

Navarro College
Vocational Nursing Program



Student Handbook
2023-2024

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TABLE OF CONTENTS

	PAGE
Philosophy and Mission Statement	4
Navarro College Student Handbook and Mission Statement	4
Differentiated Essential Competencies	5
Core Objectives (Program Learning Outcomes)	5
Admission/Acceptance	6
Health and Functional Requirements	9
Essential Clinical Performance Requirements	10
Immunizations	11
Student Withdrawals, Readmissions, Transfers/Dismissals	12
Vocational Nurse Curriculum	17
Program Contact Hours and Semester Credit Hours	18
Vacations/Holidays	19
Attendance Policy	19
Accident or Injury to Student While on Duty	21
Personal Illness/Injury	21
Students Who Withdraw with Disability Accommodations	21
Professional Behavior	23
Dress Code and Supplies	24
Employment Statement	26
Grading and Evaluation	26
Clinical Performance Evaluation	26
Assignments	27
Testing (and Standardized Testing Policy)	27
Computerized Testing Policy	29
Remote Testing	30
ATI Testing Policy	30
Tutorial Services	31
Communicable Disease Procedure	31
Vocational Nursing Program Estimated Program Fees	34
Vocational Nursing Textbook List	35
Notification of Texas Board of Nursing Eligibility Questions	36
Disabled Candidate for Examination for Licensure	39
Navarro College Disability Services	40
Medication Administration Procedure	40
Skills Proficiency Criteria	41
Dosage Calculation Examination Procedure	42
Additional Clinical Procedures	42
Drug Screen Procedure	43
Additional Background Check	43
Criminal Offences While Enrolled in the Program	43
Chemical Dependency Abuse Procedure	44

Cardiopulmonary Resuscitation Certification	44
Procedure for Selection of Valedictorian	45
Vocational Nursing Program Forms	46
Health Evaluation Forms Part II and II	47
Navarro College Health Professions Occurrence Form	49
Counseling Form	50
Formal Contract	51
Grade Jeopardy Plan of Action	52
Student Test Question Review Form	53
TB Questionnaire	54
Request to Take Make Up Exam	55
Signature Forms	56
Student Confidentiality Agreement	57
Authorization for Student Release of Information	58
Surscan Authorization for Release of Information	59
Student Acknowledgement Handbook Signature	60

PHILOSOPHY

The Faculty of the Vocational Nursing Program:

1. Acknowledge and support the Philosophy and Mission Statement of Navarro College.
2. Philosophy and Mission Statement of Navarro College.
3. As a Member of the Profession, the Vocational Nursing student should assume responsibility and accountability for the quality of nursing care through continued self-competence and acknowledgment of the legal scope of practice.
4. As a Provider of Patient-Centered Care, the Vocational Nursing student should provide safe, compassionate, basic nursing care using a direct and interdisciplinary approach and learn to formulate patient goals and outcomes by understanding evidence-based practice.
5. As a Patient Safety Advocate, the Vocational Nursing student shall demonstrate knowledge and compliance with the Texas Nurse Practice Act and the Texas Board of Nursing Rules by promoting a quality and safe environment through obtaining instruction, supervision, or training as needed.
6. As a Member of the Health Care Team, the Vocational Nursing student shall communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivering, and coordinating patient-centered care to assigned patients while participating as a patient advocate.
7. Believe the purpose of Vocational Nursing education in society is to provide the opportunity for an individual to live up to their full potential as a participating member of society. The education of Vocational Nurses comprises a theoretical base and a clinical component to prepare the graduate, who is responsible for their actions, to assume an active position within the healthcare team in a range of settings under the direction of a Registered Nurse or healthcare provider.
8. Believe that education is accomplished through a teaching/learning process with both the teacher and learner responsible for establishing an environment conducive to learning. The learner is responsible for entering the environment, ready to learn and respond.
9. Believe nursing education integrates scientific principles and knowledge into Vocational Nursing. The faculty is committed to planning learning experiences designed to meet the educational objectives and keep up-to-date by continued professional growth in education and evidence-based practice.

VOCATIONAL NURSING STUDENT MISSION STATEMENT

By empowering students through facilitated learning and teaching excellence, the Vocational Nursing Faculty strive to develop nurses that can deliver safe and effective quality care to patients and the community.

NAVARRO COLLEGE STUDENT HANDBOOK AND MISSION STATEMENT

Navarro College Vocational Nursing Program is under the umbrella of Navarro College. All students will be expected to comply with the Navarro College student policies and with the LVN program policies. Students should go to the following link to review the Navarro College Student Handbook and Mission Statement. See Page last page of the student handbook to sign the student acknowledgment form. <http://navarrocollege.edu/handbook/>

DIFFERENTIATED ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS VOCATIONAL NURSING EDUCATIONAL PROGRAMS (DEC'S)

The purpose of this program is to prepare graduates to practice within the framework of legal, ethical, and professional standards; to exhibit awareness of current and emerging roles of vocational nursing concerning past trends, current practice, and future directions; to accept responsibility for continued personal and professional growth, to be cognizant of the holistic nature of the person; to be a provider of individual nursing care in a multiplicity of health care settings. The program follows guidelines outlined in the Texas State Board of Nursing “Differentiated Essential Competencies (DECs), providing didactic and hands-on instruction that moves along a continuum from semester to semester, starting as a “beginning student” and ending as an “advanced student” for each of the four categories outlined in the DECs as shown below. The DECs were updated and revised by the Texas Board of Nursing in 2021. The program incorporated the new DECs into all clinical course evaluations, clinical objectives, and course Syllabi.

VOCATIONAL NURSING PROGRAM LEARNING OUTCOMES (CORE OBJECTIVES)

The Navarro College Vocational Nursing Program will always maintain a quality curriculum and high student standards. Upon successful completion of the Vocational Nursing Program, the student should be able to:

1. Act as a Member of the Profession by demonstrating an understanding of basic health science through the acquisition of concepts of nutrition, pharmacology, microbiology, anatomy and physiology.
2. Act as a Provider of Patient Centered Care by utilizing the nursing process and scientific principles to identify patient needs across the life span, to plan, implement and evaluate the effectiveness of nursing care using evidence-based practice.
3. Act as a Patient Safety Advocate by providing safe, competent health care for patients in a variety of settings in accordance with the Scope of Practice and Code of Ethics for Vocational Nursing Practice.
4. Act as a Patient Safety Advocate by safely and competently administering medications.
5. Act as a Member of the Profession by demonstrating accountability through responsible behavior, by protecting the legal and ethical rights of the patient and facilitating personal and professional growth through continued education.
6. Act as a Member of the Health Care Team by utilizing resources within the community to provide holistic teaching to the patient and caregiver and to assist in the promotion of health, and prevention of disease and rehabilitation.
7. Act as a Member of the Health Care Team by promoting mental health concepts through therapeutic communication when interacting with patients, families, caregivers, peers, health care team and other professionals.
8. Act as a Member of the Health Care Team by beginning to supervise other unlicensed assistive personnel and vocational licensed personnel as assigned.

9. Act as a Member of the Health Care Team by assisting during local or global health emergencies or pandemics to promote health and safety and prevent disease.

Each Syllabus for each course will have Student Learning Outcomes specific to that course and will be cross-referenced to the Program Learning Outcomes (Core Objectives). The Program Learning Outcomes above are referenced from the Texas Board of Nursing DEC's. (2021)

https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

STUDENT PROCEDURES

Admission/Acceptance

Goal: To ensure that all applicants have an equal opportunity to be successful in the Vocational Nursing Program.

1. Admission Requirements and Application Process

The Vocational Nursing Program admits students each fall semester. Enrollment is limited and program requirements must be met in order to be eligible. Admission to Navarro College does not guarantee admission to the LVN Program.

