABLE OF CONTENTS

Contents

ACCREDITATION/APPROVAL STATUS.....	6
NOTICE REGARDING LICENSURE AND CERTIFICATION ELIGIBILITY	6
INTRODUCTION	7
NC ADN PROGRAM OVERVIEW	8
Brief History	8
Accreditation History	8
ADN Faculty and Staff	9
ADN MISSION, PHILOSOPHY, AND VISION	10
ADN Program Mission	10
ADN Program Vision	10
ADN Program Philosophy of Nursing	10
OVERVIEW OF CURRICULUM AND ORGANIZING STRUCTURE	12
Curriculum Concepts and Threads	12
Four Curriculum Concepts.....	12
Curriculum Threads	12
OUTCOMES.....	14
Program Outcomes	14
End-of-Program Learning Outcomes (EPLOs)	14
Clinical Judgement Model	14
Nursing Competencies	14
QSEN Competencies	15
NLN Competencies.....	15
AACN Essential Competencies	15
Course Student Learning Outcomes (SLOs)	15
PROGRAM COMPLETION AND DEGREE PLAN	15
ADN PROGRAM POLICIES	16
Academic Advisement (In-Program)	16
Special Notes Regarding Dropping a Course	16
Equal Educational Opportunity (EEOC) Policy Statement	17
Transfer Students	17
Applicant Health Screening	17
Clinical Performance Requirements	17
Family Medical Leave	18
Student Employment While Enrolled in ADN Program	18
Admissions Policy	18
Licensure Eligibility	19
ADN Criminal Background Check (CBC) Policy	21
Process	21
Criminal Offenses While Enrolled in the Program	21
Alcohol/Drug Screenings	22
Substance Abuse/Chemical Dependency	22
Good Professional Character – Texas Administrative Code Rule §213.27	23

Student Acute and Chronic Illnesses.....23

Students with Disabilities24

Specific Accommodations While Enrolled in the ADN Program24

Student Travel Requirements.....25

Liability (Malpractice) Insurance26

Legal Witness26

CPR Certification.....26

Accident or Injury Reporting26

Clinical Requirements26

Vaccine Document Requirements.....28

Medical or Religious Exemptions.....28

Student Governance.....28

Medication Dosage Competencies28

Medication Administration Competency.....29

Classroom Attendance.....29

Online Attendance Policy.....30

Texas Education Code30

Clinical Attendance.....30

Documentation of Clinical Absences.....31

Clinical Grades.....31

Students Caring for Family During Clinical Rotations.....32

Definition of Relatives.....32

Identification and Disclosure32

Assignment and Rotation Planning.....32

Consequences of Violation32

ADN Grading Criteria.....32

Grade Reporting32

Incomplete Grades33

Communications Device Policy.....33

Phone Messages via Health Professions Coordinator of Operations.....33

Student Email.....34

Netiquette Policy.....34

Required Technology and Equipment34

Make-up Exam Policy.....34

Tutorial Services35

Testing Procedures.....35

Test Review and Student Input Re: Exam Items35

Remote Testing Policy35

Testing Preparation Student Responsibilities35

Test Environment Requirements.....36

Title IV Compliance (including repayment of student loans).....37

Student Responsibilities Regarding Financial Assistance37

Professional Conduct and Integrity37

Student Honor Code39

Reporting Violations of the Honor Code39

Relationship of Honor Code to Local, State, and Federal Laws.....39

Process for Cases of Suspected Violation of the Student Honor Code.....39

Navarro College Associate Degree Nursing Student Honor Code Agreement39

Use of Artificial Intelligence (AI)	40
Student Success Initiative	40
Civility Policy	40
Progression in the ADN Program	42
Withdrawal and Re-Entry Policies	42
Exit Interview	44
Students in the Military	44
Student Grievance	44
Grade Challenges	44
Student Evaluation of Program/Courses/Faculty/Services	44
Student Participation in ADN Program Committees	45
Committees with Student Representation.....	45
Student Records and Papers	45
Unsafe/Unsatisfactory Clinical Performance	46
Food and Beverages in Classrooms	47
Notice Regarding Schedules and Syllabi	47
Medication Administration Occurrence Prevention Policy	47
Actual Medication Administrative Errors	47
Potential Medication Administration Errors	47
Controlled Substance Errors	47
Transcription Errors	48
Procedure for Actual Medication Administration Errors	48
Procedure for Potential Medication Administration Errors	48
Procedure for Serious or Life-Threatening Actual or Potential Medication Administration Errors	49
Remediation	49
Medication Error Prevention Guidelines	50
Clinical Supervision Guidelines	50
Textbooks	50
Student Accountability for Meeting Program Requirements	50
ADN Pinning Ceremony	50
Grade Calculations for Valedictorian	51
Transcripts	51
Hold on Student Records	51
Student Handbook Signature Sheet	52
PROGRAM FORMS	54
TB Risk Assessment Form	54
Photo Release Form	57
Navarro College Health Professions	58
Occurrence Form	58
Navarro College - Associate Degree Nursing Program Medication Administration Occurrence Report	59
Navarro College - Associate Degree Nursing Program	60
Pharmacology Review	60
NC ADN Uniform Requirements/Guidelines	65
Top (Must have ADN patch on left sleeve)	65
Pants	65
Jacket (Must have ADN patch on left sleeve)	65

Additional Uniform Requirements/Guidelines65

Navarro College Associate Degree Nursing Immunization Declination Form67

Facts About the Official “Do Not Use” List of Abbreviations68

ACCREDITATION/APPROVAL STATUS

Nursing Program Accreditation

The Associate Degree Nursing Program at Navarro College is approved by the Texas Board of Nursing (TXBON) and has national accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information and the most current TXBON and ACEN status is provided on the [Navarro College Associate Degree Nursing](#) website.

The Navarro College A.D.N. school code, assigned by the Texas Board of Nursing is US27402500.

Institutional Accreditation

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NOTICE REGARDING LICENSURE AND CERTIFICATION ELIGIBILITY

The registered nursing license or certification is issued by the Texas Board of Nursing. Under federal and Texas law, eligibility for state-issued licenses or certifications may depend on a person's immigration status or lawful presence. Successful completion of the Associate Degree Nursing program does not guarantee eligibility to obtain or renew a Texas license or certification. Additional information regarding this law may be found on the [Texas Department of Licensing and Regulation Verification of Lawful Presence webpage](#). Applicants should review licensure or certification requirements with the applicable Texas licensing board or an immigration attorney prior to starting a program.

Health care provider vaccine recommendations can be found on the [U.S. Centers for Disease Control \(CDC\) and Prevention](#) website.

Navarro College admission information can be found on the [Navarro College Admissions](#) website.

Navarro College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

INTRODUCTION

The following policies, guidelines, and statements are subject to on-going review and may change due to changes in the learning environment and/or due to college policies, legal requirements, and/or accrediting agency mandates. Revisions and new policies will be communicated and made available as addendums to this handbook. Communication may include, but is not-limited to, classroom announcements, e-mail messages, and class handouts. Students will receive an electronic copy of the ADN Student Handbook every year. Also, students will be informed of the locations of posted copies of handbooks at the beginning of each academic year.

In addition, please refer to the online Navarro College Catalog and Navarro College Student Handbook for further information regarding college policies and standards as well as regulations related to student conduct. This handbook is not intended to replace official publications of the college.

According to the Standards of Professional Nursing Practice, the registered nurse is to know and conform to the Texas Nursing Practice Act and Texas Board of Nursing (TXBON) Rules and Regulations as well as all other laws, rules, and standards. Students are not governed by rules for RNs, rather they will learn TXBON rules during the ADN program and learn to access the [TXBON](#) website.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by the law in its programs, activities or in the content of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7th Avenue, Corsicana, Texas 75110 OR 1-800-NAVARRO.

Nursing faculty and staff at Navarro College are committed to promoting the best possible educational experience for you. Please do not hesitate to talk to the Faculty, Program Director, or the Executive Dean of Health Professions if you have a problem. You are expected to follow the chain of command and address issues with faculty, first.

The ADN Student Handbook is provided as a resource. Other information and course requirements are provided at the beginning of each course. Students are required to become familiar with the contents of this handbook. If you have any questions, please feel free to ask for assistance in interpreting any of the policies. An overview of the contents of this handbook will be included as a part of your orientation to the program.

Congratulations!! And welcome to the program.

We are committed to your success.

NC ADN PROGRAM OVERVIEW

The Associate Degree Nursing Program at Navarro College assists students to achieve educational and career goals to obtain employment as Registered Nurses. Students who complete the program receive an Associate Degree in Applied Science. Graduates are prepared to make application for licensure as a Registered Nurse and to take the National Council Licensure Examination for Registered Nurses, known as the NCLEX-RN. Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing or the state in which initial licensure is sought. Upon completion of licensure requirements and successful completion of the NCLEX-RN, the graduate is issued a license and is eligible to practice as a Registered Nurse.

Brief History

The Navarro College Associate Degree Nursing Program was initially a part of the El Centro Nursing Program of the Dallas County Community College District. The program was known as “El Centro-Navarro College Cooperative Program”. The first class of the cooperative program graduated in May 1977. The program became the Navarro College Associate Degree Nursing Program in fall 1982, and the first class graduated in May 1984.

Accreditation History

The NC ADN program has been approved by the Texas Board of Nursing continuously since 1984. It has had national accreditation continually since 1996. The TXBON program code for the Navarro College Associate Degree Nursing Program is **US27402500**

Public Information regarding Navarro College (NC) ADN Program outcomes is on the Navarro College [Associate Degree Nursing](#) website.

ADN Faculty and Staff

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Preferred cell phone numbers and other instructor contact information is provided to students through the course syllabus or directly by the instructor.

Executive Dean of Health Professions and Navarro College – Waxahachie

Guy Featherston, MS

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ADN MISSION, PHILOSOPHY, AND VISION

ADN Program Mission

The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as safe, effective, competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.

ADN Program Vision

Navarro College ADN Program will be recognized for student-centered learning, civility, high ethical standards, a rigorous curriculum, high retention rates and high NCLEX-RN pass rates and for graduates to qualify for and complete programs of higher education in nursing.

ADN Program Philosophy of Nursing

The following statements delineate faculty's philosophy regarding nursing practice for the Associate Degree Graduate Nurse and the teaching-learning environment:

Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.

Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of client-centered care, client safety advocate, and member of the health care team. Faculty believe there are fourteen tools or skills that are essential to carrying out the four basic practice roles. The skills described as threads, are woven throughout the curriculum. They are safety, -cultural competency, ethics, communication, technology skills, civility, global health, self-care, professionalism, caring, coordination, collaboration, advocacy, and service excellence. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the goal of instruction should be client focused.

Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system. The responsibility of faculty is to develop admission criteria, develop desired outcomes, build a curriculum to promote learning/development of competencies, and manage the learning environment.

Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.

Comparison of Navarro College and ADN Program Mission and Philosophy

Note: Blue color ink used to highlight areas of congruence.

NC Mission	ADN Mission
<p>Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.</p>	<p>The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.</p>
NC Vision	ADN Program Vision
<p>Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.</p>	<p>Navarro College ADN Program will be recognized by graduates and customers for student-centered learning, civility, ethical standards, a rigorous curriculum, retention rates, NCLEX-RN pass rates, and for graduates who complete programs of higher education in nursing.</p>
NC Values	NC ADN Philosophy of Nursing
<p>Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.</p> <p>Diversity: fostering acceptance, multidimensional thinking, respect and understanding of the different experiences of all people. We know we are stronger for who we together-as a college, as a community, as a culture, as part of a global village.</p> <p>Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global communities.</p> <p>Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.</p> <p>Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.</p>	<p>Faculty’s philosophy regarding nursing practice for the Associate Degree Graduate and the teaching-learning environment: (1) Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.</p> <p>(2) Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of client- centered care, client safety advocate, and member of the health care team. Faculty believe that there are fourteen tools or skills that are essential to carrying out the four basic practice roles. These skills we describe as threads that are woven through the curriculum. They are safety, cultural competency, ethics, communication, technology skills, civility, global health, self-care, professionalism, caring, coordination, collaboration, advocacy, and service excellence. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the focus of instruction should be on nurse-client interactions</p> <p>(3) Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system and practice nursing care with integrity. The responsibility of faculty is to develop desired outcomes, build an innovative curriculum to promote learning/development of competencies, develop admission criteria, and manage a creative learning environment.</p> <p>(4) The student is accountable for his own learning.</p> <p>(5) Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.</p>

OVERVIEW OF CURRICULUM AND ORGANIZING STRUCTURE

Curriculum Concepts and Threads

The Navarro College ADN curriculum is designed to meet the program outcomes and assist the student in meeting student learning outcomes. The curriculum flows from fundamental concepts of client care to integrated client care. The focus of instruction is consistently on nurse-client interactions and the following four essential roles of the nurse. These four (4) roles are introduced in the first nursing courses and serve as the vehicle for presenting theory and clinical instruction in all subsequent nursing courses in the program. The fourteen (14) essential concepts are threaded throughout theory and clinical instruction.

Four Curriculum Concepts

1. Member of the Profession
2. Provider of Client-Centered Care
3. Client Safety Advocate
4. Member of the Health Care Team

Curriculum Threads

1. Safety- Minimizes risk of harm to clients and providers through both system effectiveness and individual performance (QSEN, 2023)
2. Cultural Competency- the ability of systems to provide care to clients with diverse values, beliefs and behaviors, including the tailoring of health care delivery to meet clients' social, cultural and linguistic needs (aha.org, 2022).
3. Ethics- the branch of philosophy or theology in which one reflects on morality; the formal study of mortality from a wide range of perspectives including semantic, logical, analytic, epistemological, normative, and applied (nursingworld.org, 2022).
4. Civility- behavior usually demonstrated through manners, courtesy, politeness, and a general awareness of the rights, wishes, concerns, and feelings of others. Civil behavior in nursing contributes to a positive environment and is related to the health and well-being of the nurses and clients. Aspects of civil behavior includes tolerating, listening, respecting, and treating others with dignity and honor. Incivility is recognized by actions such as berating and insulting others, showing disrespect, and blaming and accusing with the intent to hurt. Incivility in healthcare can lead to unsafe working conditions, stress, poor client care, burnout, and increased medical costs (My American Nurse, 2012; Clark, 2017; Laschinger et al., 2009.)
5. Global Health- Global health emphasizes transnational health issues, determinants, and solutions; involves many disciplines within and beyond the health sciences and promotes interdisciplinary collaboration; and is a synthesis of population based prevention with individual level clinical care, (Koplan et al., 2009).
6. Self-Care- the practices that the individuals initiate and perform to maintain their life, health and wellbeing (Orem, 2001).
7. Professionalism- providing top-quality care to clients, while also upholding the values of accountability, respect, and integrity (ANA, 2017).
8. Caring- a science that encompasses a humanitarian, human science orientation, human caring processes, phenomena, and experiences (Watson, 2003).
9. Coordination- involves deliberately organizing client care activities and sharing information among all of the participants concerned with a client's care to achieve safer and more effective care (ahrq.gov, 2014).
10. Collaboration- Function effectively within nursing and inter-professional teams, fostering

open communication, mutual respect, and shared decision-making to achieve quality client care (QSEN, 2023).

