

NAVARRO COLLEGE

RN-to-BSN NURSING



STUDENT HANDBOOK

Academic Year 2024-2025

BON # - US27402500
Approved XX/2024

ACCREDITATION / APPROVAL STATUS

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)

The RN-to-BSN Program at Navarro College is approved by the Texas Board of Nursing. Contact the TxBON at 333 Guadalupe #3-460 Austin, Texas 78701
Phone: 512-305-7400 Fax: 512-305-7401

Effective June 8, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 8, 2025.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Navarro College Admission Information

<http://www.navarrocollege.edu/prospective/>

Table of Contents

INTRODUCTION	4
RN-to-BSN PROGRAM OVERVIEW	6
RN-BSN PROGRAM FACULTY AND STAFF	7
RN-BSN MISSION, PHILOSOPHY, AND VISION.....	8
Program Vision	8
Philosophy of Nursing.....	8
OVERVIEW OF CURRICULUM AND ORGANIZING STRUCTURE.....	10
Four Essential Roles of the Nurse:	10
Fourteen Curricular Concepts:.....	10
RN-to-BSN PROGRAM OUTCOMES	10
PROGRAM LENGTH RN-to-BSN PROGRAM.....	11
DEGREE PLANS.....	11
ADMISSION REQUIREMENTS- RN-to-BSN PROGRAM.....	12
GENERAL RN-BSN PROGRAM POLICIES.....	13
CRIMINAL BACKGROUND CHECK POLICY	13
ALCOHOL/DRUG SCREENINGS	14
APPLICANT HEALTH SCREENING.....	14
IMMUNIZATIONS.....	15
CORONAVIRUS (COVID-19) VACCINE.....	15
TRANSFER OF COLLEGE CREDIT	16
TRANSFER FROM ANOTHER NURSING PROGRAM.....	16
TEACH-OUT AGREEMENT- RN-to-BSN PROGRAM.....	16
ACADEMIC ADVISEMENT (IN-PROGRAM)	16
ACUTE AND CHRONIC ILLNESSES	16
STUDENTS WITH DISABILITIES.....	17
EEOC POLICY STATEMENT.....	18
FAMILY MEDICAL LEAVE.....	18
SPECIAL POPULATIONS STUDENTS	18
STUDENT EMPLOYMENT WHILE ENROLLED IN A RN-BSN PROGRAM.....	18
CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM	19
STUDENT TRAVEL REQUIREMENTS	19
LICENSURE BY THE TEXAS BOARD OF NURSING	19
GOOD PROFESSIONAL CHARACTER – TEXAS ADMINISTRATIVE CODE RULE §213.27.....	19
LIABILITY (MALPRACTICE) INSURANCE.....	20
LEGAL WITNESS	20
ACCIDENT OR INJURY REPORTING.....	20
CLINICAL FACILITIES	20
STUDENT REPRESENTATION ON PROGRAM COMMITTEES.....	21
CLASSROOM ATTENDANCE.....	21
CLINICAL ATTENDANCE.....	21
STUDENT GUIDELINES FOR CLINICAL PRACTICUM EXPERIENCES	22
CLINICAL ATTIRE GUIDELINES.....	22
COMMUNICATIONS DEVICE POLICY	23
EMAIL COMMUNICATION.....	23
REQUIRED TECHNOLOGY AND EQUIPMENT	23
NETIQUETTE.....	24
MAKE-UP EXAMS	24

TUTORIAL SERVICES	24
TESTING PROCEDURES.....	24
TITLE IV COMPLIANCE (including repayment of student loans)	25
PROFESSIONAL CONDUCT AND INTEGRITY	25
STUDENT HONOR CODE.....	26
PROGRESSIVE DISCIPLINE POLICY	27
STUDENT GRIEVANCE.....	28
GRADE CHALLENGES	29
STUDENT EVALUATION OF PROGRAM/COURSES/FACULTY/SERVICES.....	29
STUDENT RECORDS AND PAPERS.....	29
UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE.....	29
FOOD AND BEVERAGES IN CLASSROOMS.....	30
NOTICE REGARDING SCHEDULES AND SYLLABI.....	31
PROGRESSION IN THE RN-to-BSN PROGRAM.....	31
COURSE GRADING POLICY.....	31
LATE ASSIGNMENTS	31
EXAM GRADING POLICY.....	31
FINAL REVIEW OF EXAMS, ASSIGNMENTS, AND GRADES	31
WITHDRAWAL AND RE-ENTRY POLICIES	32
RN-to-BSN Program	32
EXIT INTERVIEW	32
MEDICATION ADMINISTRATION OCCURRENCE PREVENTION POLICY	32
REMEDIATION.....	34
MEDICATION ERROR PREVENTION GUIDELINES.....	35
CLINICAL SUPERVISION GUIDELINES.....	35
TEXTBOOKS.....	35
GRADUATION/PINNING	35
STUDENT SIGNATURE SHEET	35
NAVARRO COLLEGE HEALTH PROFESSIONS	37
OCCURRENCE FORM	37
NAVARRO COLLEGE -RN-BSN PROGRAM MEDICATION ADMINISTRATION OCCURRENCE REPORT	39
NAVARRO COLLEGE – RN-BSN PROGRAM PHARMACOLOGY REVIEW.....	40

INTRODUCTION

RN-to-BSN Student Handbook 2024-2025

The RN-to-BSN program is delivered in a hybrid format (online and face-to-face) on the Corsicana campus.

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 will include, but not be limited to, classroom announcements, memorandums, e-mail messages, and class handouts. Students will receive an electronic copy of the RN-BSN Student Handbook which will be updated annually.

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 RN-BSN Practice, the **registered nurse** is to know and conform to the Texas Nursing Practice Act and Texas Board of Nursing (BON) Rules & Regulations as well as all other laws, rules, and standards. Students are not governed by rules for RNs, rather they will learn BON rules and learn to access the BON web site: <https://www.bon.texas.gov/>

Equal Opportunity

It is the policy of Navarro College to provide equal opportunities without regard to race, color, religion, national origin, gender, age, disability, or veteran status. This policy extends to employment, admission, and all programs and activities supported by Navarro College.