To qualify for an application to the program, the applicant must:

- Score the required score for all parts of the TEAS exam is a “Total Score” of 58 or higher.
- Be accepted for admission to Navarro College OR be a current or former student at Navarro. Proof should be a Navarro College Transcript.

Students can attend a Virtual Information Session by visiting lvn.navarrocollege.edu and clicking on the link to the session. Students will have the opportunity to download an application after attendance at the information session. Upon completing the required total score on the TEAS test and receipt of the required documents, students will be ranked for acceptance and preferred campus. The applicant will be notified by e-mail regarding the application status. Students may take the TEAS a maximum of two times within one year previously from the due date of the application deadline. Students can visit www.atitesting.com to find study materials in preparation for the TEAS exam.

2. Admission Ranking Criteria

Applicants who have met the application criteria and have submitted the required application and data will be ranked for possible admission according to the following criteria: (Courses do not count unless a C or better completed by the end of the fall semester prior to the admission year):

- Total Score on the TEAS exam (Must take all parts)
- Grade of “C” or better in BIOL 2401 and 2402, PSYC 2301, PSYC 2314, MICRO 2420.

Participation in a HOSA Program (Health Occupations Student Association). Proof provided with high school transcript.

- Grades obtained in previous college courses (with a grade of “C” or better)
- Previous work experience in the health care field and/or health care certification (Health Care experience accepted only by letter with dates by employer).
- A Degree in any field. Associates, Bachelor’s, or Master’s degree.
- Although TSI completion is not a requirement for admission, students who are TSI complete will receive additional ranking points.
- Current Highschool students with GPA of 3.5 or greater

Successful applicants generally obtain higher scores on the TEAS test, have at least nine hours of college courses, and complete biology and psychology courses.

All application files must include proof of acceptance to Navarro College by submitting a Navarro College Transcript. No other college transcripts are necessary after the registrar’s office reconciles all transcripts and other colleges are reflected on the Navarro College Transcript.

3. Other documents that must be included **with the application** include:

- Minimum immunization documentation to apply: at least 2 HepB vaccines (Total series of 3 by class day one), Or one of Heplisav-B. (Total series of 2 by class day one). See IMMUNIZATIONS for a complete list of required immunizations due when accepted. Students will be required to have all required vaccinations by the orientation date, generally in July, or they will lose their position in the VN program. Titers showing immunity are accepted instead of the vaccine. Students should be aware that some clinical sites require complete vaccination for COVID-19. If students are not vaccinated and assigned to a facility requiring the vaccine, students may be in jeopardy of withdrawing from the LVN program. Assignments will not be adjusted based on COVID-19 vaccination.
- If applicable, documentation of health care certification or work history and or documentation of certifications (CNA, CMA, Paramedic, EMT, Phlebotomist, or equivalent certificate). The certification must be current WITH an expiration date (if the certification has an expiration date) to receive ranking points. Certifications with no expiration date that should have one will only receive 5 points. Students without healthcare certification who have worked in a healthcare setting with direct patient care will receive 5 points if they submit a letter from their employer showing their employment dates and duties.

4. Other documents that must be included after acceptance to the program with due dates to be announced include:

- Documentation of required immunizations (excluding Tb and influenza which are completed after acceptance). Third HepB and second Varicella should be complete by

orientation date. Proof of completion of immunizations must be provided by the due date designated by the VN program. All required immunizations are due by admission.

- Documentation of American Heart Association Healthcare Provider CPR (BLS)- must be in effect through August 31 of the graduating year. It is the student's responsibility to keep current with CPR. If CPR expires during the program, the student will not be allowed to attend clinical and will be in danger of being dismissed from the Vocational Nursing Program.

All deadlines must be met to be eligible for consideration of admission. Notifications of acceptance are typically emailed during the first to mid part of June for the upcoming fall Semester.

5. Acceptance to Program

- a. After receipt of an acceptance letter for the VN Program, the Health Evaluation form parts 1 and 2 (see Vocational Nursing Program Forms) must be completed by a healthcare professional and submitted. Instructions will be in acceptance packet. Returning students do not have to obtain another physical IF they submitted one in the PREVIOUS academic year. This includes health forms that have been submitted with ADN applications.
- b. All accepted students are required to register and pay for a mandatory urine drug screen by the date designated in the admission packet. Instructions will be in acceptance packet. (Registration for this is required by Nursing Orientation in July). Exact deadline date will be in the acceptance packet.
- c. All accepted students are required to register and pay for a record keeping company where all documents will be submitted and tracked. Registration for this is required by the designated due date, instructions will be in the acceptance packet.
- d. All accepted students are required to attend a mandatory orientation on the date scheduled by the Vocational Nursing Program. Instructions will be in acceptance packet. (Typically, toward the end of July and lasts 8 hours).
- e. Names of all accepted students will be submitted to the Texas Board of Nursing. Students will be notified by Identogo if they need to schedule fingerprints and students should not delay. All students must provide a copy of their clearance by the TBON (blue card) or "Operations Outcome Letter" to the Vocational Nursing Program no later than the date designated in the acceptance packet. Failure to provide proof of clearance to the VN Department by the first day of class may result in the student being withdrawn and the student may not attend the program.
- f. All students will be required to sign a form giving permission for clinical facilities to conduct a criminal history check and permission to disclose information to the clinical sites prior to the beginning of clinical.
- g. Following fingerprinting and FBI background checks, students with a positive criminal history should follow instructions to file "declaratory order" with the

Texas Board of Nursing. Students who anticipate long delays in criminal history investigation may file declaratory order with the Texas Board of Nursing prior to admission to the program. Contact the Texas Board of Nursing for further instructions.

- h. Size of Classes: Each campus class has limited enrollment based on faculty availability, classroom availability, clinical space available and Board of Nursing requirements. Anticipated size for each program is:
Corsicana Campus=30 Waxahachie Campus =60
Mexia Campus=26 Midlothian=12-20
- i. When classes are filled, applicants will either be placed on an alternate list or sent a letter of denial. Students are not accepted past the third (3rd) class day. Students must be in attendance in class as soon as possible after being accepted, but no later than the third-class day in the fall semester.
- j. Liability Insurance: All nursing students are required to have student liability insurance valid for one year following the date of enrollment in the program. This is accomplished through fees paid at the time of registration.

HEALTH AND FUNCTIONAL REQUIREMENTS

General Requirements:

Students enrolled in nursing courses will independently be able to:

1. Assess patients accurately. Accurate assessment requires the adequate use of the senses of vision, hearing, smell and touch with or without assistive (mechanical) devices.
2. Skillfully execute nursing care and emergency care treatments and procedures. Execution of treatments and procedures requires:
 - a. functional, psychomotor movements that are coordinated,
 - b. equilibrium, and
 - c. functional use of the senses of touch, vision, and hearing.
3. Communicate accurately with patients, family, and health care workers. Communication requires the ability to hear, observe, speak, read, write, and interpret information. Students must be able to communicate effectively in oral, written form, and non-verbally with all health care team members.
4. Exercise good judgment and utilize intellectual abilities to choose, prioritize and complete tasks, and to problem solve effectively in nursing situations.
5. Develop mature and compassionate relationships with patients and co-workers and demonstrate stable emotional health in adapting to:
 - a. changing environments,
 - b. physically taxing workloads, and
 - c. stress

Any applicant or enrollee who is unable to meet these program requirements may request reasonable individual consideration for admission or retention. No otherwise qualified handicapped individual shall solely by reason of the handicap be excluded from participation in,

be denied the benefits of, or be subject to discrimination under any nursing program or division activity.