11. **Advocacy-** The act or process of pleading for, supporting, recommending a cause or course of action. Advocacy may be for persons (whether as an individual, group, population, or society) or for an issue, such as potable water or global health (nursingworld.org, 2022).
12. **Service Excellence-** caring in action that is fundamental to the achievement of optimal health outcomes for the client, nurse, and system. Service excellence is a combination of compassionate caring and competent practice. Nurses may experience challenges in providing service excellence such as the changing demographics and increasing diversity, the growing use of technology, globalization of the world's economy and society, consumer education, the increasing complexity of client care, the rising cost of health care, the impact of health policy and regulation, interdisciplinary practice, the nursing shortage, the need for lifelong learning, and advances in nursing science and research (Aliyu et al., 2014).
13. **Therapeutic Communication –** Therapeutic communication promotes relationships between nurses and clients to assist in achieving their health care goals (Crowe, 2017).
14. **Technology Skills –** Technology skills are essential to the provision of care to improve and enhance safety and client outcomes (Stockert, 2017).

OUTCOMES

Program Outcomes

1. The program's most recent annual NCLEX-RN pass rate will be at least 80% for all first-time test-takers during the same 12-month period aggregated as a whole. (ACEN Criterion 5.3).
2. 70% of the students as a whole who begin the first nursing course will graduate from the ADN program within the timeframe allotted for the program, after beginning the first nursing course (ACEN Criterion 5.2).
3. 60% of the traditional option students who begin the first nursing course will graduate from the ADN program within the timeframe allotted for the program (ACEN Criterion 5.2).
4. 80% of the bridge option students who begin the first nursing course will graduate from the ADN program within the timeframe allotted for the program.
5. 85% of alumni surveys will demonstrate the graduate has secured employment as a Registered Nurse within 12 months of graduation (ACEN Criterion 5.4).
6. The program will maintain compliance with all governing agencies AEB periodic program reviews based upon Texas Board of Nursing Rules, The Southern Association of Colleges and Schools Commission on Colleges, and the Texas Higher Education Coordinating Board rules.

End-of-Program Learning Outcomes (EPLOs)

The End-of-Program Learning Outcomes (EPLOs) are statements of learner-oriented, practice-ready expectations written in measurable terms that express the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion of the nursing program. The EPLOs are:

1. Demonstrate the attitudes, values, and behaviors consistent with the standards of professional nursing practice.
2. Utilize knowledge, skills, and professional values within the legal/ethical framework of the profession.
3. Utilize the clinical judgment model to provide individualized nursing care to diverse clients across the lifespan.
4. Evaluate evidence-based interventions in individualized plans of care.
5. Evaluate safety and quality improvement as a provider of client-centered care.
6. Coordinate, collaborate and communicate with diverse clients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
7. Manage information, access available resources, and use technology to support decision-making and improve client care.

Clinical Judgement Model

The nursing clinical judgment research conducted by NCSBN resulted in the creation of the Clinical Judgment Measurement Model (CJMM). The CJMM was designed to explore new ways of testing clinical judgment in the nursing profession as part of the licensure examination. Subsequently, an action model to incorporate specific concepts of the CJMM was required in order to close the gap between what is measured on the exam and what is taught in clinical nursing education. Link to CJMM: <https://www.nclex.com/clinical-judgment-measurement-model.page>

Nursing Competencies

Texas Board of Nursing- Differentiated Essential Competencies: are defined by the Texas Board of Nursing as “effective demonstration, by the time of graduation, of knowledge, judgment, skills, and professional values derived from the nursing and general education content” (BON, October 2021).

The competencies describe the expected outcomes for students at the time of graduation. The competencies are organized according to four major roles of the nurse: I. Member of a Profession (MOP); II. Provider of Patient Centered Care (POC); III. Patient Safety Advocate (PSA); and IV. Member of Health Care Team (MOT). A pdf copy of the [Differentiated Essential Competencies \(DECs\)](#) can be found at the Texas BON website

QSEN Competencies

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. There are six QSEN competencies that were developed for prelicensure and graduate nursing programs: patient-centered care, teamwork and collaboration, evidence-based practice (EBP), quality improvement (QI), safety, and informatics. The QSEN Competencies can be found on the [QSEN](#) website.

NLN Competencies

The NLN developed competencies to address both the specialized role of the nurse educator and competencies for graduates of all types of nursing programs. The competencies reflect the NLN's core values and guide nurse educators to design curricula that position graduates for practice in a dynamic health care arena: practice that is informed by a body of knowledge and ensures that all members of the public receive safe, quality care. The NLN competencies focus on: Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry. The NLN Competencies can be found on the [National League for Nursing](#) website.

AACN Essential Competencies

The Associate Degree Nursing (ADN) Program curriculum is aligned with the 2021 American Association of Colleges of Nursing (AACN) Essential Competencies for Professional Nursing Education. These competencies define the knowledge, skills, attitudes, and professional behaviors expected of graduates of nursing programs. The AACN Essential Competencies can be found in [The Essentials: Core Competencies for Professional Nursing Education](#).

The AACN Essentials emphasize:

- Patient-centered care
- Clinical judgment and evidence-based practice
- Quality improvement and safety
- Interprofessional collaboration
- Informatics and healthcare technologies
- Professionalism and ethical practice
- Health equity and population health

Course Student Learning Outcomes (SLOs)

Course Student Learning Outcomes (SLOs) drive the learning activities in each syllabus, along with outcome measures and tools.

SLOs are categorized by Member of Profession, Provider of Client-Centered Care, Client Safety Advocate, and Member of the Health Care Team and incorporate the differentiated essential competencies (DECs) required for all graduates of ADN programs in Texas.

PROGRAM COMPLETION AND DEGREE PLAN

The curriculum in Nursing leads to an Associate in Applied Science Degree and prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN.)

1. To be eligible to enter the NC ADN program, applicants must meet the following requirements:
 - Completion of Navarro College requirements for admission to the college.
 - Completion of Navarro College ADN Program requirements for admission to the ADN program.
2. To be eligible to graduate with the Associate in Applied Science, Associate Degree in Nursing (AAS.ADN) degree, the graduate must meet the following requirements.
 - Completion of all Associate Degree Nursing (ADN) Degree Plan course requirements with a final course grade of “C” or higher for theory courses and for clinical courses.
 - Completion of all Navarro College requirements for graduation.
 - Completion of ≥ 19 hours of RNSG degree plan courses at Navarro College.
 - Approval of Program Director and Executive Dean of Health Professions for all RNSG courses taken at another college.
3. To be eligible to receive a license as an RN, the graduate must meet the following requirements.
 - Affidavit of Graduation electronically validated by Program Director (based upon completion of all ADN Degree Plan courses and any other requirements and Registrar verification of NC graduation with AAS.ADN or AAS.ADN Bridge degree.)
 - TXBON eligibility requirements in Texas (or other targeted state for initial licensure.)
 - Passing score on the TXBON jurisprudence exam if seeking licensure in Texas.
 - Passing score on the NCLEX-RN licensure exam.

Refer to the [Navarro College Catalog](#) (online) for the [ADN Degree Plan](#).

ADN PROGRAM POLICIES

Academic Advisement (In-Program)

The ADN Program Director, ADN Program Assistant, Coordinator of Operations and Advisor for Health Professions and ADN faculty act as nursing program advisors. For in-program students, the clinical instructor for the semester in which the student is enrolled is the student’s advisor. If the clinical instructor is a temporary or part-time faculty member, the course coordinator and/or other faculty on the teaching team will serve as advisors for students who are assigned with a temporary or part-time faculty member.

Special Notes Regarding Dropping a Course

If a student is receiving financial aid, grants, or loans, the student must attend **all** classes. Students should not drop or stop attending any class without consulting the Financial Aid Office. **Changes in enrollment level and/or failing grades may require repayment of financial aid funds.**

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before withdrawing from nursing or any other course, students are advised to make sure they understand the consequences. Decisions made by faculty to withdraw a student are referred to the Department Dean for review. For more information, contact the Office of

the Registrar.

Equal Educational Opportunity (EEOC) Policy Statement

Refer to [Navarro College Student Handbook](#) policy regarding EEOC.

Transfer Students

Students may transfer nursing courses only from a nationally accredited ADN program. BSN courses may be considered for transfer to the ADN program. The student must have minimum required GPA 2.0.

Transfer students must complete >50% of their RNSG courses at Navarro College to be granted an ADN degree from Navarro College. (Only RNSG courses, not academic courses, can be considered when calculating > 50% for the purpose of eligibility for a Navarro College ADN degree.) Students being considered for transfer into the ADN Program must meet the same ATI/Skills requirements determined for re-entry students, based on the semester the student is entering. (See Withdrawal and Re-Entry Policy)

Applicant Health Screening

All students are required to submit an ADN Health Screening Evaluation and Exam completed by a licensed health care provider (physician, nurse practitioner, or physician's assistant) prior to entry into the program. This is a part of the required health and immunization documentation. The provider must specify that the student is physically able to achieve all Clinical Performance Requirements (see below) and has no routine medications that are likely to impair judgment, level of alertness, or motor function. The physical exam form is available to students following an offer of acceptance. Applicants offered alternate status may elect to postpone a physical exam until after receiving an offer of acceptance. ADN admission is contingent upon receipt of a health screening and all other admission requirements.

Clinical Performance Requirements

The Associate Degree Nursing Student must have sufficient:

1. Visual acuity with or without corrective lenses to:

- a. Accurately read the small print on medication containers and syringes, discriminate color changes, read type at 8 font, and handwriting on college-ruled paper.
- b. See objects up to 20 inches away.
- c. Accurately read monitors and equipment calibrations.
- d. Identify call lights and unusual occurrences on a unit at a distance of 100 feet.

2. Auditory perception with or without corrective devices to:

- a. Hear monitor alarms, emergency signals, client's call bells, pagers, and phone conversation.
- b. Hear client's heart sounds, bowel sounds, and lung sounds using a stethoscope.
- c. Receive and understand verbal communication with others.
- d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounds.

3. Physical ability and stamina to:

- a. Perform client care for an entire length of clinical experience (8-12 hours).
- b. Stand for prolonged periods of time (in an 8-12 hour shift).
- c. Transfer/position/lift up to 300 lbs. with assistance.
- d. Lift and carry objects (up to 30 lbs.) without assistance.

- e. Push/pull equipment requiring force on linoleum and carpeted floors.
- f. Stoop, bend, squat, and reach overhead while maintaining balance as necessary to reach equipment and supplies, or to perform client care, including cardiopulmonary resuscitation (CPR).

4. Manual dexterity including sufficient gross motor and fine motor coordination to:

- a. Pick up, grasp, and manipulate small objects with control.
- b. Perform electronic documentation and keyboarding.

5. Mental and emotional stability to:

- a. Interact with people socially despite possible distractions.
- b. Able to perform nursing skills and multi-task with multiple distractions.

Family Medical Leave

Attendance (absences) and assignment due date policy decisions when a student's absences or late assignments are due to pregnancy, childbirth, care of newborn, or other applicable family medical leave issues, will comply with Title IX Family and Medical Leave Act (FMLA) laws. In all such situations, the Department Dean and other appropriate Navarro College Administrative personnel will be consulted before action is taken regarding student withdrawal, assignment of a D or F grade (failure), assignment of an incomplete (I) grade, or determination of the student's status regarding application for re-entry.

Student Employment While Enrolled in ADN Program

It is understood that students may need to work to supplement their income while enrolled in nursing school. Students should be aware that employment places additional demands on time and energy expenditure. Employed students are expected to maintain required scholastic standards and other course requirements. Students are encouraged to carefully consider options other than full or part-time employment. Faculty cannot inconvenience other students or compromise clinical learning experiences in order to give special consideration for student requests to accommodate work schedules.

Students act as their own agents when employed and are legally responsible for their actions. Navarro College assumes no responsibility for the actions of the student when in an employment role. While employed, the student is the legal responsibility of the employing agency. Students are not to wear insignia or any other identification that would indicate or suggest that the student is functioning in the student nurse role or as an agent of Navarro College. Violation of this dress code policy is grounds for dismissal from the program.

Admissions Policy

Applicants of the ADN Program must be admitted to Navarro College first. Once admitted to Navarro College, the following is required to be considered for admission to the ADN Program:

- Submit an ADN Application and provide high school and/or college transcripts from all colleges attended, by the application deadline.
- Submit an ADN Application and provide high school and/or college transcripts from all colleges attended, by the application deadline.
 - Students who were previously enrolled in, but did not complete, a nursing program must disclose this on the ADN application. Applicants must submit a letter from the prior nursing program confirming that they withdrew in good standing or for reasons unrelated to unprofessional conduct. This letter must be received by the

NC ADN Program Director prior to Orientation. Failure to provide the letter will result in withdrawal from the program. If more than five years have elapsed since the applicant was enrolled in a nursing program, admission will be reviewed and considered by the ADN faculty.

- It is highly recommended that prospective applicants attend an online or in-person ADN Information Session during the admission period in which the student is considering making application. Dates, times, and locations for in-person ADN Information Sessions will be posted on the Navarro College ADN Website. Sessions are normally held in the fall, prior to the application deadlines.
- Complete the TEAS Exam at a Navarro College Testing Center or other approved location. All sections of the exam must be completed. Students must achieve a Total Score of 66.5% or greater to be considered eligible for admission. Only 2 attempts are allowed within the same admissions period (2 attempts per year, from March 1- through the application deadline).
 - Any form of testing misconduct reported by ATI, will result in immediate disqualification. The applicant will be deemed ineligible, and their application will not be accepted.
- Complete and attain a minimum of a 2.0 (average) GPA (on a 4.0 scale) for all ADN Degree Plan prerequisite/co-requisite courses whether taken at Navarro College or transferred from another college or university. This must be done by the eligibility deadline date.
- Only transfer courses with a grade of “C” or better will be considered for the ADN Degree Plan. Upper level courses may not transfer. **All prerequisite courses must be completed prior to the application deadline.**
- Must meet requirements of the ADN Criminal Background Check Policy. The student must withdraw from the ADN program if a conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or TXBON requirements.
- Proof of health insurance is required for admission. Inability to provide proof of health insurance coverage may result in dismissal from the program.
- Immunization requirements must be completed prior to Program Orientation. The only exceptions are influenza, and Hep B series (if taking the 3-dose series, the student must provide documentation of the first dose with application).
- Although the NC ADN program does not require students to be fully vaccinated for COVID-19, many of our clinical affiliates do require full vaccination and will not process any exemptions for faculty and students. A student who chooses to decline the vaccine may not be able to complete course requirements and will be withdrawn from the program.
- LVN-RN Bridge applicants must hold a current, unencumbered TX LVN license. Applicants with an LVN or LPN license from another state must have completed an LVN or LPN program of study that is equivalent to an approved LVN nursing education program in Texas. License must be maintained through graduation.
- Disclosure of social security number- Affiliated clinical agencies may require a social security number to secure placement in their facility. Students must be able to attend all affiliated clinical sites. If a student does not have a social security number, special placement will not be granted. The ADN Program will not search for alternate clinical sites to accommodate a student who is ineligible to attend assigned rotations.
- Must purchase an account with Surpath. Health documents and other program requirements must be kept current in Surpath, or the student may not be allowed to attend clinical and/or may be dismissed from the ADN program.

Licensure Eligibility

The Board of Nursing looks at responses to questions relating to criminal conduct to determine

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

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

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you: *(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Board of Nursing on an initial or renewal application.)*
 - Texas
 - been arrested and have a pending criminal charge?
 - been convicted of a misdemeanor?
 - been convicted of a felony?
 - pled nolo contendere, no contest, or guilty?
 - received deferred adjudication?
 - been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - been sentenced to serve jail, prison time, or court-ordered confinement?
 - been granted pre-trial diversion?
 - been cited or charged with any violation of the law?
 - been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

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

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

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. *Are you currently the target or subject of a grand jury or governmental agency investigation?
8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

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

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

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

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

ADN Criminal Background Check (CBC) Policy

Applicants to the Navarro College Associate Degree Nursing Program are required to complete a criminal background check (CBC). The CBC process may take up to 120 days, depending on individual circumstances.