Equal opportunity shall be afforded within the Navarro College system to all employees and applicants for admission or employment regardless of race, color, gender, national origin, age, or disability. Navarro College will make reasonable accommodations for persons with disabilities.

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 and Navarro College – Waxahachie if you have a problem. You are expected to follow the chain of command and address issues with faculty, first.

The RN-to-BSN 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.

RN-to-BSN PROGRAM OVERVIEW

The Navarro College RN-to-BSN program is designed to prepare graduates of Associate Degree Nursing (ADN) and diploma programs, who already hold a Registered Nursing (RN) license, with additional skills in management, leadership, theory, and research to succeed and be promoted within the nursing profession. Students who complete the program receive a Bachelor of Science in Nursing. The BSN graduate will be qualified for supervisory positions such as nurse managers and patient unit coordinators. The BSN will also qualify the nurse to pursue a master's degree that will prepare them for a variety of careers including advanced practice nurses, nurse anesthetists, nurse educators, nurse executives, health policy consultants, etc. Additionally, the BSN is an important first step in a pathway of educational advancement that could lead to a doctoral degree (PhD, DNP, EdD).

RN-BSN PROGRAM FACULTY AND STAFF

RN-BSN Program Director: Julie Hawkins Arteaga, Ed.D., MSN, RN, CNE

Email: Julie.arteaga@navarrocollege.edu Office phone: 972-923-5122 Fax: 972-923-6459

Coordinator of Operations and Advisor for Health Professions: Patricia Binger, MS

Office phone: 972-923-5121 Fax: 972-923-6459

Full-time RN-to-BSN Faculty:

Lindsey Barak, EdD, MSN, RN

Cathy Van Zandt, MSN, RN, CNE

Phone:

972-923-5124

972-923-5130

Email:

lindsey.barak@navarrocollege.edu

cathy.vanzandt@navarrocollege.edu

Professional Nursing-

Administrative Assistant:

Elizabeth Stroud

903-875-7583

Email:

Elizabeth.stroud@navarrocollege.edu

Executive Dean of Health Professions and Navarro College - Waxahachie

Guy Featherston, MS

Office: WC 106 Office phone: 972-923-5120

RN-BSN MISSION, PHILOSOPHY, AND VISION

Program Mission

The mission of the Navarro College RN-BSN 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.

Program Vision

Navarro College RN-BSN 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.

Philosophy of Nursing

The following statements delineate faculty's philosophy regarding nursing practice 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.
- (2) The practice of a professional nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. 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.
- (3) 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.
- (4) 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 RN-BSN Program Mission and Philosophy

Blue color ink used to highlight areas of congruence.

NC Mission	RN-BSN Program 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 RN-BSN 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 professional nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.</p>
NC Vision	RN-BSN 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 RN-BSN 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	RN-BSN Program 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 professional nurse 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 a professional nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Faculty believe that there are eight 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 critical thinking/nursing process, patient safety, life span issues, awareness of cultural diversity, therapeutic communication, concepts of teaching and learning, technology skills, and pharmacotherapeutics. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the focus of instruction should be on nurse-patient 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

The Navarro College RN-BSN Program curriculum is designed to meet the program outcomes and assist the student in meeting student learning outcomes. The curriculum flows from fundamental concepts of patient care to integrated patient care. The focus of instruction is consistently on nurse-patient 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 Essential Roles of the Nurse:

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

Fourteen Curricular Concepts:

1. Safety
2. Cultural Competency
3. Ethics
4. Communication
5. Technology Skills
6. Civility
7. Global Health
8. Self-Care
9. Professionalism
10. Caring
11. Coordination
12. Collaboration
13. Advocacy
14. Service Excellence

RN-to-BSN PROGRAM OUTCOMES

1. *75% of Navarro College RN-to-BSN program students will have on-time program completion. (5.2)*
2. 85% of students will report career advancement and/or specialty certification within one (1) year of graduation from the RN-to-BSN program. (5.4)
3. 10% of graduates will be enrolled in a graduate program within one year of graduation.
4. 80% of graduates will report satisfaction with the RN-to-BSN program.

THE RN-to-BSN PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

The RN-to-BSN Program Student Learning Outcomes (PSLOs) 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 RN-to-BSN program incorporates the Texas Board of

RN-to-BSN Student Handbook 2024-2025

Nursing Baccalaureate Degree Nursing

Education DECs in the curriculum. The PSLOs are:

The following PSLOs are used to organize the curriculum, guide the delivery of instruction, and direct learning activities (Accreditation Commission for Education in Nursing (ACEN, 2017).

Upon completion of the RN-to-BSN Program, the graduate will be able to:

Member of the Profession

1. Demonstrate adherence to professional standards within legal, ethical, and regulatory frameworks of nursing practice.
2. Apply leadership and management skills in the provision of quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.

Provider of Patient-Centered Care

3. Synthesize knowledge from the disciplines of nursing, sciences, and the humanities to address the health care of individuals, families, groups, communities, and populations across the life span in diverse and global health care systems and environments.
4. Utilize individual and population-focused interventions to promote health across the lifespan.
5. Conduct comprehensive assessment inclusive of physical, behavioral, psychological, spiritual, socioeconomic, and environmental assessments of health and illness parameters in patients, using developmentally and culturally appropriate approaches.

Patient Safety Advocate

6. Engage in a systematic process incorporating clinical reasoning and evidence-based practice outcomes as the basis for decision-making and the delivery of safe comprehensive patient care.

Member of the Healthcare Team

7. Utilize technology and information systems to communicate, manage information, and support decision making to improve patient outcomes within the healthcare delivery system.
8. Demonstrate communication skills to effectively implement patient safety and quality improvement initiatives within the context of the interprofessional team.

PROGRAM LENGTH RN-to-BSN PROGRAM

The RN-to-BSN program adds an additional 33 semester credit hours (SCH) of upper division nursing (NURS) courses and 27 additional SCH of general education courses to the previously earned ADN degree, to complete a 120 SCH bachelor's degree. The upper division courses can be completed in three semesters, Fall, Spring, and Summer.