Prior to clinical agency lab rotations, students are required to submit the completed health evaluation form and immunization record on forms provided by the nursing program. (See Health Evaluation Form, (See STUDENT FORMS). Applicants applying to ADN and LVN may use the same form.

Appropriate documentation of immunizations includes the following:

- Laboratory (Serological) Evidence of Immunity
- Official Immunization Record (Card)
- Documentation of Immunization on Health Professions Division Health Form

NOTE: Exclusion from compliance is handled on an individual basis. Example: Medical contraindication - such as MMR vaccination during pregnancy. In this case the student should submit medication documentation.

ESSENTIAL CLINICAL PERFORMANCE REQUIREMENTS

The Vocational Nursing Student must have sufficient:

1. ***Visual acuity*** with corrective lenses to:
 - a. Accurately read small print on medication containers, syringes, discriminate color changes, read type at 8 font, and hand-writing 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 corrective devices*** to:
 - a. Hear monitor alarms, emergency signals, client's call bells, pagers, and telephone conversation.
 - b. Hear client's heart sounds, bowel sounds, and lung sounds with a stethoscope.
 - c. Receive and understand verbal communication with others.
 - d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounding alarms.
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 (8-12 hours).
 - 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, reach overhead while maintaining balance as required to reach equipment, supplies, and 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:***

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

IMMUNIZATIONS

Immunization	Requirement
Measles (Rubeola)*	Students born since January 1, 1957 must have proof of two doses of vaccine since age 12 months. The two doses must be at least 30 days apart. Students may provide appropriate laboratory serum titer levels to document immunity.
Rubella*	All students must have proof of at least two doses of vaccine since age 12 months. Students may provide appropriate laboratory serum titer levels to document immunity.
Mumps*	All students must have proof of at least two doses of vaccine since age 12 months. Students may provide appropriate laboratory serum titer levels to document immunity.
TDAP	All students must have proof of a Tetanus/Diphtheria/Pertussis vaccine within the past 10 years.
TB	All students must have the results of a TB skin test taken no later than 30 days of the first-class day. <i>(Students should not do this TB skin test until two weeks before class day #1)</i> A TB Negative serum blood test is accepted. If a TB skin test is contraindicated due to a previous reaction, the student is required to submit the date of the reaction to the test and proof of a negative chest x-ray or obtain a serum TB blood test. Complete the TB questionnaire under student forms at the back of the student handbook if chest x-ray is required. NOTE: A chest x-ray does not preclude a skin test for students who have not experienced a positive or reactive skin test.
Varicella	All students must have proof of two vaccines OR provide appropriate laboratory serum titer levels. <i>Documentation of history of the disease is not sufficient.</i>
Hepatitis B	All students are required to complete a Hepatitis B vaccine series (three injections) due to risk of exposure. (HEPLISAV-B is a two-injection series).
Influenza Vaccine	All students are required to show proof of receipt of the current fall season influenza vaccine prior to the beginning of the fall clinical rotation. Submission date to be provided by the program. Students with an allergy to the influenza vaccine must show proof from a healthcare provider. Students should wait to obtain this vaccine until after class has started and are instructed to do so.

Meningitis	All students within the age requirement must have proof of the vaccine per college policy on immunizations for Navarro College.
COVID-19	Some clinical sites REQUIRE vaccination and this could jeopardize the student's admission status and the student could have to withdraw from the LVN program.
<u>Recommended Immunizations</u>	
Polio	Submission of the recommended immunization is not required.
Hepatitis A	

Students with medical condition for which a vaccine is contraindicated, will be required to complete a vaccine declination form signed by their Health Care Provider. This form is included in the acceptance packet. Vaccine declination may affect clinical placement due to facility policies and could prevent the student from progressing in the program.

If ANY immunization expires during the academic year, the student will not be allowed to attend clinical and will be in danger of being dismissed from the VN program due to clinical absences. It is the student's responsibility to keep these current and notify the Director/Coordinator.

If you have ever tested positive for TB please see questionnaire (Complete and submit) under STUDENT FORMS).

STUDENT WITHDRAWALS, READMISSIONS, TRANSFERS, AND DISMISSALS

1. Navarro College reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, clinical performance, and/or scholastic records indicate that it would be inadvisable for the student to continue with the program.
2. Students are strongly advised to meet with the program coordinator on their campus prior to withdrawing from any class or the program. The VN Coordinator is responsible for notifying the VN Program Director of the withdrawal.
3. Students may be counseled or contracted in writing when course grades are at or below 75% and suggestions made to assist the student. Instructors reserve the right to utilize the "Grade Jeopardy form" (see Students Forms). It is the responsibility of the student to contact course instructor if the grade falls to 75 or below if needed.

Clinical: Any behavior in the clinical setting which may be judged as detrimental to patients shall be considered reason for immediate withdrawal with a grade recorded as "Fail".

If a student fails any other co-requisite course in the Vocational Nursing Program and the student has not completed the Clinical course, the student will be withdrawn from clinical. If the student has completed all requirements for the clinical course, the student will receive a final grade.

If a student does not pass the Math Proficiency with the minimum grade required per semester after three attempts, and/or does not pass any Skills Proficiency in the clinical

setting after two attempts, the student will receive a final letter grade of "F" for the clinical course.

4. If a student does not pass any Skills Proficiency in Basic Skills, Advanced Skills, or Medication Administration after three attempts, the student will receive a final letter grade of "F" for the skills course.
5. If a student is unsuccessful in the fall, the student must attend an information session and go back through the ranking process to be considered for readmission in an upcoming fall semester.
6. Students who had equal to or greater than a 3.0 overall GPA in the fall semester in the LVN program who are unsuccessful in the spring may return the next academic year in spring. Students who fall into this category are required to attend the next spring semester or they will be required to attend an information session and apply to an upcoming fall semester.
7. Students who had less than a 3.0 overall GPA in the fall semester of the LVN program who are unsuccessful in spring may submit the previous year's TEAS score and may apply to the upcoming fall semester. The student will be ranked with all other students. Students who fall into this category will have a deadline application date of May 17th. The student must notify the program director at Debbie.valek@navarrocollege.edu for submission requirements and instructions prior to the deadline date.
8. Students who had less than a 3.0 in the fall semester who are unsuccessful in the summer may return the following spring semester regardless of the overall fall GPA in the LVN program. Students who fall into this category are required to attend the next spring semester or they will be required to attend an information session and apply to an upcoming fall semester.
9. Students are only allowed a total of TWO admission attempts in the LVN program at Navarro College in a lifetime.
10. Students who have successfully completed the Basic Nursing Skills course can consult with the program Coordinator and are eligible to apply to sit for the Certified Nurse's Aid (CNA) exam.
11. Students who have successfully completed the entire fall semester, and have completed one med pass to a live patient in the spring, can consult with the program Coordinator and are eligible to apply to sit for the Certified Medication Aid (CMA) Exam

Submission Requirements for Situations 6 and 8 Above:

- I. The student was in good standing while in the LVN program with conduct and has not received disciplinary action that required him/her to report to the Director of the LVN program. (or the Dean) or that resulted in disciplinary action such as suspension.
- II. The student had all negative urine drug screens while in the LVN program.
- III. The student remains in good standing with the TBON with an updated blue card or Operations Outcome Letter. See Texas Board of Nursing License Eligibility.
- IV. The student's health status continues to meet Essential Clinical Performance Requirements. (See Letter of Request and Submission Guidelines).