In order to be eligible to begin RNSG courses, the CBC must be complete and clear or the student will receive a provisional offer for admission. If the ADN Program has not received TX BON clearance (blue card or positive Operations Outcome Letter) within one week prior to the start of class, the student will be withdrawn from the program.

Process

A roster with the names of all qualified applicants will be sent to the Texas Board of Nursing (TX BON), within two weeks after the application deadline. At this time, the TX BON will process the roster and send email confirmation to the nursing program director, usually within 10 business days. Once a student has been offered admission, they will receive instructions regarding how to register for electronic fingerprinting through IdentoGO or MorphoTrust USA for the TX BON background check. This should be done at least 90 days prior to the first class day. Results of the CBC will be sent to the TX BON. The TX BON will then send the student their results of the CBC. If the results are clear, the student will receive a "blue card". It is essential that the student keep the blue card for their records. The "blue card" will need to be copied (front and back on the same page) and emailed or taken to the ADN Program's Assistant. Once the program receives the student's "blue card", the student is eligible to remain on the list of accepted students. If the CBC is not clear, the TX BON will request that the student submit a Petition for Declaratory Order (DO), along with court documents or other records pertaining to the issue. Once the DO and associated documentation is received by the TX BON, they will send the student a letter to indicate that they have cleared the CBC hit, or they will send notification that the student's application must be sent forward to the Enforcement Division (will require a fee of \$150 and may take up to 90 days). The Enforcement Division will review the CBC and send an Outcome Operations Letter to the student to indicate whether the student will be eligible to apply for licensure. **Note: If the student does not receive the Operations Outcome Letter one week prior to the first day of class, the student will be dropped from the program.** Refer to current TX BON rule §213.30 regarding Declaratory Order of Eligibility for Licensure.

Students are responsible for the cost of CBCs on admission and upon request.

Criminal Offenses While Enrolled in the Program

If a student is arrested and/or convicted of a criminal offense while enrolled in the program, the student

must report the arrest/conviction to the Program Director within 24 hours. **If applicable, the student must immediately file a Petition of Declaratory Order with the TX BON.** The student must withdraw from the ADN program if the conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or TXBON requirements. **Additionally, an arrest or conviction requires notification to the Board of Nursing and may delay authorization to test from the Board of Nursing upon graduation.** Refer to current TX BON rule §213.27 regarding Good Professional Character.

Alcohol/Drug Screenings

Applicants are required to complete testing/screenings in accordance with Texas Board of Nursing Rules, ADN policies, and clinical agency policies. Alcohol/drug screenings will be completed by an agency designated by the nursing program prior to the first clinical experience and annually. A positive drug screen will result in dismissal from the program. (Medical Reviews are managed by the agency conducting drug screens and the final determination of a positive screen will be the Medical Review Officer).

The student will pay all costs for drug screens on admission and upon request. Random drug screens may be conducted to meet clinical agency and ADN program requirements.

Applicants and students are cautioned that prescribed medications are to be taken only for the purpose and time of the original order. The use of a prescribed substance for any purpose other than the original intent of the order is inappropriate. Such misuse would not be considered reason for a Medical Review Order (MRO) to overturn a positive drug screen.

A student with a confirmed positive drug screen may apply for re-entry to the program. Re-entry is not guaranteed and requires approval by a majority vote of the nursing faculty.

If approved, the student must comply with stipulations established by the faculty, which may include random drug screening each semester at the student's expense. All conditions will be provided in writing prior to re-entry, and the student must agree to the terms before resuming enrollment. Failure to comply with the established stipulations will result in dismissal from the program and the student will not be eligible to reapply to the ADN program.

Substance Abuse/Chemical Dependency

Students are advised that educational programs are required by the Texas Board of Nursing (TXBON) to report if a student has a positive drug screen. The Program Director will follow reporting guidelines as established by the TXBON. The student must comply with TXBON requirements regarding a treatment plan and application for re-entry into a nursing program.

The nursing program will evaluate all positive drug screen results in accordance with the Texas Board of Nursing Rule 213.29 (Fitness to Practice). Reporting to the Texas Board of Nursing will occur when required by law or when there is reasonable cause to believe the student may be impaired or unable to practice safely.

When a nursing student is withdrawn from the program due to a positive drug screen, the student must follow TXBON recommendations regarding Peer Assistance and any other recommendations stated by the TXBON at the time of the occurrence.

All positive drug screen results will be reviewed and verified by a Medical Review Officer (MRO). Students will be provided with the opportunity to submit documentation of valid prescriptions.

Students will be informed of appeal procedures consistent with college policy.

Good Professional Character – Texas Administrative Code Rule §213.27

- (a) Every individual who seeks to practice nursing in Texas must have a good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.
- (b) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual can consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.
- (c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. When evaluating the rationale connection between the relevant conduct and the ability to effectively practice nursing, the Board will consider the following factors:
- (1) whether the individual will be able to practice nursing in an autonomous role with clients/clients, their families, significant others, healthcare professionals, and members of the public who are or who may become physically, emotionally, or financially vulnerable;
 - (2) whether the individual will be able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;
 - (3) whether the individual will be able to make appropriate judgments and decisions that could affect clients/clients and/or the public;
 - (4) whether the individual has exhibited an inability to conform his/her behavior to the requirements of the Nursing Practice Act, Board rules and regulations, including §217.11 (relating to Standards of Nursing Practice) and §217.12 (relating to Unprofessional Conduct) of this title, and generally accepted standards of nursing practice; and
 - (5) whether the individual will be able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions, when such disclosure could enhance the health status of clients/clients or the public and/or could protect clients/clients or the public from an unnecessary risk of harm.
- (d) Actions from Other Jurisdictions A certified copy of the order of the denial, suspension, or revocation or other action relating to an individual's license or privilege to practice nursing in another jurisdiction or under federal law is conclusive evidence of that action.

Student Acute and Chronic Illnesses

Students who have a condition that requires medications that may alter judgment, level of alertness, or motor function will self-report the medications taken on the physical exam form and provide a health care provider's release to participate in clinical activities.

Students who develop an acute or chronic condition while enrolled in the ADN program, that requires medications that may alter judgment, level of alertness, or motor function or acquire a communicable disease will provide a healthcare provider's statement regarding when the student can safely return to the classroom and the clinical setting.

Note: If prescribed medications are detected on a drug screen that have the potential to impair judgment, motor function, or level of alertness, the student will: (1) provide a health care provider's statement that the student can function safely during clinical practice and (2) provide a money order to pay for a future drug screen IF requested by the program director at any time during a clinical or

theory course.

The student is responsible for notifying the ADN Program Director if there are changes in prescribed medications that have the potential to alter the level of consciousness or ability to care for clients.

In the event of an illness or injury that may hinder a student's ability to meet clinical performance requirements, or that may expose clients to an illness, the student may not return to clinical without a verifiable, full medical release. The student must have a health care provider's assessment statement that the student can safely continue with client care activities. All students who have had an injury that creates restrictions must contact and file for disability services. Absences from injuries or illnesses will continue to result in attendance point deduction, and the student cannot exceed the allotted hours for class or clinical. Students who exceed the allotted time for class or clinical will be dismissed from the ADN Program. Illness or injury requiring the use of assistive devices (crutches, casts, scooters, walkers, orthopedic boots, for example) may not be allowed to attend clinical activities. Each case will be considered on an individual basis.

Students with Disabilities

According to the Texas Board of Nursing- Texas Administrative Code- RULE §213.29- Fitness to Practice, An individual's fitness to practice may be subject to Board review due to an individual's substance use disorder; possession, abuse, or misuse of alcohol or drugs, prescribed or otherwise; or physical or mental health condition. This is not an exhaustive list. If an individual exhibits any conduct that may prevent him/her from practicing nursing with reasonable skill and safety, the Board will review the individual's conduct to determine if he/she possesses current fitness to practice.

Functional requirements of the ADN program include the ability to achieve the skills lab and clinical student learning objectives indicated in each course syllabus. Such skills include but are not limited to, assisting clients with standing, walking, positioning, and/or transferring from bed to wheelchair, preparing and administering medications and treatments, and performing physical assessments.

All accepted applicants will provide a physical exam. This should confirm the student is physically capable of performing all tasks required of a nursing student, and/or informing the ADN program of a need for accommodations. The student is responsible for contacting Navarro College Accessibility and Accommodations to request reasonable accommodations. Navarro College Administration must determine that any proposed accommodations are "reasonable" for the ADN Program and Texas TXBON Rule §213.29.

If a disability is identified after admission, the student will be dismissed if faculty, the clinical sites, the NC Disabilities Officer, and NC administration determine that the accommodations needed are not reasonable.

Specific Accommodations While Enrolled in the ADN Program

Preferential Seating:

If a student is approved for accommodations to include preferential seating, the student will email the course coordinator to indicate preference for seating (near door, away from door, in testing center, etc.). During the semester that the accommodation is applicable, faculty will make every attempt to provide the student with their preferred seating; however, the student will not be allowed to choose a specific seat. To maintain testing security, the student's assigned seat will not be the same for every exam. The agreed upon arrangements will remain in effect for the duration of the semester.

Should a student choose to take their exams in a Navarro College Testing Center, the student will be responsible for contacting the Testing Center to reserve a seat on the scheduled date/time the exam is to be administered. If a seat is not available at the scheduled exam time, the student will be required to take their exam in the ADN testing venue (A-129- Waxahachie or BC 222- Corsicana). To maintain

testing security, students may not request to begin exams earlier or later than the scheduled exam time.

Applicants who may need testing accommodations are encouraged to review the Texas Board of Nursing policy on accommodations before accepting an offer of admission.

Applicants are responsible for researching any differences between accommodations requested during the program and those available for the NCLEX-RN exam. The NC ADN Program cannot be responsible for whether testing accommodations requested by a student and granted by a counselor will result in sufficiently rigorous testing to prepare the student/candidate to pass the NCLEX-RN. It is also the applicant's responsibility to determine that a sufficient job market will be available when the applicant earns an RN license.

Documentation Requirements for Disability Accommodations: Documentation must be provided by a qualified, licensed healthcare or mental health professional with appropriate expertise in diagnosing the specific disability. Documentation must include a clear diagnosis, description of functional limitations, and recommended accommodations supported by assessment data. Family members may not provide documentation.

Accommodations are determined in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

For physical or mental disabilities other than learning disabilities - a licensed physician or psychologist with expertise in the disability.

For learning disabilities- a licensed psychologist or psychiatrist who has experience working with adults with learning disabilities and/or another qualified professional with a master's or doctorate degree in special education, education, psychology, educational psychology, or rehabilitation counseling who has the training and experience in all the areas below:

- 1). Assessing intellectual ability level and interpreting tests of such ability
- 2). Screening for cultural, emotional, and motivational factors
- 3). Assessing achievement level
- 4). Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing, and mathematics (TX BON, 2015).

Faculty will provide accommodations only for students with letters from the NC employee designated as responsible for determining accommodations. Accommodations will be provided only as specified in the student's letter and approved as reasonable by the NC ADN Program Director or other appropriate NC Administrative Personnel.

Faculty will not initiate an accommodation or change any part of the accommodation without a letter from the NC Employee designated to establish reasonable accommodations for students. Students are responsible for renewing accommodation letters each semester in accordance with institutional policy and providing updated documentation to the ADN Program Director and relevant faculty in a timely manner.

Faculty will not allow accommodations, such as students sitting at a requested chair or location for testing, without a letter from the NC Employee designated to approve and prescribe accommodations for students.

Student Travel Requirements

To enhance learning in the clinical area, students will be assigned to various clinical agencies. Clinical

experiences will involve travel outside the parameters of the program site. Some of the locations include but are not limited to Arlington, Corsicana, Ennis, Waxahachie, Mansfield, Mexia, Dallas, Waco, Lancaster, Mesquite, Fairfield, Desoto, and Terrell.

Students who are accepted must meet all travel requirements/clinical assignments. Additionally, students who travel for Navarro College or ADN sponsored events must follow NC student travel policies.

Liability (Malpractice) Insurance

Students enrolled in the ADN Program are required to have liability insurance. Malpractice fees are included with Summer and Fall registration fees. The college secures the clinical liability insurance coverage for students.

Legal Witness

Navarro College Associate Degree Nursing Students are not allowed to sign as a witness for any legal forms such as wills, operative permits, No Code status, Advanced Directives, or any other agency consent forms while in the student role.

CPR Certification

All students are required to have CPR (Cardio-Pulmonary Resuscitation) **American Heart Association** Certification for entry into the program. To assure maintenance of status while in the program, the **initial** CPR certification **must not expire** prior to the anticipated graduation date.

Accident or Injury Reporting

If a student is injured or becomes ill while in the clinical setting, the instructor must be notified immediately. Hospital protocols will be followed for client-related injuries or exposures. The instructor will notify the Program Director and complete all necessary documentation which may include the Health Professions Occurrence Report.

If a student is injured while on campus, the NC Police and the Program Director must be notified immediately. The NC Police will complete an incident report as indicated. The Program Director or ADN faculty will complete a Health Professions Occurrence Report if the injury occurred in the nursing lab or an ADN classroom.

Navarro College and the clinical facility are not responsible for expenses that result from an action of a student or client in the clinical setting. The student is responsible for personal medical care/expenses.

Clinical Requirements

Clinical experiences are selected to provide students with a variety of opportunities to practice safe, effective nursing care. Selected local and out-lying clinical facilities will be utilized to enhance student learning by providing a clinical environment that allows students to apply the knowledge and skills acquired in the classroom and skills and/or simulation lab to achieve student learning outcomes. Students are expected to provide their own transportation, to report on time to the appropriate assigned agency and to be in appropriate uniform.

Prior to going to clinical agencies, all Associate Degree Nursing students must meet the following basic requirements:

- DFWHC orientation (if applicable)
- Agency specific orientation
- HIPAA instruction

- American Heart Association Basic Life Support Provider-CPR (AHA BLS Provider CPR)
 - Safety, Fire, and Standard Precautions instruction
 - Immunizations required by health care provider agency:
 - Two (2) MMR vaccinations or positive titers (rubeola/measles, mumps, rubella/German measles)
 - TB blood testing (interferongamma release assay or IGRA) within one year prior to enrollment is required. There are currently two FDA approved blood tests - the QuantiFERON TB Gold Plus (QFT Plus) and the T-Spot TB test (T-spot). Students who are continuously enrolled and faculty who are continuously employed will only require one blood test and then completion of an annual TB symptom screening form.
 - Candidates with a **documented positive IGRA TB test result in absence of bacille Calmette-Guerin (BCG) vaccine, or documented completion of treatment for LTBI or TB disease** will be required to complete:
 - Tuberculosis (TB) Risk Assessment/Symptom Screening (can be found on national CDC website)
 - Submit proof of a negative chest x-ray meeting one of the following conditions.
 - If the candidate has documented completion of treatment for LTBI and is free of symptoms of active TB (as reflected in the TB Risk Assessment/Symptom Screening), a negative chest x-ray subsequent to positive diagnosis will be acceptable.
 - If the candidate does not have documented completion of treatment for LTBI and is free of symptoms of active TB (as reflected in the TB Risk Assessment/Symptom Screening), candidate should provide a negative chest x-ray within 90 days preceding clinicals.
 - ** If chest x-ray is positive, rotations will be placed on hold status until clearance is received from local public health department.
 - Two (2) Varicella vaccines or positive titer
 - TDaP vaccine/booster within past ten (10) years (tetanus, diphtheria and pertussis)
 - Full Hepatitis B vaccine series AND a titer showing immunity to Hepatitis B
 - Seasonal influenza (flu) vaccination received as recommended by CDC (www.CDC.gov). Acceptable timeframe: August- April
 - COVID-19 vaccine—per agency
 - *CDC guidelines consider full vaccination as:
 - a. Pfizer-BioNTech (2 doses)
 - b. Moderna (2 doses)
 - c. Novavax (2 doses)
- If clinical agencies require COVID-19 boosters, students and faculty will be required to comply with agency requirements.
- Annual drug screen
 - Acceptable DPS and FBI criminal background check (CBC)-Criminal history must not exceed requirements or limitations of essential clinical agencies (see CBC Policy)
 - Negative Office of Inspector General (OIG) screening
 - Negative Department of Aging and Accessibility and Accommodations(DADS) screening

All clinical and ADN program related documentation uploaded to Surpath MUST be kept in date to remain compliant. Students are notified by Surpath prior to any requirements expiring, so that updates or renewals can be uploaded prior to the expiration date.