DEGREE PLANS

Current degree plans for the RN-to-BSN program can be found in the Navarro College Catalog or online at the RN-to-BSN home page. Students must complete all prerequisite courses as described in the degree plan before enrolling in the next semester. Students who have not completed designated prerequisites prior to enrolling in the nursing course will not be allowed admission into the nursing courses. A student must complete all courses within a semester before advancing to the next semester.

To be eligible to graduate with the BSN degree, students must meet the following requirements.

- Completion of all RN-to-BSN 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 $\geq 50\%$ of semester credit hours of NURS degree plan courses at Navarro College.

RN-to-BSN Student Handbook 2024-2025

- Approval by Program Director and Executive Dean of Health Professions and Navarro College - Waxahachie for all courses taken at another college.

ADMISSION REQUIREMENTS- RN-to-BSN PROGRAM

- Applicants must be admitted to Navarro College. **Admission to Navarro College does not guarantee admission to a Health Professions program.**
- Submit a completed Navarro College RN-to-BSN program application and include all required documents.
- Have a minimum 2.0 cumulative GPA on a 4-point scale for all prerequisite general academic coursework. Offers of admission will be contingent upon all prerequisites being completed prior to the first-class day.
- Have a minimum 2.5 GPA on a 4-point scale for all nursing coursework.
- Must hold an Associate Degree in nursing from a regionally accredited institution of higher education that is accredited by a national nursing accrediting agency or a diploma in nursing from an institution that is accredited by a national nursing accrediting agency.
- Applicants who have previously withdrawn or been dismissed from an RN-BSN or prelicensure BSN program will be required to provide a letter from the program director to verify the applicant was dismissed for academic reasons only.
- Must have a current, unencumbered Texas or an Enhanced Nurse Licensure Compact RN license to begin the program.
- Must provide copy of driver's license or valid government ID
- ~~Must provide one (1) professional reference from nursing instructor/supervisor/manager in role of nurse~~
- Provide documentation and contact information for any community service and or involvement in extracurricular and/or professional activities (if applicable).

First priority will be given to graduates of Navarro College's ADN program and second priority will be given to those living or working in the Navarro College service area.

Before you Apply

- Complete the Navarro College admissions process.
- Review the online information presentation.
- Review the RN-to-BSN website.
- Obtain official transcripts from any institution other than Navarro College where prerequisite courses were completed.

After being accepted into the program, students must:

- Complete process for Criminal Background Check and Drug Screen: Please note that to be compliant with clinical facility requirements, a mandatory criminal background check and drug screen are required prior to admission.
- Submit the completed physical examination form.
- Provide evidence of current **American Heart Association Basic Life Support CPR** training for healthcare providers (adult, child and infant).
- Register for an account with **Surpath**.
- Provide proof of all immunizations

GENERAL RN-BSN PROGRAM POLICIES

RN-to-BSN Student Handbook 2024-2025

Applicants to the Navarro College RN-to-BSN Nursing Program are required to complete a criminal background check (CBC) through [Surpath](#). The CBC is required by clinical agencies.

ALCOHOL/DRUG SCREENINGS

Applicants are required to complete testing/screenings in accordance with Texas Board of Nursing Rules, RN-BSN Program 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 the 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 nursing program requirements.

Applicants and students are cautioned that prescribed medications are to be taken only for the purpose and time of the original order. 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.

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

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

APPLICANT HEALTH SCREENING

All students are required to submit a 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 online. Applicants may elect to postpone a physical exam until after receiving an offer of admission. Final admission is contingent upon receipt of a health screening and all other admission requirements.

Clinical Performance Requirements:

The RN-BSN 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.

RN-to-BSN Student Handbook 2024-2025

- 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.

IMMUNIZATIONS

RN-BSN students must comply with both Texas Law and Clinical facility requirements related to immunizations. Students should retain a copy of all submitted documentation for their own records. The nursing office is not able to supply students/graduates with copies of immunization records.

Students accepted to the RN-to-BSN program must demonstrate compliance with immunization requirements prior to enrollment in clinical courses. All immunizations must remain current. Students are required to update as indicated in **Surpath** by the due date to continue enrollment.

CORONAVIRUS (COVID-19) VACCINE

Students will follow all healthcare agency protocols while in the clinical setting. These protocols may include required COVID-19 immunizations and wearing Personal Protective Equipment (PPE).

Each clinical facility's policy will be followed pertaining to vaccine exemptions.

- If a facility does not process exemptions for nursing students and faculty but gives the NC RN-BSN program the option to accept exemptions; the program will consider exemptions for medical and/or religious reasons, only. The student must provide the Program Director with documentation signed by a medical provider, pastor, or priest, indicating the reason for the exemption.
- If a facility requires the COVID-19 vaccine but does not process exemptions for nursing students and faculty and does not give the RN-BSN program the option to accept exemptions; students and faculty will be required to abide by the facility's policy.

The RN-BSN program will not assign students or faculty to clinical rotations based on vaccine requirements, nor will the program accept requests from students or faculty for specific clinical sites.

Students requesting an exemption are required to submit the completed RN-BSN Program Immunization Declination Form to the Program Director.

TRANSFER OF COLLEGE CREDIT

The RN-BSN Program Director, nor program faculty and staff, are responsible for official transcript evaluation. Students are responsible for initiating an official transcript review at any NC Registrar's Office to ensure transfer courses are accepted at NC. Courses will be accepted for transfer if evaluated by the college Registrar's Office as equivalent to required courses in the Nursing Program degree plan and meet requirements for date of completion.

For the RN-to-BSN program, there is no expiration on the prerequisite courses. Applicants are strongly encouraged to consult a college advisor concerning course transferability prior to enrolling in any course at another institution.

For transfer of general education (non-nursing) courses the applicant must:

- Submit an official transcript from the transferring college with a request for transcript evaluation to the Admissions Office.
- Submit a copy of the official transcript from the transferring college to the RN-BSN Program.

TRANSFER FROM ANOTHER NURSING PROGRAM

Students may transfer nursing courses only from a nationally accredited BSN or RN-to-BSN program. Must have minimum required GPA of 2.5 for transfer into the NC RN-to-BSN program.