- V. Students transferring into the Spring Semester must take all Spring and Summer courses and meet all program requirements including:
 - Demonstrate competency in all Fall Skills Check offs.
 - Dosage calculation competency through a math proficiency examination with a score equivalent to the semester requirements.
- VI. Students will be given two opportunities to demonstrate competency prior to the first-class day of the Spring Semester. If competency is not demonstrated based on the skills and math criteria of the program, the student will not be allowed admission to Vocational Nursing Program.
- VII. Proof of current CPR (American Heart Association)
- VIII. Copy of all required immunizations
- IX. Clear criminal history background or copy of Texas Board of Nursing blue card or letter of clearance through Declaratory Order from the Texas Board of Nursing (TBON clearance outcome letters and blue cards are good for one year-previous academic year to present) students will be required to review the TBON eligibility questionnaire. Students should submit a statement to the TBON stating that they are being admitted to the Vocational Nursing Program and have filed a Declaratory Order (DO) in the past and are requesting an updated Clearance Outcome Letter. The student should submit the statement WITH a newly completed Declaratory Order Petition. Attach the previous Clearance Outcome letter and send certified to the TBON. Any new offenses since that time will require a new filing of the DO form with all pertinent court documents). Student may call the Texas Board of Nursing customer service number for further clarification of this process.

Students should **not submit the letter of request and required documents earlier** than October 1st but no later than November 1st of the semester prior to the spring semester the student is requesting readmission.

After the student documents are assessed for minimal criteria, the student will be notified via e-mail by the program director of the decision with additional instructions.

Letter of Request and Submission Guidelines for Sitations 6 and 8 on page 13

All documents must be sent as e-mail attachments to Debbie.valek@navarrocollege.edu. The letter must be typed professionally and have the following components to be considered for readmission to spring.

- I. Date, full name, and student ID number should be on the letter in upper left corner.
- II. Letter should be in Times New Roman on a WORD document and in 12 font.
- III. State in the letter the campus that was attended and the requested campus upon return.
- IV. In the letter, explain why you feel you were not successful in the spring or summer of the year you attended and what you have done in the meantime to improve your academic performance. (Example: Classes taken, studied previously learned material, worked in a health care setting, etc.)
- V. Attach COPIES of your Navarro College LVN program transcripts which displays the fall and spring (and summer if applicable) course grades and GPA while in the LVN

program (Students who cannot produce transcripts will not be considered for readmission to spring).

- VI. Copies of all required immunizations, CPR, TB test.
- VII. Attach the previous year Health Form that documents your physical assessment.
- VIII. Students are required to acquire an updated physical assessment for major changes in health status that affect the Essential Requirements. (See ESSENTIAL CLINICAL PERFORMANCE REQUIREMENTS).

12. Dismissals: Student behavior reflects on the profession of nursing and the College. Unprofessional student behavior may result in a faculty recommendation for disciplinary action, failure, or dismissal for any of the following reasons and will not be eligible for readmission:

- a. Inability or unwillingness on the part of the student to change behaviors to meet the objectives of the program. (Example: *This may be from habitual absences or tardiness.*)
- b. Inappropriate behavior or unreasonable lack of skill or fidelity in performing vocational duties, such as:
 - i. Revealing the details of professional services rendered or confidences of a patient to the public.
 - ii. Performing services requiring professional services rendered or confidences of a patient to the public.
 - iii. Falsification of clinical records or reports.
 - iv. Altering existing records or reports.
 - v. Use of procedures or shortcuts that are not advocated in departmental manuals or student objectives.
 - vi. Performing duties with a physical or mental impairment that could result in harm to the patient.
- c. Failure to adhere to established rules and procedures of the College or its clinical affiliates.
- d. Willful damage, destruction, or theft of property.
- e. Failure to maintain satisfactory working relationships with patients, supervisors, or colleagues.
- f. Engaging in social media that displays unprofessional behavior and bullying of other students or faculty.
- g. Cheating on examinations.
- h. Arrest or conviction of a felony after admission to the program.
- i. Maligning a patient, physician, or colleagues to the public.
- j. Verbally or physically abusing a patient: or failing to intervene for the patient if a witness to such misconduct.
- k. Failure to maintain scholastic requirements.
- l. All behavioral policies in the Vocational Nursing Student Handbook and the Navarro College Student Policy Manual (including engaging in drinking of alcoholic beverages) shall apply at any off-campus event where the Vocational Nursing Program is being represented. It is strongly advised that all students remove their name badge at any time if they are consuming alcoholic beverages. Students should follow dress code for clinical attire (unless otherwise instructed by

instructors), and wear name badges any time they are participating in an office campus function. Name badge should be visible at all times if participating in any activity on or off campus that represents Navarro College.

A student who has been dismissed for patient abuse, either verbal, physical, neglect, professional misconduct of any kind MAY NOT RE-ENTER the VN PROGRAM.

13. Transfer students (Vocational or ADN/BSN) will be accepted on a space available basis following:

- a. Evaluation of allowable credit as ascertained by review of copies of official transcripts, course syllabi and course descriptions. The allowable credit must equal course equivalency (i.e. number of contact hours, course content). The evaluation process is performed by the Vocational Nursing Program Director and the Dean of Health Professions.
- b. Required documents for transfer students include:
 - i. Letter requesting transfer
 - ii. Two letters of recommendation from nursing faculty at previous school of nursing
 - iii. Copies of official transcripts from all schools attended
 - iv. Copy of most recent clinical evaluation
 - v. Proof of current CPR (American Heart Association)
 - vi. Copy of all required immunizations
 - vii. Clear criminal history background or copy of Texas Board of Nursing blue card or letter of clearance through Declaratory Order from the Texas Board of Nursing (TBON clearance outcome letters and blue cards are good for one year-previous academic year to present) students will be required to review the TBON eligibility questionnaire. Students should submit a statement to the TBON stating that they are being admitted to the Vocational Nursing Program and have filed a Declaratory Order (DO) in the past and are requesting an updated Clearance Outcome Letter. The student should submit the statement WITH a newly completed Declaratory Order Petition. Attach the previous Clearance Outcome letter and send certified to the TBON. Any new offenses since that time will required a new filing of the DO form with all pertinent court documents). Student may call the Texas Board of Nursing customer service number for further clarification of this process.
- c. All transfer and returning students must comply with Navarro College admission policy and must show proof of acceptance to Navarro College.
- d. Students transferring into the Spring Semester must take all Spring and Summer courses and meet all program requirements including:
 - i. Demonstrate competency in all Fall Skills Check offs.
 - ii. Dosage calculation competency through a math proficiency examination with a score equivalent to the semester requirements.

Students will be given two opportunities to demonstrate competency prior to the first-class day of the Spring Semester. If competency is not demonstrated based

on the skills and math criteria of the program, the student will not be allowed to enter the Vocational Nursing Program.

- e. Only students completing the Vocational Nursing Program requirements for Navarro College will be allowed placement on the Texas Board of Nursing Affidavit of Graduation which is submitted to the Texas Board of Nursing following graduation by the Vocational Nursing Program Coordinator or Program Director.
 - f. All admitted transfer students will be required to complete a program orientation prior to the first-class day.
 - g. The Vocational Nursing faculty reserves the right to refuse admission to any student requesting transfer.
 - h. If a transfer student has filed a Declaratory Order in the past, he/she should follow instructions outlined above under b.vii
14. Transfer students from the Navarro College Associate Degree Program will be considered on an individual basis. Required documents include all documents listed in Item 9b of the transfer requirements.

Students who have successfully passed the fall and spring semester of the ADN program with a grade of C or better will be considered for transfer into the LVN program for the spring semester.

Navarro College ADN transfer students must meet all program requirements including skills competency and dosage calculation from the fall semester. Failure to meet the requirement elements satisfactorily will result in non-admission.