If a student fails to update clinical or program documentation before the expiration date, it will result in a loss of 3 clinical points per week (until the document is updated) for expired records that do not affect client safety (Ex: driver's license, auto insurance, student handbook forms, etc...). A 5 point deduction per week will apply for any vaccine or health related records that are allowed to expire. In most cases, expired vaccine records will also result in a student's inability to attend assigned clinical rotations. In this case, the student will be counted absent and may not be able to meet course outcomes.

Vaccine Document Requirements

To ensure compliance with clinical affiliate agreements and state immunization standards, all students must provide official documentation of required vaccinations and/or immunity.

Vaccine records submitted to the Nursing Program must include all of the following information to be accepted:

1. Student's full legal name and date of birth.
2. Vaccine name and type for each immunization required.
3. Date(s) each vaccine was administered, including all doses in a series.
4. Signature or official stamp of the administering healthcare provider, facility, pharmacy, or health department.
5. For serologic evidence of immunity, laboratory reports must include the test date, result values, and reference ranges from a verified laboratory source.
6. Documentation must be issued on official provider, clinic, or state immunization registry letterhead or forms (e.g., ImmTrac2 printout).

Medical or Religious Exemptions

Students who request an exemption from immunization requirements must submit appropriate documentation (medical exemption signed by a licensed healthcare provider or a written request for religious exemption).

Approval of an exemption by Navarro College does not guarantee clinical placement. Clinical agencies determine whether they will accept students who are exempt from immunization requirements.

If no clinical agency accepts a student due to immunization status, Navarro College will be unable to provide alternative placement. Without clinical completion, the student cannot progress in or complete the nursing program.

Important Note: Admission to the nursing program does not assure continuation or graduation if immunization status prevents fulfillment of clinical learning requirements.

Students are encouraged to discuss potential limitations with the nursing program director prior to admission or at the time of requesting an exemption.

Student Governance

Freshman and sophomore student representatives are members of the ADN Program Faculty Governing Committee. Student input is requested for Curriculum, Student Affairs, and Ad Hoc Committees plus the ADN Advisory Committee.

Faculty Governing Committee meetings are scheduled to promote student attendance. Faculty governance meetings will be scheduled as frequently as indicated to review and update policy and not less than once each long semester.

Medication Dosage Competencies

Accuracy in calculation of medication dosages is a vital skill for the nurse and dosage exams are scheduled at appropriate points in the curriculum. Students must demonstrate accurate calculation of medication dosages by scoring 90% within 3 attempts in RNSG 1260 and RNSG 1360. Inability to meet the Dosage Exam requirements may result in failure of the course, associated with the exam. If a student is absent from a Dosage Competency exam, a zero will be recorded in the gradebook and the student will not be able to make-up the exam*. One hour of absence will also be documented in the clinical evaluation tool. Dosage calculations will be included in exams throughout the ADN program (RNSG 2307 does not include dosage items).

Medication Administration Competency

Students are expected to administer medications safely. Safety involves the basic “Rights” of medication administration, plus essential nursing implications for each medication and documentation. The Medication Error Policy is implemented to assure appropriate follow-up when errors occur.

Violations of the rights of medication administration, failure to know essential nursing implications, and/or failure to seek appropriate faculty or RN supervision for each medication administration could result in clinical failure for the semester.

Classroom Attendance

It is the student’s responsibility to officially drop a course. However, the instructor may drop a student for excessive absenteeism if, in the judgment of the instructor, the student cannot complete the course successfully. Excessive absenteeism is when a student accumulates the equivalent of two weeks of absences in a 16-week semester.

Students are to be punctual and attend all scheduled classes and lab activities. Students are responsible for announcements and/or course content missed when absent or tardy. Attendance is documented during each class period from beginning to end of the scheduled day/class. Faculty document attendance, however, each student is responsible for assuring that his/her attendance is correctly noted for all scheduled classes, labs, or clinical assignments.

Attendance will be recorded in Canvas each week. The student is responsible for notifying faculty if he/she is unable to attend class or anticipates arriving after class begins. Failure to notify faculty of absence and/or leaving class early is considered unprofessional/uncivil behavior. Students arriving late will be marked as tardy. It is the student’s responsibility to notify the instructor of arrival, in order to sign in on the attendance sheet. Attendance may be randomly taken when class starts, after breaks, and end of the day.

If total absences from theory class equals greater than 2 weeks of class and lab time during any semester, the student will be notified, and the student will develop a student success initiative (SSI) for improving attendance. When total absence from theory class equals 3 weeks, faculty may withdraw the student from the course.

The hours per week of class and lab time vary with each course and will be indicated in the syllabus and on the combined course calendar.

When entering the ADN program, students must be in attendance by the second class day or they will be withdrawn from the program. If extenuating circumstances exist, the student must notify the Program Director prior to the first class day to request approval for nonattendance during the first and/or second class day. Absences will be recorded and the attendance policy will still apply in this situation.

Online Attendance Policy

It is the student's responsibility to officially drop a course. However, the instructor may drop a student for excessive absenteeism if, in the judgment of the instructor, the student cannot complete the course successfully. Excessive absenteeism in an online class is when a student has not completed assignments and/or had contact with the instructor for the equivalent of two consecutive weeks.

The attendance policy for certain programs may be more stringent than the general standard due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students not attending classes may be dropped.

A student's request for an excused absence shall be in writing and shall be delivered by the student personally or electronically to the instructor of each class. Students should refer to the [Navarro College Student Handbook](#) for additional information.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current [Navarro College Student Handbook](#).

Texas Education Code

As required under the Texas Education Code, Sections 51.9357 and 51.982 (f), Navarro College ensures freedom from discrimination and the protection of the rights of pregnant and parenting students.

Clinical Attendance

Students are expected to attend all scheduled days of clinical experience, including facility orientations. There are no excused absences. Absences up to 10% of the scheduled clinical hours will result in point deductions from the Daily Evaluation Tool (see below) and the student will be placed on Probation, per the Civility Policy. Absences totaling more than 10% of the scheduled clinical hours (per clinical course) will result in withdrawal. This includes clinical activities at Navarro College and other clinical sites.

Failure to attend clinical site orientations held between semesters will be considered a clinical absence.

In the event that the student is not able to attend an assigned clinical rotation, the student must call or text the clinical instructor within 30 minutes prior to the start of the clinical rotation. A no call/no show by the time the clinical rotation begins, will result in the student being placed on Probation and losing points for unprofessional behavior. Absences from simulation labs and scheduled clinical rotations will result in a 6-point deduction per day.

Absences from other activities that count as clinical, e.g., clinical labs, skills lab activities, and alternate clinical experiences (ACE), count as scheduled clinical hours and will result in the student being placed on Probation and a 1-point deduction per hour missed. Absences will be documented in the clinical evaluation tool. If there is insufficient time for the student to satisfactorily meet clinical objectives, then the student may be withdrawn from the course.

Students may not switch clinical assignments with classmates or show up for an unassigned clinical as there are student capacity limits for all client care clinical rotations. For skills lab activities, alternate clinical experiences (ACE), faculty-directed simulation, or other clinical activities; students should contact the course coordinator no less than one week prior to the scheduled activity, to request

permission to switch times with a classmate. The hours per week of class and lab time vary with each course and will be documented in the syllabus and on the combined course calendar and/or schedules posted in Canvas.

Students are considered tardy if not in attendance at the designated time (0630 for most rotations, but times will vary according to each clinical rotation). Being late to clinical is disruptive to clinical agencies and potentially unsafe for clients. Faculty will evaluate the circumstances of the tardiness. This may result in the student being sent home and receiving a clinical absence.

The following point deductions will apply for each clinical tardy:

- The student's first tardy will result in the student receiving an SSI and a 2-point deduction documented in the Daily Clinical Evaluation
- The student's second tardy will result in the student receiving an SSI with 5 points deducted in the clinical evaluation.
- If the student is tardy a third time, they will be placed on Probation and 10 points will be deducted from the Daily Clinical Evaluation tool.

A pattern of being tardy to clinical will be documented as unprofessional behavior. Scheduled skills validations are considered part of the required time for RNSG 1105, RNSG 1144, and RNSG 2362. Absences from scheduled field trips will count toward the appropriate theory or clinical absence totals, each semester.

Extra or independent student lab practice time is not subject to the attendance policy requirements.

Students should never attend a clinical rotation when feeling ill. Doing so will result in the student being sent home and counted absent. Additionally, the student will lose points for the absence and will receive an SSI or be placed on Probation, depending on the number of hours missed at the time of the incident.

Documentation of Clinical Absences

The following clarification applies regarding the application of the Civility Policy to clinical absences:

- **Step 1: Warning** – Once a student has accrued **5% of the allowable clinical absences**, the student will be placed on **Step 1: Warning** of the Civility Policy. The Warning will remain in place for the remainder of the course.
- **Step 2: Probation** – Once a student exceeds **5% of clinical absences**, the student will be moved to **Step 2: Probation** of the Civility Policy. Probation will remain in place for the remainder of the course.
- **Absences totaling more than 10% of scheduled clinical hours** will continue to result in withdrawal from the course, as described in the Clinical Attendance Policy.

Clinical Grades

Clinical grades will come from instructor evaluation of clinical performance as recorded on the weekly clinical evaluation tool and written clinical assignments. Students are expected to demonstrate progression throughout the clinical course. Students must achieve an average of $\geq 75\%$ on clinical assignments (written, online, virtual, etc.) to pass the course. Additionally, if the student does not achieve a 75% or greater (or a grade of satisfactory) on any assignment that is associated with an SLO, the assignment may require resubmission for the student to meet objectives (Refer to course syllabus). The revised grade will not be greater than 75%. Students must also achieve an average of $\geq 75\%$ on for clinical performance. If the student's grade is less than 75% on the average of all written clinical assignments or clinical performance, a grade of "D" or "F" will be recorded as the final clinical grade in the gradebook. In order to meet course requirements and to progress in the ADN program, students must achieve a final clinical grade of $\geq 75\%$. Student clinical performance that results in loss of points

due to unsafe clinical actions, may require remediation in the skills lab or simulation lab as follows:

- (1) The clinical faculty must recommend the skills lab or simulation experience to be attended,
- (2) only two days of such alternate assignments may be scheduled in a semester,
- (3) a second faculty must validate improvement (satisfactory performance) of the skill(s) in question prior to the next scheduled clinical experience.

Students Caring for Family During Clinical Rotations

It is the policy of the Navarro College ADN program to prohibit nursing students from assuming the care of clients who are related to them during clinical rotations. This policy is implemented to maintain professional boundaries, uphold ethical standards, and ensure the highest quality of client care and education.

Definition of Relatives

Relatives are defined as individuals who are connected to the nursing student by blood, marriage, or legal adoption.

Identification and Disclosure

- Nursing students are required to disclose any potential relationships with clients to their clinical instructors and supervisors before assuming care.
- Clinical instructors and supervisors are responsible for identifying any potential conflicts of interest and ensuring that students are not assigned to relatives.

Assignment and Rotation Planning

Clinical instructors and supervisors will make assignments considering relationships to prevent nursing students from being directly involved in the care of relatives.

Consequences of Violation

Any violation of this policy may result in disciplinary action, which can include but is not limited to, verbal or written warnings, suspension from clinical rotations, or dismissal from the nursing program.

ADN Grading Criteria

Course competencies may be measured with course topic exams, standardized exams, written assignments, evaluation tools, and comprehensive predictors.

The letter grade determination in the nursing program differs from the Navarro College policy, which is:

A = 100 – 90 B = 89 – 80 C = 79 – 70 D = 69 – 60 F = 59 – 0.

The RNSG grade determination is:

A = 100 – 90 B = 89 – 80 C = 79 – 75 D = 74 – 60 F = <60

This minimum grade of 75 for a “C” applies only to the ADN program. It does not apply to non-nursing course grades in the ADN degree plan (For example, Anatomy and Physiology I or English).

Grades will not be rounded until the final grade is calculated. Rounding up will be to the tenth only. For example, 74.49 does **not** round up to 75, while 89.84 does round up to 90. Grading criteria for each course are indicated in the course syllabi. Student grades and attendance are posted to Canvas regularly.

Grade Reporting

Final course grades are posted in Self-Service located on the Navarro College web page. Paper or

hard copies of grades are not issued to students. At the end of each semester, the Registrar's Office records the student's final course grades on the student's transcript. Official transcripts shall be withheld if the student does not have all required student information on file in the registrar's office or if any financial obligations to the college have not been paid.

Please refer to [Navarro College Board Policy and Administrative Procedure EGB.1](#) regarding Academic Standards.

Incomplete Grades

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen, documented emergency or other documented extenuating circumstance the instructor deems appropriate prevents the students from completing the work in a course. Examples of extenuating circumstances include, but are not limited to:

- Severe Illness
- Death of a close relative
- Pregnancy
- Parenting
- Job related travel that could not be rescheduled
- Military Duty

In order to receive an "I" for the course, the student must have successfully completed at least 70% of the coursework with a passing grade. An Incomplete Grade Contract will be completed by the instructor, approved by the appropriate Dean, and signed by the student, with documentation attached explaining the emergency. The contract will outline the coursework the student must accomplish in order to complete the course and receive a final grade. If the work required to remove the "I" grade is not completed by the last class day of the subsequent long semester following the semester in which the student received the grade of "I", the "I" grade will become an "F" grade. Once the contract has been submitted, the student may not be withdrawn from the course. With the exception of the "I" grade, no grade may be changed 30 days after the close of a semester.

Communications Device Policy

Clinical agency policies must be followed regarding cell phones at clinical sites. Cell phones may not be visible or used in a client care area. Pictures may not be taken in a clinical setting, including, but not limited to, clients or client information.

Cell phones may not be removed from a student's car at Terrell State Hospital (TSH). Students will use a TSH facility phone to call the instructor's cell phone when necessary.

Cell phones are prohibited in testing venues. It is the students' responsibility to secure cell phones in their vehicle, prior to entering a testing venue.

Phone Messages via Health Professions Coordinator of Operations

In the event of an emergency and a student is unable to be contacted via cell phone (for example, during an exam or a clinical rotation), the HP Coordinator of Operations will assist in relaying phone messages. The HP Coordinator of Operations will determine if the message is of an emergency or urgent nature. Phone messages will then be forwarded to the instructor who is conducting

class/clinical. Please advise family, friends, employers, and others to limit calls to those of an urgent or emergency nature.