Transfer students must complete >50% of their NURS courses at Navarro College to be granted a BSN degree from Navarro College. (Only NURS courses, not academic courses, can be considered when calculating > 50% for the purpose of eligibility for a Navarro College degree).

Any student wishing to transfer into the RN to BSN program must submit all completed RN to BSN course materials to the RN to BSN Program Faculty Committee for approval of transfer credit.

TEACH-OUT AGREEMENT- RN-to-BSN PROGRAM

Navarro College has entered into an articulation and teach out agreement with Lone Star College, Grayson College, and Austin Community College to ensure that students enrolled in the RN-to-BSN program have an opportunity to complete the degree if NC ceases to offer the degree program.

ACADEMIC ADVISEMENT (IN-PROGRAM)

The RN-BSN Program Director, Program Assistant, Coordinator of Operations and Advisor for Health Professions and 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 regarding a faculty drop for a RN-BSN student may be made by the teaching team when the student cannot be contacted after 3 weeks. Decisions to drop are referred to the Executive Dean for review. For more information, contact the NC Registrar's Office.

ACUTE AND CHRONIC ILLNESSES

RN-to-BSN Student Handbook 2024-2025

In the event that a student is unable to attend clinical due to medical reasons, the student will contact the instructor prior to the clinical day(s). Upon return the student must present a completed form from his/her Primary Care Provider.

Prior to enrollment in the nursing program, students who have a medical condition requiring 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 RN-to-BSN program, that requires medications that may alter judgment, level of alertness, or motor function, or for a communicable disease, will provide a health care provider's statement regarding when the student can safely return to the classroom and the clinical setting, also noting any medical restrictions.

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 the program.

The student is responsible for notifying the Program Director if there are changes in prescribed medications that have the potential to alter 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 patients 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 patient 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 Nursing Program. Illness or injury requiring the use of assistive devices (crutches, casts, scooters, walkers, 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 RN-BSN 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 RN-BSN program of a need for accommodations. The student is responsible for contacting the Navarro College Disability Services Office regarding reasonable accommodations. Navarro College Administration must determine that any proposed accommodations are "reasonable" for the RN-BSN 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.

Applicants who may need accommodations for testing are advised to read the Texas Board of Nursing policy on accommodations, prior to accepting an offer of admission.

Qualifications for Diagnostician for accommodations:

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 TXBON, 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 RN-BSN Program Director or other appropriate NC Administrative Personnel.

Faculty will not initiate an accommodation or change any part of an accommodation without a letter from the NC Employee designated to establish reasonable accommodations for students. Letters of accommodation will be renewed by the student, prior to the beginning of each semester and the student will provide a copy to the RN-BSN Program Director.

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.

EEOC POLICY STATEMENT

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate against any person on account of race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

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 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.

<https://www.navarrocollege.edu/attachments/title-ix/grievance-resolution-guide-june-2022.pdf#search=Title%20IX>

SPECIAL POPULATIONS STUDENTS

Refer to Navarro College Student Handbook policy regarding special population students.

STUDENT EMPLOYMENT WHILE ENROLLED IN A RN-BSN PROGRAM

Employed students are expected to maintain required scholastic standards and other course requirements.

RN-to-BSN Student Handbook 2024-2025

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.

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 RN-BSN Program Director within 24 hours. The student must withdraw from the nursing program if the conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or BON requirements. Refer to current TX BON rule §213.27 regarding Good Professional Character.

STUDENT TRAVEL REQUIREMENTS

To enhance learning in the clinical area, students will be assigned to various clinical agencies. Clinical experiences may involve travel outside the parameters of the program site. Students who are accepted must meet all required travel requirements/clinical assignments. Additionally, students who travel for Navarro College or RN-BSN sponsored events must follow NC student travel policies.

LICENSURE BY THE TEXAS BOARD OF NURSING

RN-to-BSN students should be aware that, as Registered Nurses, they remain accountable and responsible under the Nursing Practice Act. RN licensure must be maintained throughout the program.

GOOD PROFESSIONAL CHARACTER – TEXAS ADMINISTRATIVE CODE RULE §213.27

(a) Every individual who seeks to practice nursing in Texas must have 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 is able to 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

RN-to-BSN Student Handbook 2024-2025

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.

LIABILITY (MALPRACTICE) INSURANCE

Students enrolled in the RN-to-BSN Program are required to have liability insurance. Malpractice fees are included with registration fees. The college secures the clinical liability insurance coverage for students.

LEGAL WITNESS

Navarro College RN-BSN 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.

ACCIDENT OR INJURY REPORTING

If a student is injured or becomes ill while in the clinical setting, the instructor must be notified immediately. Emergency medical care will be provided, if necessary. Hospital protocols will be followed for patient-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 Campus Police and the Program Director must be notified immediately.

The Campus Police will complete an incident report as indicated. The Program Director or faculty will complete a Health Professions Occurrence Report if the injury occurred in the nursing lab or classroom.

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

CLINICAL FACILITIES

Selected local and out-lying clinical facilities will be utilized to enhance student learning by providing a clinical environment that will allow students to put into operation the knowledge and skills acquired in the classroom and campus lab and obtain 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 visiting clinical agencies, all RN-BSN 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)
 - **Annual negative tuberculin screening and/or negative CXR**
 - **Some clinical sites require TB blood testing. Students are required to follow TB requirements of sites attended**
 - Two (2) Varicella vaccines or positive titer
 - Tdap vaccine/booster within past ten (10) years (tetanus, diphtheria & pertussis)
 - Full Hepatitis B vaccine series and/or immunity to Hepatitis B
 - Seasonal influenza (flu) vaccination received as recommended by CDC (www.CDC.gov)
 - COVID-19 vaccination as required by clinical agency

RN-to-BSN Student Handbook 2024-2025

- 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 of Aging and Disability Services (DADS) screening

STUDENT REPRESENTATION ON PROGRAM COMMITTEES

Class representatives are members of the RN-BSN Program Faculty Governing Committee. Student input is requested for Admissions Topics, Student Affairs, & Ad Hoc Committees, along with RN-BSN Advisory Committees. 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.