15. Auditing Courses - Auditing vocational nursing courses is not permitted.

VOCATIONAL NURSE CURRICULUM

1. The Vocational Nursing curriculum shall contain the courses, theory hours and clinical practices listed below. The total length of the curriculum is twelve (12) months which includes theory and clinical hours.
2. The class hours and clinical experience hours are arranged between the hours of Monday through Friday. (Summer preceptorship hours (80 hours) may include alternate shifts and weekends.
3. Clinical experiences are arranged in all areas of the hospitals and long-term care facilities. Other health agencies are also utilized for learning situations.
4. Simulated clinical lab experiences are treated the same as clinical practice.

PROGRAM CONTACT HOURS AND SEMESTER CREDIT HOURS

First Semester (Fall)

Course	Semester Credit Hours	Contact Hours
VNSG 1505: Health Science (Internet)	5	80 (64 Lec/16 Lab)
VNSG 1423: Basic Nursing Skills	4	112 (32 Lec/80 Lab)
VNSG 1122: Vocational Concepts (Internet)	1	16 Lec
VNSG 1331: Pharmacology (Internet)	3	48 Lec
VNSG 1327: Essentials of Medication Administration	3	80 (16 Lec/64Lab)
VNSG 1260: Clinical I	2	128 Hours
Total Semester	18 Total Semester Credit Hours	464 Total Contact Hours

Second Semester (Spring)

Course	Semester Credit Hours	Contact Hours
VNSG 1133: Growth and Development (Internet)	1	16 Lec
VNSG 1429: Medical Surgical Nursing	4	80 (64 Lecture/16 Lab)
VNSG 1334: Pediatrics (Internet)	3	48 Lec
VNSG 2431: Advanced Nursing Skills	4	112 (32 Lec/80 Lab)
VNSG 1330: Maternal Neonatal Nursing	3	48 Lec
VNSG 1460: Clinical II	4	240 Hours
Total Semester	19 Total Semester Credit Hours	544 Total Contact Hours

Third Semester (Summer)

Course	Semester Credit Hours	Contact Hours
VNSG 1191: Special Topics in Practical Nurse Training	1	32 Lab
VNSG 1432: Medical Surgical Nursing II	4	80 (64 Lec/16 Lab)
VNSG 1236: Mental Health (Internet)	2	32 Lec
VNSG 1238: Mental Illness	2	32 Lec
VNSG 1219: Professional Development	2	32 Lec
VNSG 1261: Clinical III	2	96 Hours
Total Semester	13 Total Semester Credit Hours	304 Total Contact Hours

Total Program Hours

Total Semester Credit Hours	50
Total Contact Hours	1,312

VACATION AND HOLIDAYS

Students shall be scheduled according to the Navarro College calendar which includes the following holidays and semester breaks: (*refer to Navarro College Catalog*)

1. Holidays - Labor Day, Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day and Independence Day
2. Semester breaks - December - Between fall and spring semesters; March -Spring Break; May - Between Spring and Summer semester.

ATTENDANCE PROCEDURE

1. Attendance is expected in the vocational nursing courses since it is assumed that students are enrolled for the serious purpose of furthering their education.
2. Students are expected to attend and be punctual for **all scheduled days of clinical including clinical lab**. The clinical experience is vital to the successful completion of the course. In the event that the student must be absent from a clinical experience, it is the responsibility of the student to notify **both the instructor and the clinical agency** no later than 30 minutes prior to the scheduled reporting clinical time. When calling, it is **MANDATORY** that the student identify the person to whom they speak. Students arriving more than 30 minutes beyond the assigned time will be considered absent and will be sent home (this includes clinical lab). After a student is tardy three (3) times it will equate to one eight (8) hour clinical absence.

Students who have to leave clinical at any time during the day will be counted absent as follows: any hours missed up to 4 hours=2 point deduction on the Clinical Evaluation Tool and 4 hours of make-up clinical is required by end of semester. Students who do not notify their instructor that they are leaving clinical will lose 3 points for a full day absence and additional points for not following the program policies. The student will be required to make-up the clinical day. This policy refers to clinical time at any facility and clinical lab time at the college.

3. **Students are required to be in attendance for the minimum number of the scheduled hours for the clinical course per semester.** The maximum number of clinical hours a student can miss per semester are: 16 Fall, 24 Spring, 16 Summer. A student who exceeds the maximum number of missed hours will be dismissed from the VN Program. Students who do not exceed the maximum hours will be required to attend clinical make-up day(s). Clinical points will be deducted for absences. Makeup clinical hours or points deducted will not be returned to the student. (see COMMUNICABLE DISEASE PROCEDURE). See COVID policy.
4. **Students are expected to attend and be punctual for all days of class and Skills Lab.** The classroom learning experience is vital to the successful completion of the course. Excessive absenteeism may result in failure or being dropped from the course. Students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements of the course. The student is expected to be in attendance the minimum number of scheduled class hours for each semester. The student will be considered tardy if not in class at the designated start time. Instructors may ask students to remain outside the classroom when arriving tardy until the next scheduled break (instructor discretion). **Three (3) classroom tardies equate to one (1) one-hour classroom absence.** Absences of greater than the allowed number per semester (38 Fall, 32 Spring, 21 Summer) will result in dismissal from the Vocational Nursing Program.
5. Incomplete assignments during class hours may result in deduction of attendance points.
6. Any computer assignments that are given as a part of make-up clinical hours or class hours that are not complete will be counted as missed hours.
7. Students may be counseled or contracted in writing if attendance is in jeopardy (see Counseling and Formal Contract forms under: Vocational Nursing Program Forms).
8. Attendance is a student responsibility. Absence from class or clinical is considered situational and not a student privilege. Students are accountable for any content missed due to an absence. Students must have their own transportation to and from class and clinical.
9. Attendance for the preceptor rotation in the summer semester will be designated as per the preceptor packet. Students may be assigned day, evening, or night shift rotations and should be prepared to participate in the rotation at the designated time.
10. Veterans benefit recipients must be dropped from a course for benefit purposes within three (3) weeks after his/her last date of attendance. The V.A. may require repayment of all benefits received since the beginning of a semester for any course which the student receives a "W" grade.
11. Adjustments to the attendance policy are only made for approved accommodations by disability services. Students with accommodations who miss excessive clinical practice

may be unable to meet the clinical objectives and need to withdraw from the program and return the following year.

ACCIDENT OR INJURY TO THE STUDENT WHILE ON DUTY

If a student is injured while in the clinical setting, the instructor must be notified immediately. The instructor will notify the Program Director and complete all necessary documentation, which may include the Health Professions Occurrence Form (See STUDENT FORMS).

Navarro College and the clinical facility are not responsible for any claims 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.

PERSONAL ILLNESS/INJURY

In the event of an illness or injury that hinders a student's ability to perform in the clinical setting, the Navarro College Vocational Nursing Program requires a physician's statement authorizing that the student can safely continue to give patient care at the appropriate level of competency. Specific release guidelines may be required in the physician's statement for situations involving, but not limited to, back injury, surgery, communicable diseases, etc. Each case will be considered on an individual basis. 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 Vocational Nursing Program.

STUDENTS WHO WITHDRAW WITH DISABILITY ACCOMODATIONS

Students who need to withdraw have filed and been approved with disability services may be allowed to return to the VN program in the following year respective semester with the following criteria: (If the student does not return the next year, they will have to re-apply and go through the ranking process).