The HP Coordinator of Operations phone number is 972-923-5121. It is the student's responsibility to share this number with friends and family.

Student Email

All students are required to use their NC e-mail address to correspond with faculty. **Students are expected to check their email daily, Monday through Friday, and on weekends, as necessary, due to varied clinical schedules.** Students should link their Outlook email to Canvas to ensure they do not miss any email messages.

Netiquette Policy

Students who have questions that cannot be answered during class time should use email or office hours as mechanisms for communicating with instructors. Students will adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others. Professionalism should be used when writing emails, posting in discussion boards, and collaborating in group activities. Students should always address others by name or appropriate title and be mindful of their tone. Students should avoid using sarcasm, being rude, or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbal cues. Be tolerant, civil, and respectful. Commit to a learning environment in which diverse viewpoints can be expressed freely. Associate Degree Nursing faculty and students are expected to treat each other with tolerance, civility, and respect at all times.

Required Technology and Equipment

Many course resources are available on computer software packages and via internet sites. Students are also required to submit computer-generated reports for selected course projects and other assignments. Internet access is available throughout the College. Computers are available in designated NC computer labs, and available for check-out at laptop kiosks located at each College location.

Students enrolled in the NC ADN Program are required to have access to the following equipment and technology throughout their time in the program:

- Computer or laptop (laptops are available for check-out at NC laptop kiosks, if needed)
- Webcam (internal or external)
- Microphone
- Speakers (internal or external)
- Wired earbuds (Bluetooth ear buds are incompatible with computers in computer labs)
- Internet access

For further information regarding IT security and user accounts, please refer to [Navarro College Board Policy and Administrative Procedure CN.1.](#)

Make-up Exam Policy

All makeup exams require approval from the faculty team. If a student knows he/she will be unable to take an exam as scheduled, the student may request a make-up exam. This request must be made in advance and in writing (or by email) to the course coordinator.

In emergencies, students are required to notify the course coordinator or another instructor in the

course prior to the start of the exam in which the student will be absent, or notify them as soon as possible. Other than an emergency, the student should provide a 24-hour notice to the course coordinator. Failure to provide prior notice may result in an exam grade of a zero (0).

For exam security purposes, faculty can deny requests for make-up exams when the student has already made multiple requests for make-up exams, or when the request does not seem sufficient to justify the need for a make-up exam. The type of make-up exam is at the discretion of the faculty. Make-up exams will consist of fewer and/or alternate format questions.

If exams are not made up prior to the next scheduled theory exam in the course, a grade of zero (0) may be given and averaged into the final course grade.

Tutorial Services

Tutoring services are not available through the NC ADN Program but may be available through other departments: CTE Success Center or Sanchez Library.

Brainfuse Online Tutoring is a service that is currently available to students enrolled at Navarro College. Brainfuse Online Tutoring can be accessed at the [Brainfuse Online Tutoring](#) website.

Testing Procedures

Students are not to take books and other personal items into the computer lab during testing. Pockets should be emptied of everything. Seating and/or testing rooms will be assigned.

Students entering a testing venue are expected to refrain from talking to other students. Testing venues are considered “quiet zones”. Students are expected to sign in, take their assigned seat, and wait for further instructions. Writing notes or any information other than the student’s name and/or date on exam forms, prior to the start of the exam, is prohibited.

Cell phones, smart watches, and other electronic devices are prohibited in all testing venues. Students found with electronic devices during an exam will be asked to leave the room and will receive a zero on the exam.

Personal calculators may not be used during exams. Calculators will be provided as needed.

Students may not exit to the desktop / internet during a computerized exam for any reason.

Level III and IV students will have “forward only” testing which prohibits the ability to return to a previous question.

Refer to ADN program Honor Code for ADN Academic Dishonesty Policy.

Test Review and Student Input Re: Exam Items

Students may have the opportunity for test review immediately after their exam. No written notes may be taken when reviewing test answers and rationales. In the event that an exam is administered remotely, a review of answers and rationales will not be available (to preserve exam integrity).

Remote Testing Policy

In the event that the ADN program must transition to remote testing, the following policy will apply:

Testing Preparation Student Responsibilities

Students are responsible for self-testing the functionality of the system, prior to all Remote Proctored examinations so that any required troubleshooting can be accomplished. Students should check with their faculty member for available practice exams.

Students must close and restart computers before logging into the proctored test environment. All other programs and/or windows on the testing computer **MUST** be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.

Students **MUST** establish identity using their NC Identification badge or an official Driver License.

Appropriate lighting is mandatory during the entire testing time.

Test Environment Requirements

The online testing environment should mimic the “on-site” testing environment, and **MUST** conform to the following:

Testing Area

- Sit at a clean desk or table (not on the bed or floor).
- Maintain room lighting bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular examination.
- No other computer monitors, screens or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period or in the testing.
- No writing should be visible on the desk or walls.
- If the instructor permits writing during the exam, writing must be completed on a blank piece of paper. The paper must be shown blank at the beginning of the exam with the student’s name, date, and time written at the top of the paper. The paper must be submitted to the proctor before exiting the room.
- Do not talk during the exam--No communicating with others by any means.

Expected Behavior

- Dress as if in a public setting.
- Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. Do not take the computer into another room to finish testing (exam must be completed in the same room it began in).
- Your face and ears must be visible at all times. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.—are not permitted. No use of headsets (or similar audio devices) are permitted. This includes Bluetooth earbuds.
- You must keep your gaze centered on the screen. Frequently glancing away from the screen could be considered cheating.
- Do not use a phone. The only exception is to contact support staff or your instructor in the event of a technical issue.

Policy Violation Consequences

If the proctor or an employee of the proctoring service suspects that a violation of testing policies and/or cheating has occurred, a record of the student’s activity will be consulted during and/or after the completion of the exam.

Any minor and major violation may result in several consequences ranging from student notifications to reporting possible honor code violations, which could result in dismissal from the program.

If a student deviates from this policy during the exam, as soon as the student completes the exam, the student must email the instructor explaining the nature of the policy violation. Failure to do so could result in an allegation of violation of the Honor Code.

- Whether or not the exam was flagged by the proctoring service, if the student is suspected of a violation of the Honor Code, the student will be contacted directly by course faculty. If a violation occurred or there is concern of a violation, the Civility policy will be followed. Please note, the following violations are grounds for automatic dismissal Civility Policy (Step 3) from the ADN program and a final grade of “F” for the course:
- Producing notes, screenshots, or copying parts of the exam: Students cannot take any notes away from the test site or write down any information about the exam, even if it is intended for personal use.
- Identity fraud or failure to present photo identification when prompted.
- If the student requires a resume code in order to continue testing, the student will be required to report to the nearest Navarro College Testing Center (as directed by faculty), to complete the exam.

Title IV Compliance (including repayment of student loans)

A Financial Aid Officer will instruct all new students regarding financial aid including Title IV compliance during orientation to the program (and at other times as required by NC policies).

Faculty will refer students to the Financial Aid Office for all questions concerning financial aid. Students should consult with Financial Aid in the spring and summer and not wait until fall to initiate financial aid or student loans. Students should consult with the Financial Aid Office prior to dropping any class.

Student Responsibilities Regarding Financial Assistance

- Determining your ability to pay any institutional charges based on your available financial aid and personal resources
- Reviewing, understanding, and complying with the terms and conditions of any financial assistance provided
- Completing all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Reading and understanding all forms that you are asked to submit or sign
- Understand that you are legally responsible for all agreements that you sign notifying the loan servicer(s) of any educational loan(s) received when there is a change in your address, name, or school status

Professional Conduct and Integrity

Each syllabus includes instruction on ethics and professionalism. Navarro College Associate Degree Nursing Students are expected to conduct themselves in a professional and ethical manner, and to exhibit the caring, compassionate, therapeutic use of self that is expected of professional nursing graduates. This includes, but is not limited to:

- supporting the profession of nursing by paying attention during class,
- being polite and helpful to fellow students,
- maintaining professional communication (verbal and written),

- actively engaging in classroom activities,
- avoiding disruptions in the classroom,
- avoid bullying and using profanity,
- consistently attending class on time and remaining in the classroom during class activities,
- not leaving early without notifying the faculty beforehand, and
- following guidelines for appropriate classroom, clinical, and pinning/graduation attire

Graduates are expected to maintain the professional and ethical behaviors developed while in the program. Among the anticipated graduate behaviors included are:

- competent, caring, ethical practice that reflects well on the graduate, the profession of nursing, and the NC ADN program,
- continuing engagement in life-long learning,
- repayment of student loans,
- serving as preceptors for nursing students,
- serving as mentors for new nurses, and
- maintaining contact with the NC ADN program to provide graduate data essential to monitoring the program's compliance with standards of governing agencies and accrediting bodies.

Examples of unethical, dishonest, or unprofessional behavior include, but are not limited to:

- refusing appropriate client care assignments
- failure to comply with clinical safety and infection control protocols
- client abandonment or failure to report significant signs or symptoms to the primary RN
- unprofessional behaviors that jeopardize the program's relationship with a clinical agency
- excessive/habitual tardiness, absences, or late written reports/assignments, incomplete written assignments
- altering clinical records or inventing client data for a clinical or academic assignment
- using notes, textbooks, internet sites, cell phones, or programmable calculators during an exam
- unauthorized entry into test banks
- unauthorized use of school or clinical site copy resources, faxes, or other supplies or equipment to complete ADN assignments
- plagiarism and/or self-plagiarism
- copyright violations of textbooks or unauthorized use of fee-for-use, on-line programs
- providing examination answers or sharing examination information with anyone
- deliberately falsifying records (health records, clinical records, clinical forms, etc.)
- covering up or denying an error in the clinical setting
- drug or alcohol use/abuse
- HIPAA violations- including, but not limited to situations during and after clinical rotations and discussions with fellow students
- posting on social media about a clinical site, texts to friends regarding clients, or identifying information on a clinical assignment

Examples of evidence, of unethical, dishonest, or unprofessional conduct includes but are not limited to:

- self-incrimination
- direct observation of an act by faculty or an account by a reliable witness
- documentation that does not support data
- inappropriate written or verbal communication
- inappropriate social media posts

- positive Drug Screen or refusal of a drug screen
- DUI conviction
- failure to report an arrest and/or a conviction of a crime of any nature prior to admission or while enrolled in the ADN program

Confirmed unprofessional conduct will result in initiation of the Civility Policy Procedures.

Student Honor Code

The health professions are based on a high degree of trust by the individuals they serve. Members of the Navarro College community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All ADN students receive a copy of the guidelines and procedures for implementing the ADN Student Honor Code on admission. Students will indicate their willingness to adhere to the Code by signing and returning the acknowledgment form, which shall be placed in the student's file. Lacking knowledge of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor Code. All questions or concerns regarding the Honor code should be directed to the ADN Program Director.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students, faculty, and staff also share this responsibility.

Relationship of Honor Code to Local, State, and Federal Laws

Navarro College adheres to all applicable local, state, and federal laws, and cooperates with law officials in all matters. Any alleged violation of local, state, or federal laws will be referred to the appropriate law enforcement officials, and such laws have precedence over the provisions of this policy.

Process for Cases of Suspected Violation of the Student Honor Code

Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. For matters related to nursing practice and risk to clients, covered by the American Nurses Association Code of Ethics, the student is required to report (e.g., a student diverting client drugs). The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to ADN faculty. All reports must be submitted in writing.

When faculty have evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. If the faculty determines that the conduct could constitute a violation of the ADN Student Honor Code, then the matter will be referred to the Program Director and Civility Policy will be implemented. (See Navarro College ADN Honor Code, below).

Navarro College Associate Degree Nursing Student Honor Code Agreement

I, _____ (print name), agree to follow the Navarro College ADN Program's honor code with honesty, integrity, respect, responsibility, and ethics. I have refrained and will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that, as a member of the nursing program, it is my responsibility to report all suspected violations of the Honor Code to the ADN Faculty.

The Student Honor Code is either required or implied on all work submitted for credit and otherwise.

The student is responsible for assuring that all examinations and written work abide by the Navarro College ADN Student Honor Code.

For examinations, the student may promote academic honesty by placing personal items and electronic devices in the specified location, covering exam sheets during an exam, not looking around the room or at other students' exams, and refusing to discuss an exam with anyone.

In all written assignments, the student is responsible for citing all sources of information that are not the product of his/her own thoughts, including published and unpublished material. The student must adhere to the laws and legal agreements governing software use and copyrighted material.

Use of Artificial Intelligence (AI)

Some AI Allowed.

As part of our commitment to fostering a dynamic learning environment, this course's instructor acknowledges the potential benefits and drawbacks of incorporating generative AI tools into course assignments. While new developments are exciting and have powerful impacts on our personal and professional lives, it is essential to recognize that these tools are ever-changing and should be limited to careful use. As such, submissions of AI generated or assisted material will be permitted only when expressly indicated by the instructor. Permissible use of AI-generated or AI-assisted material must also be properly cited. Any use without permission and citation is considered a form of academic dishonesty and will be processed as such following the guidelines for Academic Dishonesty in the Student Handbook.

Student Success Initiative

An SSI contract provides a structured and supportive intervention for nursing students experiencing challenges in meeting academic, professional, or attendance expectations. The SSI contract serves as an early warning system designed to address concerns proactively, promote student accountability, and foster success in the nursing program. Faculty will identify and document issues related to academic performance, professional behavior, or attendance in the SSI contract. The student will be notified of the concern and scheduled for a meeting with the course coordinator, faculty advisor, or program director. The faculty member will collaboratively develop an SSI contract, including:

- Specific areas of concern.
- Measurable expectations and required actions for improvement.
- A timeline for achieving improvement.
- Resources available to support the student (e.g., tutoring, counseling, study groups).

The student will sign the SSI to acknowledge their understanding and agreement to comply. Refusal to sign the contract will be documented and may result in additional consequences. A copy of the SSI will be maintained in the student's file. Documentation of all meetings and follow-ups will also be included.

Note: Patterns of negative or uncivil behavior, serious violations of unprofessionalism, as well as clinical absences, will automatically progress to the Civility Policy.

Civility Policy

Civility-Focused Policy: Student Success and Professional Growth

The ADN program is committed to fostering a supportive environment that promotes student success, professional development, and a culture of civility. Our goal is to work collaboratively with students to address challenges and help them reach their full potential in theory, lab, clinical, and preceptorship settings. To ensure success, we have implemented a structured process designed to support students in meeting course objectives.

Step 1: Support and Guidance

Faculty members are dedicated to helping students thrive academically and professionally. When a student is not meeting course objectives, they will receive personalized support through the **Student Success Initiative (SSI)** process.

- **Process:** The instructor will provide a **Student Success Initiative report/contract** outlining areas for improvement, clear expectations, and targeted recommendations. These may include reviewing the ADN Student Handbook, joining study groups, utilizing tutoring services, engaging in computer-assisted learning, or accessing support from college counselors.
 - **Goals:** The SSI is designed to foster growth, address challenges, and empower students to take proactive steps toward success. It includes specific timelines for completing any required remediation and is a collaborative effort between the student and faculty.
 - **Documentation:**
Both the student and instructor will sign the SSI form, which is then shared with the Course Coordinator and placed in the student's file as a record of the support process.
- **Follow-Through:** Active participation and adherence to the SSI are crucial for student success. If a student faces challenges in meeting these expectations, enhanced support and Probation may be considered.

Step 2: Enhanced Support and Probation

Probation provides a structured opportunity for students to demonstrate improvement with additional faculty guidance.