CLASSROOM ATTENDANCE

The RN-to-BSN program adheres to the NC Student Handbook attendance policy. Should absences occur which do not allow for full evaluation of student performance (quality and consistency) faculty will be unable to assign a passing grade. In addition, the following policies are specific to the theory course.

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 for student review. 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, to sign in on the attendance sheet. Attendance may be randomly taken when class starts, after breaks, and at the end of the day.

CLINICAL ATTENDANCE

For students in the RN-to-BSN Program, clinical experiences will consist of precepted practicums with an approved preceptor. Each student will work with the preceptor to arrange practicum hours to meet the course requirements. The student will arrange experiences around the preceptor's work schedule and develop a mutually agreed upon schedule. Students are expected to conduct themselves in a professional manner, and this includes being on time for precepted activities. Students may not leave any practicum facility without explicit permission from their preceptor. Students are required to notify their preceptor on that practicum day if they are going to be late or absent. If a student does not contact the preceptor prior to the start of practicum day, this is considered a "no call; no show", and the student will lose points and may be placed on Progressive Discipline.

Students are expected to attend all scheduled days of clinical experience. There are no excused absences. If the student accumulates more than two clinical absences during the entire program, it may result in dismissal from the program. In the event of a clinical absence, a Student Success Initiative report/contract (SSI) or Progressive Discipline (PD) contract will be completed according to the specifications below:

The student's first absence will result in a SSI. If an absence occurs after issuance of the SSI, the student will be placed on PD-Probation status. If an absence occurs after the PD contract, the student may be dropped from the course.

NOTE: Clinical absences are limited to one absence for short semester (6 week) courses. The student will be placed on PD-Probation status after 8 hours. If the student is absent for more than 8 hours, it may result in dismissal from the program.

In the event that the student is not able to attend an assigned clinical rotation, the student must call or text the 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 Progressive Discipline and losing points for unprofessional behavior. In addition,

clinical absences will result in a 1-point deduction per hour missed. This 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 patient care clinical rotations. For skills lab activities, or other on-campus clinical activities; students should contact the course coordinator no less than 48 hours 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.

Students are considered tardy if not in attendance at the designated time. Being late to clinical is disruptive to clinical agencies and potentially unsafe for patients. Faculty will evaluate the circumstances of the tardiness. This may result in the student being sent home and receiving a clinical absence.

A pattern of being tardy to clinical will be documented as unprofessional behavior.

STUDENT GUIDELINES FOR CLINICAL PRACTICUM EXPERIENCES

To provide for optimal patient safety as well as consistency in student learning, the nursing faculty has developed guidelines for the clinical practicum experience for students. The guidelines have been developed in conjunction with current agency policies. Should a situation arise where an agency's policy is more restrictive than these guidelines, the agency policy will be followed.

- Students may not serve as witnesses for any legal documents such as wills, consent forms, or narcotic waste forms.
- Students may not co-sign on medications requiring signatures of two licensed personnel such as insulin. For insulin, obtain two licensed signatures in addition to student's un-licensed signature.
- Students who are fatigued or impaired are considered unsafe and should NOT be in the practicum facility providing patient care. Students should NOT have worked the 7pm – 7am ("night shift") prior to coming to practicum rotation.
- NC RN-BSN forbids the use of or appearance of being under the influence of narcotics (opium and derivatives), hallucinogens (LSD, marijuana, and others), and alcoholic beverages while attending practicum or class.
- Students may initiate CPR. It will be relinquished to practicum facility staff as appropriate or directed.
- Many practicum facilities have implemented zero tolerance for smoking (including electronic or E- cigarettes). Students are NOT allowed to smoke or smell of smoke on entering the practicum facility or on facility premises (garage, parking lot, etc.).
- Students and faculty must be aware of practicum facility's policy and adhere to guidelines.

Any action in the practicum area which exposes a patient, family member, peer, NC faculty or practicum facility staff member to physical or emotional harm may cause a student to fail the practicum course with a grade of an F.

CLINICAL ATTIRE GUIDELINES

To maintain a professional appearance, as well as maintain infection control, the following guidelines have been established.

- Appropriate scrub or professional attire with a lab coat must be worn at practicum sites. Dress will depend on practicum site.
- Only white, unprinted T-shirts may be worn under uniform scrub tops.
- Undergarments are not to be visible.
- Uniforms and shoes neat and clean and in good repair.
- Uniforms must be properly fitting and professional in appearance. Pant hems must be above sole of shoe level.
- Shoes must be completely closed. No open-back shoes (such as Crocs) are allowed.
- Socks/hose must be worn with shoes.

RN-to-BSN Student Handbook 2024-2025

- Hair secured up and off collar.
- Fingernails short, neat and clean (not visible over tip of finger from palmar view). Long unkempt nails can tear skin and introduce pathogens.
- Neutral or clear nail polish is acceptable. No artificial nails, gel polish, tips, solar or acrylic nails.
- Students may not wear false eyelashes.
- Head coverings should reflect a professional appearance, be non-distracting and in a solid color such as black or white. Students requesting a different color head dressing must provide documentation for the need.
- Plain wedding bands may be worn. Rings can harbor microorganisms and can tear skin. No rings with gemstones to be worn.
- Earrings should be small (studs-limit 2), not dangling. Gauges of any type are prohibited. Pediatric and confused patients can tear off earrings. Hoop earrings can be caught by stethoscope and tear the ear lobe. No rings or jewelry will be worn in other conspicuous areas of the face or body (i.e., nose, lip, tongue, eyebrow, etc.).
- Cosmetics should be applied conservatively to present a professional appearance.
- Eating, drinking, or chewing gum in patient care areas is not acceptable. Chewing gum is unprofessional and prohibited.
- Avoid perfumes, scented body lotions, or after-shave lotions or smoke smell.
- Hair color should be a natural color, not necessarily student's own natural hair color. Pink, green, blue, or other unnatural colors are not acceptable in the practicum setting.
- Tattoos that are visible outside uniform must be appropriate and non-offensive in nature or be covered while in practicum, either with makeup, an adhesive bandage, or a scrub jacket, depending on location of tattoo.
- Facial hair must be closely trimmed to the skin, well-groomed, clean, and not interfere with the fit of any personal protective equipment (PPE). Facial hair may not impede or impact the safe provision of patient care in any manner.
- Student identification badge with photo must be worn by students while in the practicum facility according to their policy.