- X. The student was in good standing while in the LVN program with conduct and has not received disciplinary action that required him/her to report to the Director of the LVN program. (or the Dean).
- XI. The student did not have a positive urine drug screen while in the LVN program or was dismissed due to any kind of chemical dependency abuse or criminal behavior.
- XII. The student remains in good standing with the TBON with an updated blue card or Operations Outcome Letter. See Texas Board of Nursing License Eligibility.
- XIII. Student has filed with disability services, and it is documented.
- XIV. Students transferring into the Spring Semester must take all Spring and Summer courses and meet all program requirements including:
 - Demonstrate competency in all Fall Skills Check offs.
 - Dosage calculation competency through a math proficiency examination with a score equivalent to the semester requirements.
- XV. Students will be given two opportunities to demonstrate competency prior to the first-class day of the Spring Semester. If competency is not demonstrated based on the skills

and math criteria of the program, the student will not be allowed admission to Vocational Nursing Program. (If returning in the spring)

- XVI. Proof of current CPR (American Heart Association)
- XVII. Copy of all required immunizations
- XVIII. Clear criminal history background or copy of Texas Board of Nursing blue card or letter of clearance through Declaratory Order from the Texas Board of Nursing (TBON clearance outcome letters and blue cards are good for one year-previous academic year to present) students will be required to review the TBON eligibility questionnaire. Students should submit a statement to the TBON stating that they are being admitted to the Vocational Nursing Program and have filed a Declaratory Order (DO) in the past and are requesting an updated Clearance Outcome Letter. The student should submit the statement WITH a newly completed Declaratory Order Petition. Attach the previous Clearance Outcome letter and send certified to the TBON. Any new offenses since that time will required a new filing of the DO form with all pertinent court documents). Student may call the Texas Board of Nursing customer service number for further clarification of this process.

Letter of Request Guidelines for Disability Approved Students (Students should follow these instructions):

All documents must be sent as e-mail attachments to Debbie.valek@navarrocollege.edu.

Letter must be typed professionally and have the following components to be considered for readmission:

1. Date, full name, and student ID number should be on the letter in upper left corner.
2. Letter should be in Times New Roman on a WORD document and in 12 font.
3. State in the letter the campus that was attended and the requested campus upon return.
4. In the letter, discuss what you have done in the interim to maintain your skills and knowledge. (Example: Classes taken, studied previously learned material, worked in a health care setting, etc.)
5. Attach COPIES of your Navarro College LVN program transcripts.
6. Disability services documentation at time of withdrawal from the program.
7. Letter requesting readmission and all required documents must be submitted by March 1st if applying for fall, by November 1st if applying for spring, and by April 1st if applying to return in the summer.
8. Copies of all required immunizations, CPR, TB skin Test.

PROFESSIONAL BEHAVIOR

1. Electronic devices are only allowed with permission of and in the presence of the instructor in the classroom and the clinical setting. Under no circumstances should electronic devices be used or visible during ancillary rotations (clinical rotations outside the hospital), or when not in the presence of the instructor.
2. It is inappropriate for children and/or family members to be present in the classroom or clinical area without permission or approval from the faculty.
3. **The student uniform and name badges are to be worn in the class and clinical setting and on official outings** (See DRESS CODE AND SUPPLIES) **for the Vocational Nursing Program.** The name badge must be removed upon leaving the clinical setting or official outing. Students may wear faculty approved T-Shirts on designated days with scrub pants and all other uniform requirements. Instructors may send students home from clinical if students do not have ID badge on or if the student is out of dress code compliance in any way.
4. Use of alcoholic beverages or any substances which impair judgment are prohibited in the classroom and the clinical setting.
5. Conversational professionalism includes interaction with peers, faculty, nursing staff, patients, and patient families. Students are to speak in a courteous voice and use appropriate non-verbal language and avoid the use of offensive language in the classroom and in clinical and public areas when representing Navarro College. This policy also applies to any type of posting on social media.
6. Disagreements with instructors, staff nurse, or designated supervisor should be handled in a courteous and professional manner. Professional communication includes both verbal and non-verbal.
7. Students are representing Navarro College and the nursing profession and should maintain a professional attitude in conversation and behavior in all settings. Any violation of the standards of professionalism may result in disciplinary action which may include, but not be limited to, a written contract, remediation, or dismissal from the Vocational Nursing Program. This includes unprofessionalism using social media.
8. Dishonesty will not be tolerated. This includes, but is not limited to, forging, altering, or misusing forms, records, or identification cards; cheating; stealing, destroying, damaging, or misusing college property or the property of others. This also includes going outside of the browser during an exam, smart watches with answers, or any other type of cheating.
9. Infractions of any of the Professional Behavior criteria may include remediation and/or disciplinary action, including dismissal from the Vocational Nursing Program.
10. Students will be counseled or contracted in writing for disciplinary issues (see Counseling and Formal Contract forms. Vocational Nursing Program Forms).
11. Students will follow chain of command for any issue that is beyond her level of responsibility. (i.e., notify Instructor first, Program Director/Coordinator, then Dean)

Students should defer issues that they have with clinical facilities to the instructor/Coordinator prior to contacting nurses, employees, or administrative personnel

12. Students who have questions that cannot be answered during class time should use email or office hours as mechanisms for communicating with the instructors and allow 24 hours for a response during business hours and weekdays. Students who e-mail on the weekend can expect to receive a response within 24 hours after the work week begins. If a student does not receive a response within 24 business hours (excluding weekends), they should send another e-mail to the instructor. Use of messaging of any kind via cell phones should be reserved for clinical time. 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. Vocational Nursing faculty and students are expected to treat each other with tolerance, civility, and respect at all times at the clinical facility.
13. Per Navarro College Student Handbook “Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings”. Per Vocational Nursing Student Handbook, this includes clinical sites, ancillaries, or anywhere a student is representing the Vocational Nursing Program or Navarro College. Students who are caught using tobacco products or other related devices will be subject to disciplinary action, up to and including dismissal from the program.
14. Students are expected to abide by the Navarro College Student Handbook as well as the Vocational Nursing Student Handbook:

<https://www.navarrocollege.edu/handbook/index.html>

DRESS CODE AND SUPPLIES

1. General Rules: All students are required to wear the school uniform which meets the criteria as listed below and are expected to be in complete uniform (including name badge) when in class or clinical, with the exception of instructor-designated days. The lab coat with patch and name badge may be worn at other times for identification purposes. Students can utilize the option of purchasing VN program uniforms and supplies at the Navarro College Bookstore. Students may be sent home from clinical if no ID badge or if student is out of dress code compliance in any way.

To reinforce the principles of medical asepsis and to ensure patient safety in the clinical areas, students will be expected to:

- a. Be clean, neat, and well-groomed (includes clean shaven face or well-trimmed mustache and beard).

- b. Wear make-up only in moderation.
 - c. Wear no perfumes, colognes, or highly scented lotions. (NO use of Essential Oils before or during clinical hours)
 - d. Keep fingernails short and trimmed. (Nails should be no longer than the tip of the finger). **Only** clear, colorless nail polish will be permitted. No acrylic nails or nail tips allowed.
 - e. Limit jewelry to watch, wedding bands that do not violate rules of asepsis, one pair small stud earrings in the **earlobes only**. No necklaces or bracelets.
 - f. No body or tongue piercings without a medical statement of necessity.
 - g. Arrange hair away from face so as to support rules of asepsis.
 - h. Only natural hair colors for any ethnicity allowed, no un-natural hair colors.
 - i. Vulgar or inappropriate tattoos must be covered.
 - j. Navy, black, or white headbands and hair accessories (without ornamentation) are allowed.
 - k. Wear no open-toed shoes (no mesh or openings). No boots should be worn.
 - l. If required for religious beliefs, a navy, black, or white scarf without ornamentation is allowed. It must be tucked inside the uniform and cannot hang down to support rules of asepsis.
 - m. No hats are allowed in clinical.
 - n. No gum should be chewed while providing patient care.
- ***Clinical dress code must be followed for scheduled lab days**
2. All students must have:
- a. Official scrubs, (Navy blue only) Navy lab jacket, and appropriate undergarments (undershirt may be color of choice for class; but only white, gray, or black for clinical) Lab jacket **MUST** be worn when entering clinical facility and when going outside patient care areas. Lab jacket must be navy.
 - b. VN patches (Left sleeve of scrubs and lab coat) (Minimum of three). Students may purchase navy tops and gray lab jackets at the college bookstore with the approved Navarro College Vocational Nursing LOGO. When the LOGO is visible on the scrub top or lab jacket, the student does not need to have a VN patch on the sleeve.
 - c. Socks of choice and support shoes (for clinical - white or black leather only and **no** mesh openings). Students may wear professional shoes of their choice for class and Skills Lab).
 - d. Laptop and external camera.
 - e. Name badges (minimum of two) (ordered per campus)
 - f. Watch with second hand (water resistant)
 - g. Black pens (two) and notepad
 - h. Bandage scissors (6" size). No large scissors.
 - i. Stethoscope
 - j. Penlight
 - k. Scrubs of select color (one or two sets)
 - l. Hemostat (one) any size
 - m. Blood pressure cuff