- **Process:** The student will meet with the instructor and/or Program Director to develop a **Probation Contract**, which outlines specific expectations for improvement. This contract serves as a positive roadmap for success and is signed by all parties.
 - **Review and Monitoring:** Faculty will monitor progress closely, offering continuous feedback and encouragement. Depending on the situation, participation in preceptorships or out-rotations may be adjusted to ensure the student is fully supported.
 - **Focus Areas:** Probation may be implemented to address areas such as:
 - Attendance or punctuality issues
 - Concerns impacting clinical affiliations
 - Clinical safety performance
 - Ethical or professional behavior
- **Goal:** Probation aims to provide a clear pathway for the student to meet professional standards, promoting growth and civility within the learning environment.

Step 3: Program Withdrawal

Our primary goal is student success; however, in situations where expectations outlined in the probation contract are not met, or a severe issue arises, withdrawal from the program may be necessary.

- **Considerations:**
Withdrawal is considered after all supportive measures have been exhausted. It is only implemented when a student is unable to meet the outlined criteria or violates key policies related to safety, professionalism, or ethical conduct.
- **Severe Violations:**
Some situations may require immediate action due to their impact on safety or integrity, such

as:

- Breaches of client confidentiality
- Academic dishonesty or falsification of documentation
- Unprofessional conduct that jeopardizes others' safety or clinical relationships

Progression in the ADN Program

General Education Courses (Non-Nursing Courses)

All general education courses must be completed with a grade of "C" or better. All general education courses may be taken prior to admission to the ADN Program.

Anatomy and Physiology I and II must be completed prior to submitting an application for the AAS.ADN Degree plan. Anatomy and Physiology must be completed within seven years of the application deadline with a C or better (applies to Traditional students, only). For Anatomy and Physiology courses completed with a C or better but considered to be expired (completed more than seven years prior to the application deadline), the student may complete BIOL 2404 with a C or better. Anatomy and Physiology I and II, Microbiology, and other non-RNSG degree plan prerequisite courses must be completed prior to submitting an application for the AAS.ADN Bridge Degree plan.

SCIT Anatomy and Physiology courses do not meet the standard of BIOL courses and will **not transfer** to an ADN degree plan.

After admission to the program, general education courses must be taken according to the sequence on the degree plan.

Note: Any deviation from this sequence requires written permission from the ADN Program Director.

Nursing Courses (RNSG Courses)

- Nursing co-requisite courses must be taken concurrently.
- All nursing theory courses must be passed with final course grade of $\geq 75\%$.
- All clinical courses must have a final grade of $\geq 75\%$.
- All skills courses must have a final grade of PASS ($\geq 75\%$).
- All course requirements must be met at the specified syllabus/calendar date/time or at the date/time agreed upon by the faculty if adjustments are made.

Withdrawal and Re-Entry Policies

If a student is unsuccessful in meeting all course requirements or achieving a passing grade, the student must withdraw from the program. It is required that the student schedule an appointment with the Program Director for an Exit Interview within 10 days after withdrawing, or the student will not be eligible for re-entry (See Exit Interview). Students must re-enter within one year (the next time the course is offered per the guidelines listed below) or must apply for regular admission.

First semester traditional students who are unsuccessful in a first semester course, or who withdraw while failing (RNSG 1260, RNSG 1413, RNSG 1201, RNSG 1105) will not be eligible for traditional re-entry. To be eligible for readmission, these students must complete an LVN program then apply to the ADN-Bridge program. It is also recommended that the student obtain CNA/CMA certification, to gain healthcare experience, while waiting to enter a LVN program. Students who withdraw during the first semester, but are passing all courses, may reapply for the Traditional ADN program.

Students will demonstrate eligibility for re-entry to the spring-freshman semester (RNSG 1443/1360/1144) if the student successfully completes the following on the first attempt:

- Achievement of $\geq 75\%$ on a faculty developed ATI Custom Assessment focused on Fundamental and Pharmacology content
- A score of 90% or better on a faculty developed dosage exam

Students will demonstrate eligibility for re-entry to the fall sophomore semester (RNSG 1512/2213/2362) if the student successfully completes the following on the first attempt:

- Achievement of $\geq 75\%$ on a faculty developed ATI Custom Assessment focused on Fundamental and Pharmacology content
- Achieve a score of 90% or better on a faculty developed dosage exam

Students may not re-enter during the final sophomore semester: RNSG 2307, RNSG 2331, and RNSG 2363 (except for withdrawals related to serious extenuating circumstances). A student who is unsuccessful in any of the final semester courses, must apply for re-entry to the fall sophomore semester (RNSG 1512, 2213, 2362).

An LVN-RN Bridge student who is unsuccessful in RNSG 1343, 1260, or 1144 will be withdrawn, but will be eligible to apply as a re-entry student, the following summer.

An LVN-RN Bridge student who is unsuccessful in RNSG 1201, but passes RNSG 1443/1260/1144, will be required to enroll in RNSG 1201 in the fall semester, immediately following the summer semester the student was unsuccessful in. The student will be allowed to enroll in fall sophomore level courses (RNSG 2213, 1512, and RNSG 2362) while enrolled in RNSG 1201. If for any reason the student is unsuccessful in RNSG 1201, RNSG 2213, RNSG 1512, or RNSG 2362, the student will not be allowed to progress and will be expected to apply for re-entry the following year. If re-entering the following year, the student must enroll in RNSG 1201 during the summer the student is re-entering or complete the course at another institution prior to re-entry.

Other requirements pertaining to re-entry:

- Skills competencies: Re-entry students are required to demonstrate ability to perform all skills previously validated on, during a guided practice time scheduled by faculty. Open labs are scheduled at the beginning of each semester to practice nursing skills. Open labs are not optional for students re-entering the program.
- Students re-entering may be required to purchase an additional skills kit.
- Students who fail twice are not eligible for re-entry to the ADN program. Re-entry must occur within one year.
- Courses must be taken in sequence for re-entry. For example, the student will not be allowed to enroll in RNSG 1512/2213/2362 after RNSG 2307/2331/2363 has been completed.
- When a course is repeated, the most recent grade will determine progression in the program. The student must pass all courses with a grade of C or $\geq 75\%$.
- Students withdrawn due to academic dishonesty or unprofessional behavior will not be eligible for re-entry. Students who withdraw or fail with an existing SSI for unprofessional behavior may not be eligible for re-entry.
- Re-entry is always limited to space available. Re-entry policy will not conflict with federal and state laws regarding family medical leave. Students who re-enter the program may be required to complete additional courses if there is a change in the degree plan.
- Students may be declined re-admission to the Associate Degree Nursing Program. Reasons for not granting re-admission may include, but are not limited to:
 - Clinical failure due to behaviors that compromised safety or well-being of a client;
 - Disruptive, disrespectful or unprofessional conduct in the clinical, skills lab or classroom setting;
 - Manipulative, negative actions that caused a hostile or unhappy learning environment;

- Bullying behaviors towards classmates or faculty/staff; or
- Violation of the code of ethics.

Exit Interview

Students are required to meet with the Program Director for an Exit Interview, to be eligible for re-entry. The Exit interview must be completed within 10 days after withdrawal, for the student to be considered for re-entry.

Admission requirements in place at the time of each re-entry apply to the current ADN degree plan, not the original admission or progression requirements at the time of the student's first entry.

Students in the Military

Federal law and regulations (in some states) protect active duty, guard and Reserve military personnel who are attending post-secondary education schools if they must miss school due to military orders. The law and regulations accord the post-secondary education student whose education was interrupted by voluntary or involuntary military service the right to readmission to the educational program. These requirements apply to any educational institution that participates in title IV federal student financial aid programs, including Pell Grants, Stafford Loans, and the Federal Work-Study Program.

Student Grievance

Students are referred to the Navarro College Student Handbook policy regarding student grievance. The following guidelines are provided to encourage students to work within the ADN Program before filing a grievance.

To facilitate student professional development, faculty encourage students to work out conflicts and disagreements in a professional manner. Any student who perceives that he/she has received inequitable or unfair treatment or a biased evaluation by ADN faculty should first seek to resolve the problem with the involved faculty member. If the problem cannot be resolved with the student-faculty member discussion, then:

- a) The student may submit a written statement/report to the faculty member and the course teaching team for consideration.
- b) If the problem is not resolved with the faculty and the teaching team, the student should submit the written statement/report to the ADN Program Director.
- c) If the matter is not yet resolved, the student should make an appointment with the Dean of Health Professions.

Grade Challenges

Grade challenges must be filed within 10 days business days of the course grade being posted. Students should refer to the [Navarro College Student Handbook](#) for the grade challenge procedure.

Student Evaluation of Program/Courses/Faculty/Services

In each RNSG course, students will provide feedback and give input regarding elements in the teaching-learning environment for individual faculty classroom and clinical instruction. ADN forms for course evaluations and evaluation of faculty are used to elicit student feedback for accreditation purposes.

ADN students are also encouraged to complete the Navarro College Canvas course evaluation at the end of every semester. ADN student evaluations submitted through ADN Program surveys are reviewed and summarized along with course outcomes by the program director after completion of the semester and after the recording of final course grades.

In addition to student evaluation of faculty and the RNSG courses, students will evaluate access to student services including the adequacy of information regarding available resources and access to student services. See ADN Program objectives and student learning objectives for a list of feedback and self-reporting of clinical and knowledge competencies requested from students. End of course evaluation forms and other tools will contain items designed to facilitate student input into RNSG courses, NC and ADN policies, faculty, student services, and clinical agencies.

Student Participation in ADN Program Committees

The Associate Degree Nursing (ADN) Program values student engagement in shared governance and continuous program improvement. In alignment with accreditation standards and best practices in nursing education, students may be invited to serve as representatives on designated program committees.

Student representatives participate in discussion, provide feedback, and may submit agenda items related to student experiences, curriculum, and program policies. Participation allows students to contribute to the ongoing evaluation and enhancement of the program.

Committees with Student Representation

Curriculum Committee

Reviews and evaluates curriculum design, course sequencing, learning experiences, and program outcomes to ensure alignment with professional standards and healthcare workforce needs.

Admissions Committee

Evaluates and recommends policies related to recruitment, selection, and admission processes to promote equitable and transparent admission practices.

Testing Procedures and Test Policy Committee

Reviews policies related to exam construction, standardized testing, testing security, and testing resources to promote fairness and academic integrity.

Student Affairs Committee

Reviews student-related policies, facilitates access to college services, supports student engagement activities, and provides input regarding student concerns, recognition, and program events.

ADN Advisory Committee

Includes representatives from clinical agencies, community partners, faculty, and student representatives. This committee provides workforce-based guidance to ensure the curriculum, resources, and student preparation meet current healthcare industry standards.

Clinical Agency/ADN Joint Issues Committee (As Needed)

Addresses clinical-site related matters impacting student learning experiences, safety, and clinical partnerships.

Student representatives are appointed by faculty and typically include both first-year and second-year students to ensure balanced representation. Participation provides leadership development opportunities and supports the program's commitment to transparency, collaboration, and continuous quality improvement.

Student Records and Papers

Current ADN student files are maintained in a locked office and/or maintained electronically. Student

files are designated for the student's application and required admission documentation, evidence of student's ability to meet objectives/outcomes of the program, final clinical practice evaluations, signed receipt of written student policies furnished by manual and/or electronic means, evidence of student receipt of the Board's licensure eligibility information as specifically outlined in §215.8(c), and the statement of withdrawal from the program, if applicable. The program maintains files for at least two years following successful completion of the licensure exam. Files for students who withdraw or who must exit the program are kept for at least the period of time of readmission eligibility.

Faculty may elect to retain select student papers for teaching-learning purposes, as examples for accreditation review and to document course activities. To provide documentation for decisions regarding the quality or lack of quality of a student's work, faculty may copy a student's written work or keep the original and give the student a copy. Upon admission, students will sign a form giving consent for the ADN program to retain examples of the student's academic work.

Unsafe/Unsatisfactory Clinical Performance

Students are regularly informed of progress or lack of progress in meeting course objectives and course requirements. As a student progresses through the program, the student is expected to demonstrate increasing competence and independence in providing nursing care. A student's clinical performance will be evaluated through weekly self-evaluations with instructor feedback and from instructor generated mid-term and final clinical evaluations. The student must have $\geq 75\%$ on the Final Clinical Evaluation, to pass the course (See course syllabi for specific grading criteria). Facility orientation and end of course evaluation time are counted as graded clinical time.

Students are expected to provide safe nursing care. Although the primary purpose of clinical learning experiences is to provide the student with opportunities to apply knowledge and skills. It is essential that the student function in a safe, ethical, and professional manner when providing direct nursing care. Client safety and well-being must be protected. Violation of client safety is cause for dismissal from the ADN Program (See Civility Policy Policy). Unprofessional behaviors or failure to meet essential competencies required of all Texas nursing graduates are valid reasons for failing a theory or clinical course. Unsafe clinical performance, failure to improve unprofessional behaviors, or actions that cause a student to be denied privileges at a clinical site are grounds for disciplinary action up to and including dismissal from the program.

Examples of unsafe or unsatisfactory clinical performance include, but are not limited to:

- Inadequate preparation for clinical
- Failure to perform timely assessments of assigned client
- Failure to report significant changes in a client's condition (for example LOC, VS, pain, etc.)
- Failure to practice proper hand hygiene; for example, not foaming in and out, not washing prior to gloving or after removing gloves
- Failure to follow standard precautions
- Errors in preparation, administration and documentation of medications/treatments--**even** if the error was found by faculty and did not reach the client
- Attempting procedures or care activities without appropriate preparation, supervision, or authorization
- Failure to follow the care plan of the primary RN
- Failure to notify the clinical instructor and/or clinical agency of absence or need to leave the clinical site/floor
- Habitual tardiness to clinical (**3 incidents in a semester**)
- Uncivil behavior such as verbally and/or physically abusing clients and/or others.
- Presenting to clinical when personal physical, mental, and/or emotional health may put others or self in danger (Example: presenting to clinical with elevated temperature, or use of a

substance or medication that may impair judgment, level of alertness, or motor function)

- Falsifying documents
- HIPAA violations
- Failing to comply with policies regarding alcohol/drug abuse or misuse of over-the-counter or prescription medications
- Failing to take appropriate action necessary for the stability and safety of a client
- Exhibiting behaviors that indicate physical or psychomotor impairment
- Failure to comply with agency policy regarding Personal Protective Gear or infection control policy
- Placing the program's relationship with a clinical site in jeopardy
- Violation of ethical standards (i.e. willful dishonesty regarding information given to faculty, students, or clinical facility staff, stealing, etc.)

Any student not progressing toward satisfactory completion of essential competencies in a clinical course may also be deemed unsafe.

An applicant or a student who is denied rotation privileges by any of the clinical affiliated agencies may not be eligible for continuation in the program. The denial must be in writing from the administration of the agency denying privileges.

Food and Beverages in Classrooms

Refer to [Navarro College Student Handbook](#) policy regarding classroom food/beverages.

Notice Regarding Schedules and Syllabi

Students are advised that course syllabus, assignments, calendars, and schedules are subject to change due to changes in laws, clinical agency requirements, publisher changes, faculty changes or resignations, accreditation policy changes, or other issues.

Medication Administration Occurrence Prevention Policy

Actual Medication Administrative Errors

An actual medication administration error is defined as any medication that is administered and involves the wrong time, wrong route, wrong medication, wrong dose, or wrong client during the clinical experience. This may include errors of omission, medications given without a healthcare provider's prescription, extra doses, incorrect rates, medications given to clients with a stated allergy to that medication, medications administered incorrectly regarding site or route, failure to discontinue medications as ordered, giving a medication known to be an adverse reaction risk with the client's drug profile, failure to follow special instructions or precautions, and/or errors with intravenous solutions.