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 patient care area. Pictures may not be taken in a clinical setting including, but not limited to, patients or patient information.

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 the 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 coordinator 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 Health Professions Office phone number is 972-923-5121. It is the student's responsibility to share this number with friends and family.

EMAIL COMMUNICATION

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 weekends, as necessary due to varied clinical schedules.**

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

RN-to-BSN Student Handbook 2024-2025

kiosks located at each College location.

Students enrolled in the RN-to-BSN 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 NC Board Policy and Administrative Procedures- Section CN.1

NETIQUETTE

Students who have questions that cannot be answered during class time should use email or office hours as mechanisms for communicating with the instructors. Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, including when writing email and when taking part in collaborative and discussion board activities. Always be sure to address others by name or appropriate title and be mindful of your tone. Avoid using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals. Be tolerant, civil and respectful. Commit to a learning environment in which diverse viewpoints can be expressed freely. NC RN-BSN faculty and students are expected to treat each other with tolerance, civility, and respect at all times.

MAKE-UP EXAMS

All makeup exams require approval from the faculty. 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 instructor.

In emergencies, students are required to notify the instructor in the course prior to the start of the exam in which the student will be absent --or notify as soon as possible. Other than an emergency, the student should provide 24-hour notice to the instructor. Failure to provide prior notice may result in an exam grade of 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 may consist of fewer and/or alternate format questions.

TUTORIAL SERVICES

Tutoring services are not available through the RN-BSN Program but may be available through other student services: Carl Perkins or Sanchez Library.

Pear Deck Tutor is a tutoring service that is currently available to students enrolled at Navarro College.

TESTING PROCEDURES

Students are not to take books and other personal items in the computer lab during testing. Seating and/or rooms for testing 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

RN-to-BSN Student Handbook 2024-2025

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.

Refer to the RN-BSN Program Honor Code for the Academic Dishonesty Policy.

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. <http://www.navarrocollege.edu/financialaid/>

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.
- understanding 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

Navarro College RN-BSN Students are expected to conduct themselves in a professional and ethical manner, and to exhibit a caring, compassionate, therapeutic use of self. This means supporting the profession of nursing by paying attention during class, being polite and helpful to fellow students, actively engaging in classroom activities, no disruption in the classroom, no bullying, no profanity, prompt and regular attendance, remaining in the classroom during class activities, not leaving early without notifying the faculty, maintaining professional communication (verbal and written), 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 are (1) competent, caring, ethical practice that reflects well on the graduate, the profession of nursing, and the NC RN-BSN program, (2) continuing engagement in life-long learning, (3) repayment of student loans, (4) serving as preceptors for nursing students, (5) serving as mentors for new nurses, and (6) maintaining contact with the NC RN-BSN 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:

- Failure to comply with clinical safety and infection control protocols
- Refusing appropriate client care assignments
- Patient 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

RN-to-BSN Student Handbook 2024-2025

- Excessive/habitual tardiness, absences, or late written reports/assignments, incomplete written assignments
- Altering clinical records or inventing patient 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 assignments
- Plagiarism (using work of anyone and presenting it as your own, without giving credit)
- 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. Also posting on social media about a clinical site, texts to friends regarding patients or, identifying information on a clinical assignments.

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

- Direct observation of act by faculty or account by a reliable witness
- Self-incrimination
- Documentation that does not support data
- Inappropriate e-mail communications
- 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 program.

Confirmed unprofessional conduct will result in initiation of the Progressive Discipline 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 nursing students receive a copy of the guidelines and procedures for implementing the 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. Ignorance 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 RN-BSN 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 and members of the faculty and staff also share in 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 patients, covered by the American Nurses Association Code of Ethics, the

RN-to-BSN Student Handbook 2024-2025

student is required to report (e.g., a student diverting patient 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 RN-BSN Program 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 determine that the conduct could constitute a violation of the Student Honor Code, then the matter will be referred to the Program Director and Progressive Discipline will be implemented. (See Navarro College RN-BSN Honor Code, below).

Navarro College RN-BSN Student Honor Code Agreement

I, _____ (print name), agree to follow the Navarro College Professional 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.

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

The student is responsible for assuring that all examinations and written work abide by the Navarro College RN-BSN 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
- 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.

PROGRESSIVE DISCIPLINE POLICY

Faculty are committed to assisting students to be successful in the program. Therefore, RN-BSN students who are not meeting course objectives in theory, lab, clinical, or preceptorship will be apprised of their performance status using the progressive discipline process.

Step 1: Warning/Counseling

The instructor provides the student with a Student Success Initiative report/contract (SSI) and will counsel the student regarding criteria for successful completion of the course and make recommendations for improvement. Recommendations may include, but are not limited to: review of the RN-BSN Student Handbook, utilization of peer study groups, tutors, and computer assisted instruction, submission of a formal paper addressing the issue of concern, completion of a college course on ethics and/or professionalism, and assistance from NC counselors. The SSI will include deadlines for completion of any required remediation and will be developed to correct the deficit so the student can successfully progress through the program. Student and instructor must sign and date the form. A copy of the form will be forwarded to the Course Coordinator and placed in the student's file.

If at any time the student does not comply with all terms outlined in the SSI, the student will be placed on probation or may be withdrawn from the program. At the discretion of the instructor and/or Program Director and depending on the situation, the instructor may defer the warning and proceed to probation or immediate withdrawal.

Step 2: Probation

Probation is a period in which the **student must improve or be withdrawn from the program**. Once probation is

RN-to-BSN Student Handbook 2024-2025

initiated, it will be ongoing until the student completes the RN-BSN program. The student meets with the instructor and/or program director. The student and faculty will complete an RN-BSN Program Probation Report in which a contract will be formulated. The contract explicitly states the **expectations that must be followed during the probationary period** and is signed by all parties. A student on probation may not be allowed to precept. The decision to allow the student to precept is at the discretion of the RN-BSN faculty and will be based on overall clinical performance, improvement of behavior that led to probation, and availability of preceptors.