EMPLOYMENT STATEMENT

All students, whether employed or unemployed while enrolled in the VN Program, will:

1. Be responsible for maintaining their required grade point average, attend all scheduled class, clinical, and laboratory sessions, and meet all scheduled deadlines.
2. Accept responsibility for actions within their employment agency and understand that the VN Department acknowledges no liability for activities performed while on the job.
3. Not wear the college uniform, laboratory coat, insignia or any other indication of student status while working as an employee of any agency.

GRADING AND EVALUATION

The grading scale for the Vocational Nursing Program is:

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

Each student must have a minimum score of 75% in each course to continue in the program. It is the student's responsibility to contact the instructor if the grade average falls below 76. Grades are posted for each course on Canvas. The student may be required to complete remediation at the instructor's discretion (See student forms). The student and the instructor will keep a copy of the completed action plan (see Grade Jeopardy Plan of Action Form, Vocational Nursing Program Forms). If the final grade in any course is below a 75, or the student's current grade is impossible to be brought up to a 75 by the end of the course, the student will be required to withdraw from clinical if the semester is still in session. Students may choose to remain in other theory courses until the end of the semester, but they will not be allowed to return for the following semester. They may also choose to withdraw from all co-requisite courses at the time of the failure if desired if the last date for college withdrawal has not passed. Final grade of 74.5 in any class will be rounded to 75.

CLINICAL PERFORMANCE EVALUATION

Clinical performance will be evaluated by clinical evaluation at the end of each semester and is based on a clinical points system. Grades will be assigned using the Clinical Evaluation Tool for each semester. Mid Term grades will be posted on Canvas each semester.

Clinical evaluation conferences will be scheduled by appointment with the clinical instructor.

In clinical, students may be counseled when his/her grade reaches 85 and a Formal Contract (See Vocational Nursing Program Forms) may be initiated if student reaches a grade of 80. However, if the clinical grade is less than 75, the student will be withdrawn from the clinical course. The student will have the option to remain in academic courses but cannot progress to the next semester. Any student who loses 10 or more points in one clinical day may be contracted with required remediation (at the discretion of the clinical instructor) should be completed prior to the student returning to the actual clinical setting. If an instructor feels the student is unsafe during clinical time, the student may be pulled out of patient care areas and dismissed from clinical at the discretion of the instructor, and the student will receive a clinical absence (3 points deducted and required to make up clinical time).

ASSIGNMENTS

1. Clinical Assignments: All clinical assignments are due on the date assigned. No assignments are accepted late without disability approved accommodations. Points will be deducted per the clinical evaluation tool.
2. Other assignments: Any other assignments made by the instructor during class that are not completed within the assigned time frame may result in time deducted for class absence. Late assignments are not accepted in the VN classes without disability approved accommodations.
3. Instructors reserve the right to deduct additional points beyond the Rubric on the Clinical Evaluation Tool for incomplete work or not turning in assignments.
4. Assignments that are given for scheduled clinical time that are incomplete will be reflected on the clinical evaluation assignment grading rubric and student attendance hours will be deducted.

TESTING (SEE #4 FOR STANDARDIZED TESTING STATEMENT)

1. Vocational nursing students are expected to take examinations at the regularly scheduled time. Make-up exams are only allowed at the discretion of the instructor. Students requesting a make-up exam are required to complete the Make-Up exam form (See forms) AFTER the exam is over but within 24 hours of the scheduled exam. The student should e-mail the make-up exam to the instructor and copy the program coordinator. The instructor will complete the bottom of the form with the decision and instructions about the make-up exam if applicable and will return the form to the student. If a student is deemed allowed to take a make-up exam, the student must take the exam at the assigned time scheduled by the instructor. The format of the makeup exam is at the discretion of the faculty. The dates and time for make-up tests will be at the instructor's discretion. **Failure to attend the make-up test date or if student is late without prior notification of instructor will result in a zero for the test(s) missed by the student.**
2. All final examinations are comprehensive. All tests will be timed and may be given on computer or via paper/pencil.
3. The following courses will include ATI practice and proctored exams: Advanced Skills, Maternal-Newborn, Mental Illness, Medical-Surgical II, Role Transition, and Professional Development. Two practice exams may be taken prior to each proctored exam. (see ATI TESTING POLICY). At the discretion of the instructor students may be required to complete focused review or other assigned work, or other work prior to the next exam. Students who do not complete the required work will be prohibited from taking the exam and will receive a zero.
4. The program will abide by the passed SB no 1429 Bill and not exceed 10% portion of a grade for any standardized exam in the program.
5. **To ensure quality education and equality to all students in the Vocational Nursing Program, the following special conditions will apply during testing:**
 - a. The instructor(s) controls the option of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.

- b. All books, papers, notebooks, personal belongings, (including hats and heavy coats) and electronic devices (including smart watches) will be placed in a designated area during testing. If a student fails to comply and a cell phone becomes audible during a test, the student will be dismissed from the testing center and receive a zero on that test.
- c. Any information found on, or in the immediate vicinity of, an individual during a testing situation will be grounds for termination of the testing. If utilized, the test booklet and Scantron will be retrieved from the student, and the student will be instructed to leave the testing area, or the student will be required to log off the computer. A grade of zero will be recorded and averaged into the final grade.
- d. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing for the students involved. The offending students will be instructed to leave the testing area. A grade of zero will be recorded and averaged into the final grade.
- e. If any computer window is open or the student goes outside the testing site browser without instructor permission, the student will be dismissed from the test and given a zero.
- f. Should a student need to communicate with the instructor during a test, he/she should remain seated and raise his/her hand.
- g. Under NO circumstances is the student allowed to copy and paste test questions OR hand write the test questions or take pictures of them. This will be grounds for disciplinary action up to and including dismissal from the VN program.
- h. Infractions of the honesty policy will be grounds for dismissal from the program.
- i. Faculty will not define or explain the meaning of medical terminology for students during an exam. Students will have an opportunity to review their exam in a proctored, formal setting. The faculty will not accept questions concerning answer rationales during the exam.
- j. Reviewing a test question: A student has the opportunity to request review of a test question on any exam with the exception of the final exam. To request review of a test question, the procedure below must be followed:
 - i. The “Student Test Question Review Form” must be used to request review of a question. Forms will be available online (see student forms).
 - ii. The student must sign the form.
 - iii. In order for the question to be considered for review, the student must write in the designated area on the form his/her answer, rationale, and textbook page number for reference. Reviewed questions must be supported by textbook information to be considered.
 - iv. The form must be given to the instructor who gave the test by 5:00p.m. the day of the test for the review to be considered. (In the event the instructor who gave the test is not available, the student must submit the form to another Vocational Nursing Instructor. If it is online course, the form will be scanned and sent to the course instructor.
 - v. After each exam, faculty will perform a “Test Analysis”. All questions where 50% or more of students answered incorrectly will be reviewed and a decision made for credit by two faculty members. All challenge questions will also be reviewed by two faculty members.