Potential Medication Administration Errors

A potential medication administration error is defined as a medication error that a nursing student was likely to commit without the intervention of the instructor or another registered nurse. NOTE: Such errors will be treated as an actual error for the student and will require documentation and remediation as indicated.

Controlled Substance Errors

Any controlled substance not properly recorded, counted inaccurately, or improperly wasted is documented as a medication incident, but is not an actual administration error. Note: Students will not

be responsible for obtaining controlled substances.

Transcription Errors

Students may not transcribe an order and may not administer a medication or treatment until the primary RN has transcribed the order to the medication or treatment sheet.

Any order that is transcribed incorrectly is documented as a potential medication error. (Even when there was not an actual administration error.) It is documented as an “Actual Medication Administration Error” if it resulted in a client administration error as described above.

Procedure for Actual Medication Administration Errors

Actual Medication Administration Errors will be reported immediately by the student and/or instructor to the Primary RN. The clinical agency policy will be implemented.

Administering Student:

- Notifies the instructor and primary RN immediately.
- Assesses the client’s condition including vital signs (Temperature, Pulse, Respiratory Rate, Blood pressure, and O2 saturation) and documents the findings.
- Provides Primary RN with information to be reported to attending healthcare provider.
- Assists as requested in completion of agency medication incident report.

Note: Students will complete an agency medication incident report only with an instructor present to supervise the documentation.

- Completes a Navarro College Medication Occurrence Report
- Initiates or completes required remediation prior to next clinical assignment.

Instructor:

- Immediately assesses the client’s condition and assures that indicated assessments and actions have been implemented.
- Assures that Primary RN has been notified.
- If client is unstable or adversely affected, immediately notifies ADN Program Director and clinical coordinator.
- Assists as requested in completing agency medication incident report.
- Assures that student has initiated a Navarro College Medication Occurrence Report.
- Reviews medication occurrence report and client care with administering student and develops a remediation plan for the student.
- Completes and delivers the Medication Occurrence Report to the ADN Course Coordinator and Program Director to be filed in the student’s file.
- Follows up to assure student initiates the remediation plan prior to the next clinical assignment.

Procedure for Potential Medication Administration Errors

Administering Student:

- Consults with the Instructor or RN prior to administering all medications to prevent an *actual* administration error.
- Completes a Navarro College Potential Medication Occurrence Report.
- Initiates or completes required remediation prior to next clinical assignment.

Instructor:

- Intervenes immediately to prevent an **actual** administration error.
- Consults immediately with the student to assure that the student can safely continue with the assigned client care.

- Assures student has initiated or completed the Navarro College potential Medication Occurrence Report.
- Reviews all errors with the responsible student and develops a written remediation plan (SSI).
- Reviews causative factors and client outcome. Reviews/verifies the severity level of error as determined by the student and verifies level.

After reviewing all pertinent information, the instructor documents on the potential Medication Occurrence Report recommendations (i.e., education relating to the error, skills lab review, etc.). The potential Medication Occurrence Report is routed to the Course Coordinator and ADN Program Director. A copy is placed in the student file. The SSR Worksheet will be entered by Faculty or Program Director.

Course Coordinator:

- Reviews all Medication Occurrence Reports for trends and discusses with Teaching Team and/or ADN faculty as indicated.
- Reports a summary of events to the ADN faculty at scheduled meetings and includes medication error information in the end of course report each semester.

Procedure for Serious or Life-Threatening Actual or Potential Medication Administration Errors

Instructor

- The Instructor will notify the ADN Program Director immediately if an **actual** serious or life-threatening error occurs.
- The Instructor will notify the ADN Program Director immediately if a *potential* medication error places a client at risk for a serious adverse outcome or death.
- The Instructor and ADN Program Director are responsible for instituting immediate intervention, including possible dismissal from the program, for any **actual or potential** medication error that is extremely serious in nature or for any negligent student nurse behavior(s).

Medication Incident Reporting Student / Instructor

- A Navarro College Medication Occurrence Report Form (attached) will be completed for each actual or potential medication error.
- A Pharmacology Review Form will be completed for each drug that is administered in error or that is a potential administration error.
- The National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP) Index will be used to determine the category of each actual or potential medication incident and provides guidelines for remediation or other action based upon the seriousness of each incident.

Note: Refer to table of contents for location of forms required for medication errors.

Remediation

Recommended remediation/actions based upon the category for each actual or potential medication incident. The [NCC MERP Index](#) will be used to determine categories of medication errors and/or other medical errors:

- **Category A:** Verbal counseling, remediation, and loss of weekly clinical points. (Example of Category A incident: Not checking a client's ID band.)
- **Categories B to D:** Written counseling, remediation plan, loss of weekly clinical points.
- **Categories E to I:** Review of Student Clinical Performance. All medication incident reports will be filed in the student's file to be available for review by faculty at the time of each

actual or potential medication error. Any time a student has a Category E to I medication error, faculty will review that student's overall clinical performance and his/her continued eligibility to progress in the program.

Medication Error Prevention Guidelines

Students must demonstrate accurate calculation of medication dosages by scoring 90% within 3 attempts in RNSG 1260, RNSG 1360, and RNSG 1262. Additionally, faculty may require a student to review and re-test any dosage calculation or math skill identified by faculty as needing improvement.

Students may administer only the type/route of medications and treatments for which their skills have been validated by an instructor in the lab (RNSG 1144). Students may be limited by agency policy or NC policy in administering medications in certain specialty areas.

Students may not check, hang, or administer blood or blood products or be solely responsible for monitoring the administration of blood or blood products or for monitoring a client after an epidural.

Clinical Supervision Guidelines

- Level I students - do not prepare or administer medications until Level II.
- Level II students - must be supervised by the clinical instructor in the preparation and administration of all medications (RNSG 1260 and 1360)
- Level III students - must be supervised by the clinical instructor or registered nurse in the administration of all medications. (RNSG 2362)
- Level IV students – must be supervised by clinical instructor or registered nurse in the administration of all medications. (RNSG 2363)

Refer to the program skills level chart for medication administration and other skills level designations. Refer to course syllabi for further details or descriptions of medication administration and other skilled care. Faculty must verify the accuracy of medications administered at all levels, but will adjust the procedures or steps utilized to verify accuracy and the amount of autonomy allowed, as students progress through the program.

Failure to comply with these guidelines will result in initiation of a Civility Policy contract.

Textbooks

Textbooks lists are not published in the student handbook because they are subject to change each semester. Textbook lists are made available to new students about a month prior to admission, during orientation. After admission, the textbook list is part of each course syllabus and is available to students at the end of the previous semester. An estimated student fee schedule is updated annually.

Student Accountability for Meeting Program Requirements

The student is responsible for ensuring that prerequisite and co-requisite courses are completed as prescribed in the degree plan. Advisors, nursing faculty and the Program Director are available throughout the semester and during every registration period to advise students on required course work. The student is responsible for reviewing the individual degree plan/advising profile with an advisor, nursing faculty, or Program Director each semester. Failure to review the degree plan/advising profile regularly could jeopardize progression to the next nursing course or delay the AAS.ADN degree granting. *Refer to the current college catalog for Degree Plan for the year to the program.

ADN Pinning Ceremony

The ADN pinning ceremony is scheduled in May, during the time of Navarro College Commencement Ceremonies, each year. The ADN pinning ceremony is separate from the NC general commencement ceremonies. To participate in any NC commencement ceremonies, students must follow the guidelines determined by NC Administration and ADN Faculty.

For the ADN Pinning ceremony, guidelines will include, but are not be limited to:

- Pinning attire – Black professional attire and a white (warm up length) lab jacket will be worn.
- The official NC ADN nursing pin will be provided by Navarro College.
- Only stoles, medallions, or cords approved by the Registrar's Office may be worn.
- Only Navarro College Administration, Board of Trustee Members, or ADN faculty will pin students.

Students who do not follow these guidelines may not participate in the pinning ceremony.

Note: Decorating caps for commencement is not allowed.

Grade Calculations for Valedictorian

Only final grades from RNSG courses will be used for valedictorian ranking. Grades for all RNSG courses (except RNSG 1201 or substituted Pharmacology course) on the degree plan are averaged. The valedictorian award will go to the Traditional ADN student with the highest average, and to the LVN-RN Bridge student with the highest average. LVN-RN Bridge campuses will be combined when ranking.

For RNSG courses transferred from other institutions, the following will be used in the place of letter grades:

- A= 90.00
- B= 80.00
- C= 75.00

For example, if a student completes RNSG 1343 at another institution and a grade of A is indicated on the transcript, the grade entered on the ranking spreadsheet will be 90.00.

Students receiving Valedictorian status will be expected to address the class at Pinning. Valedictorians will email their speech to the Program Director for approval, prior to the pinning ceremony. Valedictorians are also expected to attend Pinning Rehearsal.

Transcripts

Please refer to [Navarro College Board Policy and Administrative Procedure EGA.1](#) regarding Transcripts.

Hold on Student Records

Please refer to [Navarro College Board Policy and Administrative Procedure EGA.1](#) regarding Hold on Student Records The Program Director will not be able to sign the affidavit of graduation (AOG) for students with a hold on their record. Once the hold is released, it will be the student's responsibility to contact the program director.

Student Handbook Signature Sheet

It is a requirement of the NC Associate Degree Nursing Program that you read and agree to comply with the information, policies, and procedures found in this handbook. Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date by the required deadline. You will be notified of this deadline by the nursing program. Failure, or refusal to sign and return this form by the stated deadline may result in a corrective action or disciplinary measure for failure to abide by a Program requirement. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

1. _____ I have read and agree to comply with the student policies as outlined in the ADN Student Handbook. Furthermore, I agree to comply with the course requirements as listed in the Syllabus and Student Polices of the Nursing Program.
2. _____ I agree to provide a urine, blood, and/or breath sample for the purpose of drug screening by an agency designated by the nursing program. I also permit the agency to release the results of the drug screening to authorized nursing program faculty or Program Director. I acknowledge that a positive drug screen and/or failure to provide a specimen when requested is reason for dismissal from the ADN Program. I understand that a Medical Review conducted by the agency providing the drug screen will be at my expense and will be the final result or decision. Any appeal of a drug screen finding will be at my expense.
3. _____ I have reviewed the licensure eligibility process and agree to submit a Petition for Declaratory Order to the Texas Board of Nursing if I am able to answer "yes" to any of the licensure eligibility questions. I agree it is my responsibility to disclose information that could affect my ability to obtain licensure after completing the nursing program.
4. _____ I agree to criminal background checks and agree to immediately notify the Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
5. _____ I authorize the Navarro College ADN Program to maintain my criminal background history report from the Texas Board of Nursing and my Health Care Provider Immunization and Screening records. I authorize the Program to share my criminal background reports from the TXBON and my Health Care Provider information with necessary clinical agencies, as a condition of approval for my participation in student clinical rotations in those agencies. I am aware that the Program and Navarro College have no control over my report once a copy is shared with any clinical agency.
6. _____ I hereby verify that it is my responsibility to read the Texas Board of Nursing Nurse Practice Act, Nursing Peer Review Act, Rules and Regulations for RNs and LVNs related to Nursing Education, Licensure and Practice and documents regarding licensure eligibility and nursing education for registered professional nurses in Texas.
7. _____ I grant permission for my instructors to keep samples of my written work and use any photographs/video for teaching – learning purposes.
8. _____ I grant permission for the release of my name and expected date of graduation to potential employers of nurses and other agencies and/or organizations for the purpose of recruitment or scholarship application.
9. _____ I agree to follow the ADN Program's Honor Code with honesty, integrity, respect, responsibility, and ethics. I have/will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the nursing program it is my responsibility to report all suspected violators of the Honor Code.
10. _____ I understand that I may have access to confidential information about clients and their families, clinical agencies, and other privileged information. I understand that I must maintain the confidentiality of all information – written, verbal, electronic, etc... I understand that I have an ethical, moral, and legal responsibility to protect confidentiality, and that a breach of

confidence may result in my termination from the ADN Program as well as result in legal action against me as a professional nursing student.

- 11. _____ I will follow college policy regarding student conduct including academic honesty, professional conduct, alcohol and tobacco policies, and confidentiality of student information. As an ADN student, I will support and cooperate with policies regarding Professionalism, Required self-reporting, Drug Screening, Client privacy (HIPPA), Academic honor code, SSIs, and the Civility Policy.
- 12. _____ I understand that I may be dismissed if I fail to maintain all records required in my Surpath account.
- 13. _____ I acknowledge that I have been informed of the nursing program requirements for graduation and application for initial licensure to take the NCLEX-RN Exam.
- 14. _____ I acknowledge that noncompliance with attendance policies, as detailed in course syllabi, may necessitate withdrawal from the clinical and didactic course due to inability to complete all course requirements.
- 15. _____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
- 16. _____ I have been informed that the ADN Student Handbook will be updated annually. I will be provided with an updated copy and a new acknowledgement form. I understand that I will be expected to abide by the most current policies and guidelines.
- 17. _____ I acknowledge requirements for repayment of student loans, fiscal responsibility, and prudent use of student loans. The qualifications, process for applying, and method of distribution of student loans has been explained by financial aid staff. My responsibility to re-pay federal student loans has been explained to me by the Financial Aid office and/or ADN Faculty. I agree that I have an ethical and legal responsibility to repay on time if I have a federal student loan.
- 18. _____ I hereby grant Navarro College permission to interview me and/or to use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Navarro College, in perpetuity, and for other use by the College. I will make no monetary or other claim against Navarro College for the use of the interview and/or the photograph(s)/video.

Printed Name of Student _____

Signature _____ Date _____

Form must be signed and returned and/or uploaded to Surpath by the deadline provided.

PROGRAM FORMS

TB Risk Assessment Form



Health Care Personnel (HCP) Baseline Individual TB Risk Assessment

HCP should be considered at increased risk for TB if any of the following statements are marked "Yes":

	Temporary or permanent residence of ≥1 month in a country with a high TB rate	YES <input type="checkbox"/>
	Any country other than the United States, Canada, Australia, New Zealand, and those in Northern Europe or Western Europe	NO <input type="checkbox"/>
OR		
	Current or planned immunosuppression,	YES <input type="checkbox"/>
	including human immunodeficiency virus (HIV) infection, organ transplant recipient, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥15 mg/day for ≥1 month) or other immunosuppressive medication	NO <input type="checkbox"/>
OR		
	Close contact with someone who has had infectious TB disease since the last TB test	YES <input type="checkbox"/>
		NO <input type="checkbox"/>

Abbreviations: HCP, health-care personnel; TB, tuberculosis; TNF, tumor necrosis factor.

Individual risk assessment information can be useful in interpreting TB test results (see Lewinsohn DM, Leonard MK, LoBue PA, et al. Official American Thoracic Society/Infectious Diseases Society of America/Centers for Disease Control and Prevention Clinical Practice Guidelines: Diagnosis of tuberculosis in adults and children. Clin Infect Dis 2017;64:111-5).

Adapted from: Risk assessment form developed by the California Department of Health, Tuberculosis Control Branch.