Probation for unsafe clinical practice may be implemented for:

- Unsatisfactory punctuality or attendance
- Any behavior which compromises clinical or practice affiliations
- Unsafe clinical performance such as medication administration, any violation of physical, biological, or emotional safety, etc.
- Unethical or unprofessional behavior
- Academic dishonesty

Step 3: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract or violates the terms of the contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. Some situations do not allow for the progressive discipline process due to the severity of the nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program.

Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Failure to maintain current unencumbered RN license (RN-to-BSN students only)
- Any unprofessional behavior that seriously jeopardizes the safety of the patient, student, staff, preceptor, or jeopardizes clinical affiliation agreements

Student Success Initiative Reference: "Formula for Success" Nurse Educator May/June 2005

*SUCCESS:

S = See it early;

U = Understand the student perspective;

C = Clarify the situation with the student;

C = Contract with the student for success;

E = Evaluate student's progress on the SSI form;

S = Summarize/Evaluate the student's performance;

S = Sign the summary/evaluation and look to the future.

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 RN-BSN Program before filing a grievance.

RN-to-BSN Student Handbook 2024-2025

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 RN-BSN 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, the student should submit the written statement/report to the RN-BSN Program Director.
- c) If the matter is not yet resolved, the student should make an appointment with the Executive Dean of Health Professions and Navarro College – Waxahachie.

GRADE CHALLENGES

Grade challenges must be filed within 10 days of the course grade being posted. Students should refer to the Navarro College Student Handbook for grade challenges.

STUDENT EVALUATION OF PROGRAM/COURSES/FACULTY/SERVICES

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

RN-BSN students are also encouraged to complete the Navarro College Canvas course evaluation at the end of every semester. RN-BSN student evaluations submitted through RN-BSN 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 nursing courses, students will evaluate access to student services including the adequacy of information regarding available services and access to student services. See RN-BSN 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 nursing courses, NC and nursing program policies, faculty, student services, and clinical agencies.

STUDENT RECORDS AND PAPERS

Current RN-BSN student files are maintained in a locked office. Student files are designated for (1) 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, and the statement of withdrawal from the program, if applicable. The program maintains files for at least two years following successful completion of the program. 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. Faculty may copy a student's written work or keep the original and give the student a copy to provide documentation for decisions regarding the quality or lack of quality of a student's work. Upon admission, students will sign a form giving consent for the RN-BSN 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

RN-to-BSN Student Handbook 2024-2025

must achieve the minimum required score on the Final Clinical Evaluation, to pass the course (See RN-to-BSN course syllabi for specific grading criteria). Facility orientation (if applicable) 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. Patient safety and well-being must be protected. Violation of client safety is cause for dismissal from the RN-BSN Program (See Progressive Discipline 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 patient actions, 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 patient.
- Failure to report significant changes in a patient'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 patient
- 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 patients 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 & safety of a patient
- Exhibiting behaviors that indicate physical or psychomotor impairment
- Failure to comply with agency policy regarding Personal Protective Gear or infection control policies
- 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.

FOOD AND BEVERAGES IN CLASSROOMS

Refer to Navarro College Student Handbook policy regarding classroom food/beverages. Refer to clinical syllabus for policy of clinical sites regarding food and beverage.

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.

PROGRESSION IN THE RN-to-BSN PROGRAM

RN-to-BSN students must achieve a C (or final course grade of 74.50) or better in each RN-to-BSN course to progress in the program.

RN-to-BSN students must maintain documentation of current required immunizations, current negative TB test or chest x-ray and current CPR certification through the American Heart Association as a Healthcare Provider.

COURSE GRADING POLICY

RN-to-BSN course grades are assigned as follows:

<u>Letter Grade</u>	<u>Interpretation</u>	<u>Numerical Grade</u>	<u>Grade Points/Semester Hour</u>
A	Excellent	89.50-100.00	4
B	Good	79.50-89.49	3
C	Satisfactory	74.50-79.49	2
D	Failing	59.50-74.49	1
F	Failing	59.49 and below	0

LATE ASSIGNMENTS

Grading will begin at 80% with a 10-point deduction each day for up to three days from the original due date. After three days, a grade of zero will be documented.

EXAM GRADING POLICY

Exams are graded electronically using the Learning Management System computerized scoring system. For each exam, the computer counts the total number of items correct, which is the raw score, and also calculates a percent score (number of correct items divided by total number of questions). Initial grading is performed as soon as the test is completed by each student. Raw scores (prior to faculty review) may be immediately released to students at the completion of the test. Within twenty-four hours following faculty test review, the student's percentage score and semester average will be posted in the Learning Management System Grade Center. Exam scores will be calculated and posted using two decimal places.

Accepted Answers

On all exams the only accepted answer will be the answer that is designated in the Learning Management System. Answers written on any other source will not be accepted and/or counted in the grade of the exam.

Nullified Questions on Exams

If the faculty team decides an item will be nullified on an exam, then all exam-takers will receive credit for that test item. A nullified question will not change the overall number of items on that exam.

Testing Time

Length of time for testing is based on the number of test items on the exam. Students will be given a limited amount of time to complete exams/quizzes once started. This will be determined by the individual course faculty.

FINAL REVIEW OF EXAMS, ASSIGNMENTS, AND GRADES

After final exams/assignments and course grades have been calculated, students with a final score between 73.5-74.49 may request to have their course work reviewed at the discretion of their course faculty. Students must submit this request within one day following the final course exam/assignment due date. If any discrepancies or errors are

discovered, the RN-to-BSN Faculty Committee will meet, discuss the issue and vote to determine what actions will take place. A summary of the discussion and Committee decision will be documented in the Committee meeting minutes. If a change in grade from failing to passing is determined, the RN-BSN Program Director will make the final determination.

WITHDRAWAL AND RE-ENTRY POLICIES

RN-to-BSN Program

Students who earn less than a grade of C (74.5%) in any RN-to-BSN course will be required to repeat the course. A student can repeat any RN-to-BSN, only once. If a student fails more than three (3) courses, they will be dismissed from the program. Students who are dismissed from the program for more than three course failures, may apply for re-enrollment.

- Readmission into the RN-to-BSN program is NOT automatic. A student who withdrew or was unsuccessful in meeting the requirements of a course will be considered for re-entry based on the decision of the RN to BSN faculty committee.
- Readmission is not available for those students who were dismissed from the program for any critical/disciplinary offense.
- A student seeking readmission to the RN to BSN program must make an appointment with the Program Director within 10 days of the course end date, for readmission counseling. A student may not be readmitted without readmission counseling.
- A student who does not follow the guidelines for readmission may not be allowed to re-enter the program.
- A student who finishes a semester and was passing but will not re-enroll for the subsequent semester, for any reason, must make an appointment with the RN-BSN Program Director for readmission counseling, within two weeks after deciding not to re-enroll.
- The student who is eligible for readmission or re-enrollment according to the RN to BSN Program policies must submit a letter by a required date (determined in the readmission counseling) prior to the desired re-entry date. The letter to the RN to BSN Coordinator should address the following: 1) Academic strengths and weaknesses. 2) Clinical strengths and weaknesses. 3) Improvements or actions that the student has made to successfully complete the RN to BSN program.
- Students accepted for readmission or re-enrollment must meet all requirements of other RN to BSN students.
- Any student seeking readmission or re-enrollment and desiring to repeat a course that has already been passed must receive permission from the Nursing Director. Any course repeated for credit will be awarded the grade earned and will replace the grade previously earned, whether higher or lower.

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 RN-to-BSN degree plan, not the original admission or progression requirements at the time of the student's first entry.

MEDICATION ADMINISTRATION OCCURRENCE PREVENTION POLICY

ACTUAL MEDICATION ADMINISTRATION ERRORS: An actual medication administration error is defined as any medication that is actually 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.
- Conducts an assessment of 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 conducts an assessment of 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 RN-BSN 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 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.
- Provides Program Director with completed SSR worksheet (during SSR Study data collection).

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 patient 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 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 nursing faculty as indicated.
- Reports a summary of events to the nursing 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 Program Director immediately if an **actual** serious or life-threatening error occurs.
- The Instructor will notify the Program Director immediately if a *potential* medication error places a client at risk for a serious adverse outcome or death.
- The Instructor and 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.
- Faculty will provide the completed SSR worksheet to the Program Director.

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

REMEDICATION

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:

<https://www.nccmerp.org/sites/default/files/indexColor2001-06-12.pdf>

- Category A: Verbal counseling, remediation, and loss of weekly clinical points.
(Example of Category A incident: Not checking a patient'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

RN-to-BSN Student Handbook 2024-2025

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 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

RN-to-BSN students must be supervised by clinical instructor or registered nurse in the administration of all medications.

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 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.

GRADUATION/PINNING

The RN-BSN Pinning/Commencement ceremony is scheduled in August, each year. To participate, students must follow the guidelines determined by NC Administration and ADN Faculty.

For the RN-BSN Pinning/Commencement ceremony, guidelines will include, but are not limited to:

- Pinning attire – Navarro College graduation regalia with no alterations.
- Only the official NC BSN nursing pin, provided by Navarro College, may be worn.
- Only medallions or cords approved by the Registrar's Office may be worn.
- Only Navarro College Administration, Board of Trustee Members, or BSN faculty will be eligible to pin students.

Students who do not follow these guidelines may not participate in the pinning/commencement ceremonies. NOTE: Decorating caps for commencement is not allowed.

In addition to the graduation requirements contained in the Navarro College Catalog, the prospective nursing graduate must:

- Complete all courses listed in the official degree plan with a minimum grade of "C".
- Have transcripts from all other colleges sent to NC Registrar's Office for evaluation, if student has taken courses at other colleges that apply to the degree plan.
- Apply for graduation in accordance with college policies.

STUDENT SIGNATURE SHEET

It is a requirement of the RN-BSN Programs that you read and agree to comply with the information, policies, and

RN-to-BSN Student Handbook 2024-2025

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, agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will 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 or failure to provide a specimen when requested is reason for dismissal from the RN-BSN 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 agree to criminal background checks and agree to immediately notify the RN-BSN Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
4. _____ I authorize the Navarro College RN-BSN Program to maintain my criminal background history report and my Health Care Provider Immunization and Screening records. I authorize the Program to share my criminal background reports 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.
5. _____ 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 & Practice and documents regarding licensure eligibility and nursing education for registered professional nurses in Texas.
6. _____ I grant permission for my instructors to keep samples of my written work and use any photographs/video for teaching – learning purposes.
7. _____ 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.
8. _____ I agree to follow the Navarro College RN-BSN 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.
9. _____ 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 RN-BSN Program as well as result in legal action against me as a RN-BSN student.
10. _____ I will follow college policy regarding student conduct including academic honesty, professional conduct, alcohol and tobacco policies, and confidentiality of student information. As an RN-BSN Program student, I will support and cooperate with policies regarding Professionalism, Required self-reporting, Drug Screening, Patient privacy (HIPPA), Academic honor code, SSIs, and Progressive Discipline.
11. _____ I acknowledge that I have been informed of the nursing program requirements for graduation.
12. _____ I acknowledge that excessive absences, as detailed in the syllabus, may necessitate withdrawal from courses due to inability to complete all course requirements.
13. _____ 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

RN-to-BSN Student Handbook 2024-2025

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.

14. _____ I have been informed the 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.
15. _____ I acknowledge that information has been provided in multiple forms and situations regarding 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 Faculty. I agree that I have an ethical and legal responsibility to repay on time if I have a federal student loan.
16. _____ 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.

RN-to-BSN Student Handbook 2024-2025

Name	Identification	Gender	Occurrence Date	Time
	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other	<input type="checkbox"/> Female <input type="checkbox"/> Male		____:____ AM ____:____ PM

Location of Occurrence

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

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: _____ 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 -RN-BSN 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:

Patient 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 _____
Program Director _____			Date Reviewed _____

NAVARRO COLLEGE – RN-BSN PROGRAM PHARMACOLOGY REVIEW

Student Name: _____ Date _____

Instructor: _____ Facility _____

****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?	

<https://www.nccmerp.org/types-medication-errors>



Navarro College Professional 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 RN-BSN 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 patients 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 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: _____