Sosa LE, Njie GJ, Lobato MN, et al. Tuberculosis Screening, Testing, and Treatment of U.S. Health Care Personnel: Recommendations from the National Tuberculosis Controllers Association and CDC, 2019. MMWR Morb Mortal Wkly Rep 2019;68:439-43. https://www.cdc.gov/mmwr/volumes/68/wr/mm6819a3.htm?s_cid=mm6819a3_w



Centers for Disease Control and Prevention
National Center for HIV/AIDS,
Viral Hepatitis, STD, and
TB Prevention

Photo Release Form

PHOTO RELEASE FORM

All photographers taking photographs on Navarro College property or of Navarro College events must obtain a signed release form from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph. Crowd scenes where no single person is the dominant feature are exempt.

These rules govern photographs intended for use in any Navarro College publication of a marketing or a public relations nature, such as newsletters, brochures, viewbooks, promotional items, or other such material. Releases also must be obtained for photographs used on the Web. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

PHOTO RELEASE

Date:

I hereby grant Navarro College permission to interview me and/or to use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Navarro College, in perpetuity, and for other use by the College. I will make no monetary or other claim against Navarro College for the use of the interview and/or the photograph(s)/video.

Name (print full name)

Signature

Relation to subject (if subject is a minor)

Address

City, State, Zip code

Telephone

Navarro College Health Professions Occurrence Form

Name	Identification	Gender	Occurrence Date	Time
	_____ Student _____ Faculty _____ Other	_____ Female _____ Male		_____:_____ AM _____:_____ PM

Location of Occurrence

Corsicana	Mexia	Midlothian	Waxahachie	Off Site Location
Location/ Room Number:	Location/ Room Number:	Location/ Room Number:	Location/ Room Number:	

Nature of Injury

Bites (Insect or Human)	Burn (type)	Fracture
Burn, Scald	Electrical Shock	Puncture Wound
Sprain, Strain	No Apparent Injury	Other

Occurrence

Fall	Needle Stick	Misadventure
Improper Body Alignment	Illness	Property Damage
Property Missing	Faulty Equipment	Other

Describe the occurrence in detail, giving only the facts involved:

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Was person seen by a physician? _____ No _____ Yes Date: _____

Physician's Name: _____ Address: _____

Physician's findings: _____

Any follow up necessary? _____ No _____ Yes Explain: _____

Name of person preparing report: _____ Date of report: _____

Instructor: _____ Department Chair: _____

* = Using improper lifting techniques (not keeping back straight and knees bent while lifting)

** = Injury as a result by someone other than the injured person.

Navarro College - Associate Degree Nursing Program Medication Administration Occurrence Report

Student Name _____ Clinical Facility _____

Date of Error _____ Time _____ Client's Initials _____ Age _____

Unit _____ Diagnosis(es) _____

Clinical Instructor _____ Actual Error [] Potential Error []

Circle the administration error that occurred:

Client Drug Dosage TimeRoute Omission Other (specify) _____

Was this a calculation error? Yes No

Student's Description of Medication Administration Occurrence:

Assessment of Client (if indicated):

Physician response to error (if indicated): _____

Student Signature: _____ Date: _____

STEPS TAKEN AFTER MEDICATION ERROR OCCURRED:

Assist as requested to complete the Medication Error Report for the clinical facility. Attach a Pharmacology review for each medication involved (for NC ADN Program).

Attach the medication error tool that indicates the Category of error: **A B C D E F G H I** Attach a contract detailing a remediation plan or other actions.

Instructor comments: _____

Signatures:

Clinical Instructor: _____ Date Reviewed: _____

Course Coordinator: _____ Date Reviewed: _____

ADN Program Director: _____ Date Reviewed: _____

Navarro College - Associate Degree Nursing Program Pharmacology Review

Date: _____

Student Name: _____ Facility: _____

Instructor: _____

***One form must be completed for each medication**

Required Information	Student Response
MEDICATION	
INDICATION	
SIDE EFFECTS	
NURSING CONSIDERATIONS	
ACTUAL EFFECT OF ERROR TO CLIENT	
POTENTIAL EFFECT OF ERROR TO CLIENT	
WHAT ADDITIONAL CARE OR MONITORING WERE REQUIRED?	
WHAT IS THE ESTIMATED ADDITIONAL COST TO CLIENT?	
WHAT CAN BE DONE TO PREVENT SIMILAR ERRORS FROM OCCURRING?	

Types of medication errors can be found on the [NCC MERP](#) website.

NCC MERP Index for Categorizing Medication Errors Algorithm

Harm

Impairment of the physical, emotional, or psychological function or structure of the body and/or pain resulting therefrom.

Monitoring

To observe or record relevant physiological or psychological signs.

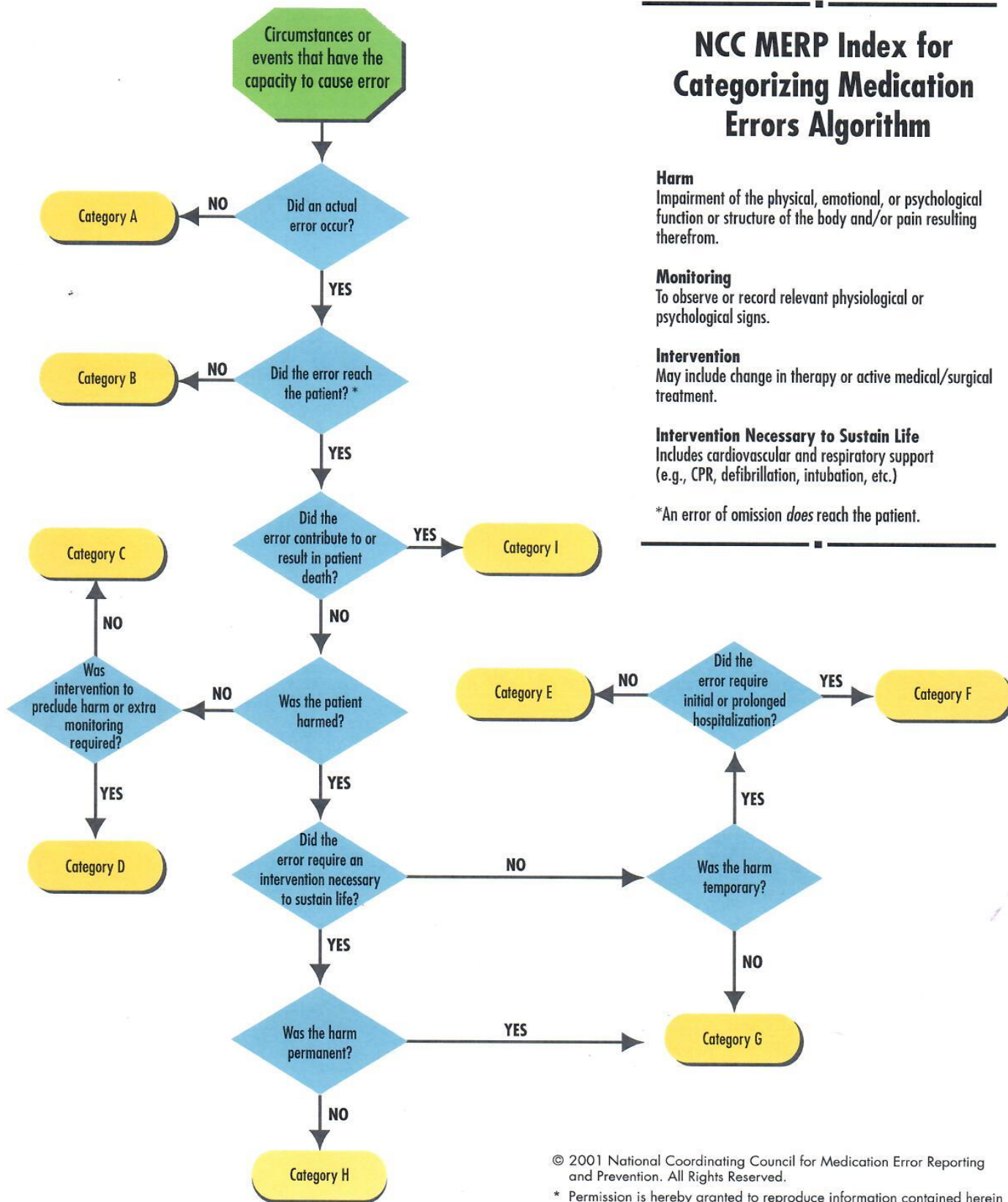
Intervention

May include change in therapy or active medical/surgical treatment.

Intervention Necessary to Sustain Life

Includes cardiovascular and respiratory support (e.g., CPR, defibrillation, intubation, etc.)

*An error of omission *does* reach the patient.



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NC ADN Uniform Requirements/Guidelines

All NC ADN students are expected to wear the required uniform and adhere to the required uniform guidelines. The requirements address safety and infection control principles. They are designed to ensure students present a professional image and uniformity of dress. Failure to follow the dress code will reflect in an unsatisfactory clinical performance grade and/or a Civility Policy contract.

Students are **required** to wear the designated uniforms to class and all clinical activities (lab, skills practice, validations, simulation, off-site experiences, etc.). Uniforms must be the required color, brand, and style unless otherwise stated. Uniforms can be purchased from any supplier. **Uniform policy may vary according to clinical site requirements.**

Top (Must have ADN patch on left sleeve)

Women

- Cherokee Workwear Original Women's V-neck Top, Style# WW645 or #4700 – Red or;
- Cherokee Workwear Revolution Women's V-neck Top, Style# WW620 - Red

Men or Women

- Cherokee Workwear Unisex V-Neck Top, Style #4876 or #4725 – Red

Pants

- Cherokee Workwear Stretch Unisex Cargo Drawstring Pant, Style #4043 or #4100 – black or;
- Similar black scrub pants of your choice
- *No Low Rise
- *No cuffed/jogger/legging styles
- *Appropriate length – not touching floor

Note: *modesty accommodation for religious beliefs- Black Scrub Skirt (below the knee)

Jacket (Must have ADN patch on left sleeve)

- Unisex Cherokee Workwear Stretch Jewel Neck Warm Up Jacket, Style# 4350 or #WW360 or;
- Similar Style
- White or Black
- No lab coat length (keep length 31" or less)

Note: Black ADN jacket sold at NC Bookstore (optional)

Additional Uniform Requirements/Guidelines

- Plain, black or white shirt, long or short sleeve, without a collar, may be worn under the uniform top if needed
- Black polo-style shirt with buttons (with or without NC logo) for Mental Health clinical is required. Shirt with logo may be worn to class.
- Black or white athletic shoes
 - No backless shoes
 - No open-toe or holes (such as Crocs®)
- Solid black or white socks
- NC student name/photo badge - Badges must have first name and first letter of last name with RN STUDENT. Must wear photo badge **while on-site, in class, and for all clinical experiences.** Badge

must be forward facing and attached to scrub top on the chest near the collar. **Badges should be worn ONLY when representing NC as an ADN student.** Badge accessories are prohibited. Badge holders/reels must be solid colored with no text/pictures.

- Stethoscope with a bell and diaphragm, pulse oximeter, manual blood pressure cuff
- Watch with a second-hand
- Black pen and small note pad
- Bandage scissors
- Penlight
- Small hand-gel
- Hair must be a natural color, neat, clean and away from the face. It should not fall forward to support rules of asepsis.
- If required for religious beliefs, a solid black, white, or red (Cherokee red) head covering without ornamentation is allowed. It must be tucked inside the uniform and cannot hang down to support rules of asepsis.
- A solid black, white, or red (Cherokee red) Scrub cap or button head band (worn appropriately) is permitted when a mask is required.
- Natural-color hair clips or pony-tail holders may be worn to keep hair neat and away from face. Bows and/or printed hair bands are not permitted. A black headband may be worn.
- Makeup is permitted in moderation. Perfume/cologne is not permitted, but **deodorant** is required.
- Eyelashes must appear natural. False eyelashes and eyelash extensions are permitted only if they are modest in length and volume, and do not interfere with the use of personal protective equipment (PPE), such as goggles or masks. Eyelashes that are excessively long, thick, or dramatic in style are not allowed.
- Sideburns, beards and mustaches must be clean, neat and trimmed. Must be able to meet clinical requirements for N95, if applicable.
- Fingernails must be clean, neat, **free of polish, and no longer than the tip of the finger.** Artificial nails, gels or tips are not permitted.
- Jewelry is limited to: a watch with a second-hand, one wedding band (no stones), and studs that do not fall below the earlobe. **No necklaces, gauges, bars, or industrial piercings.**
- Smoking is NOT permitted in/near clinical sites or on College grounds. Cigarettes or other tobacco products including smoke-less products should not be carried on your person. Students must not smell of tobacco products.
- Tattoos do not have to be covered unless they are considered offensive or are in violation of the clinical facility policy.
- Facial/oral jewelry is prohibited at all times. A clear or flesh colored spacer is allowed.
- Students MUST practice appropriate attention to personal hygiene habits.
- Smart glasses (including Ray-Ban Meta and similar devices) are strictly prohibited in all clinical settings. Use of such devices will be considered a violation of clinical professionalism standards and may result in disciplinary action.
- Fanny packs or other personal bags are prohibited from being worn during clinical experiences.



Navarro College Associate Degree Nursing Immunization Declination Form

I understand that if I decline for any reason, I may not be allowed to attend clinical rotations at the facility and this may impact my ability to complete the clinical requirements of the ADN program and may result in withdrawal from the program if an alternate facility cannot be utilized for clinical rotation purposes. **Clinical facilities have the right to refuse my attending clinical rotations in their facility without required immunizations.**

I understand that without being vaccinated, my exposure to clients at healthcare facilities with the following vaccine-preventable diseases puts me at greater risk of acquiring the disease.

Check one:

I am choosing to decline: _____

I am allergic and/or my Health Care Provider is advising me not to take it: _____

<u>Type</u>	<u>Reason</u>
➤ Measles, Mumps, Rubella (MMR)	_____
➤ Varicella	_____
➤ Hepatitis B	_____
➤ Influenza	_____
➤ Tetanus/Pertussis/Tdap	_____
➤ COVID-19	_____
➤ TB test or Chest X-ray	_____

- If you indicate that you are declining, only the student signature is required.
- If you indicate that this is a health-related declination, BOTH the student signature AND the healthcare provider's signature are required.

Student Signature:

X _____ Date: _____

Health Care Provider Signature: (If indicated)

X _____ Date: _____

Facts About the Official “Do Not Use” List of Abbreviations

June 2019

The Joint Commission’s “Do Not Use” List is part of the Information Management standards. This requirement does not apply to preprogrammed health information technology systems (for example, electronic medical records or CPOE systems), but this application remains under consideration for the future. Organizations contemplating introduction or upgrade of such systems should strive to eliminate the use of dangerous abbreviations, acronyms, symbols and dose designations from the software.

Official “Do Not Use” List¹

Do Not Use	Potential Problem	Use Instead
U, u (unit)	Mistaken for “0” (zero), the number “4” (four) or	Write "unit"
IU (International Unit)	Mistaken for IV (intravenous) or the number 10	Write "International Unit"
Q.D., QD, q.d., qd (daily)	Mistaken for each other	Write "daily"
Q.O.D., QOD, q.o.d, qod (every other day)	Period after the Q mistaken for "I" and the "O" mistaken for "I"	Write "every other day"
Trailing zero (X.0 mg)*	Decimal point is missed	Write X mg
Lack of leading zero (.X mg)		Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write "morphine sulfate" Write "magnesium sulfate"

¹ Applies to all orders and all medication-related documentation that is handwritten (including free-text

computer entry) or on pre-printed forms. ***Exception:** A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

Facts about the Do Not Use List/Prohibited Abbreviations can be found on the [Joint Commission](#) website.