- vi. Faculty may take up to 7 days to provide an answer to challenge review questions or test analysis. The Canvas grades are not final until the test review is complete.

COMPUTERIZED TESTING POLICY

Navarro College is committed to a high standard of academic integrity. Students are responsible for an honest and independent effort during testing. When there is evidence of cheating, disciplinary action may be taken; including but not limited to: receiving a zero for the exam or being withdrawn from the course. Cheating includes, but is not limited to:

- a) Looking at or copying from another student's exam
 - b) Communicating or receiving answers during the exam
 - c) Using unauthorized notes, texts, or other materials during an exam
 - d) Obtaining and/or distributing an unauthorized exam or part of an exam
 - e) Having additional browser windows open before, during, or after an exam
 - f) Discussing exam content or questions with classmates who have not yet taken the exam
 - g) Taking photos of questions during the exam
1. All computerized testing in the course will be proctored either face to face or remotely, and students are expected to be looking only in the direction of their own computer. If cheating is observed, the student's computer test will be terminated, and the student will receive a zero for that exam. Students are expected to act with the same level of integrity for any non-proctored exams. Students are expected to have access to adequate internet and camera/mic specifications. See item titled "Computer Requirements" in course Syllabi.
 2. All exams will be timed at one minute per question. (note this is only for scheduled unit exams and may differ with individual quizzes).
 3. If a student skips a question or does not save an answer properly, the student will not receive credit for that question. The only browser window allowed to be open during an exam is the one that is being used to administer the exam. The testing browser window is not to be opened by the students prior to the exam or remain open after the conclusion of the exam process. Absolutely no other browser windows are to be opened before, during, or after an exam (including emails). If necessary, student may have ZOOM open AND their exam.
 4. The student will not open any exam at any time unless the exam is a scheduled exam in a proctored setting at the established time. Under no circumstances will a student print out or email an exam or exam results. Students may not discuss the content of an exam until all students have taken the exam. For non-proctored exams, follow the instructions of the instructor.
 5. In the event that the exam is interrupted due to failure of Internet connection or power failure, the instructor will provide instructions for completing the exam. Until instructions are given, students will remain at their computer and refrain from any discussion with other students. Discussion with other students may result in terminating the exam and the student receiving a zero for that exam.

6. Should the student encounter technical difficulties during an exam, the student is responsible for notifying the instructor of the problem immediately. Should the student not notify the instructor during the test of the problem and the grade on the exam is affected, the grade will not be adjusted. Students testing remotely are under the same obligation to notify the instructor.

REMOTE TESTING

1. Students should have adequate internet service, a reliable laptop, and an external camera.
2. Student must always be clearly visible by the proctoring instructors. The student should not sit in front of a bright window and should make sure they are clearly visible. The entire face should be seen during an exam. Students should be in a chair in an upright position while taking the exam.
3. Students may NOT click outside the browser at any time. Students who click outside the browser will be subject to stopping their exam and receive a grade of zero on the exam.
4. Students may not use their cell phone to chat or make calls during the exam unless allowed by the instructor. The student may ONLY notify the instructor through chat on Video platform, i.e. Zoom, Microsoft Teams, Webex.
5. Students should make provisions for childcare and be in a location free from external noises and interruptions during the exam. Students who do not follow this guideline may have their test stopped and receive a zero on the exam.
6. No blankets, large pillows, bulky coats, jackets, hoodies, or hats are allowed during the exam.
7. No earphones or headphones allowed during the exam unless authorized for audible questions.
8. Students are responsible to have adequate internet access for the exams and the appropriate computer specifications. (See item section titled "Computer Requirements"). If the student is disconnected from the internet for any reason, he/she must immediately notify the instructor for further instruction.

ATI TESTING POLICY

Varying courses in the VN program will include ATI Proctored Exams which will count as the same percentage as one unit exam. (See individual course Syllabus).

The ATI Proctored Exam course will be given toward the end of the course. Practice exams A and B may be administered in a proctored setting prior to the proctored exam. Practice exams do not count for a grade. To assist in preparing for the ATI proctored exam, students will be required to complete focused reviews as instructed by the instructor by the designated due date in order to sit for the proctored exam.

Students who do not complete focused reviews for the practice exam(s) as instructed will not be allowed to take the proctored exam and will receive a zero on the ATI proctored exam. Students are responsible to provide proof to the instructor of the completion of focused reviews and Active Learning Templates as required (see below) and must submit as instructed by the instructor.

When the student takes the proctored exam, they can complete a focused review on the proctored exam and are eligible to receive additional points to their ATI test score based on completion of the focused review and Active Learning Templates. (See Rubric below)

Level 3	Level 2	Level 1	Below level 1
Unit Test Grade: 90	Unit Test Grade: 80	Unit Test Grade: 70	Unit Test Grade: 60
Remediation =	Remediation =	Remediation =	Remediation =
<ul style="list-style-type: none"> • Minimum ONE hour reading and/or watching videos in Focused Review (More time is recommended to prepare for NCLEX) 	<ul style="list-style-type: none"> • Minimum TWO hours reading and/or watching videos in Focused Review (More time is recommended to prepare for NCLEX) 	<ul style="list-style-type: none"> • Minimum THREE hours reading and/or watching videos in Focused Review (More time is recommended to prepare for NCLEX) 	<ul style="list-style-type: none"> • Minimum FOUR hours reading and/or watching videos in Focused Review (More time is recommended to prepare for NCLEX)
<ul style="list-style-type: none"> • Choose a minimum of ONE topic missed, and complete ONE active learning template 	<ul style="list-style-type: none"> • Choose a minimum of TWO topics missed, and complete two active learning templates 	<ul style="list-style-type: none"> • Choose a minimum of THREE topics missed, and complete three active learning template 	<ul style="list-style-type: none"> • Choose a minimum of FOUR topics missed, and complete four active learning template
Completion= 1 pts	Completion= 2 pts	Completion= 3 pts	Completion= 4 pts

TUTORIAL SERVICES

Navarro College VN faculty believes that the student must accept primary responsibility for his/her learning and that the student is expected to seek help early from his/her instructor when assistance is needed. However, the faculty recognizes that many individuals enter the nursing program without sufficiently developed study skills; therefore, the faculty encourages each student to join a study group.

In addition, Navarro College Corsicana offers a free generalized tutoring service to any student desiring the service.

The VN student shall be responsible for and abide by additional policies of Navarro College as outlined in the college catalog.

All Navarro College students are required to complete a college survey prior to graduation.

COMMUNICABLE DISEASE PROCEDURE

During the clinical experience, students may be assigned to care for individuals who are infected with communicable diseases. (Ex: HIV, COVID, TB, FLU, etc.) Students will be expected, in every case, to accept the care for their assigned patients, to maintain patient rights to privacy and confidentiality, and to treat all patients with concern for their human dignity. Violation of patient

confidentiality could result in immediate dismissal from the program. Student are held responsible to be knowledgeable of the respective Personal Protection Equipment (PPE), and to utilize it when necessary.

Students should be aware of potential health hazards that come from contact with patients with communicable diseases. Students who have compromised immune systems are at risks, and they must conform to clinical agency policies regarding patient care activities.

To minimize the risk of transmission of communicable diseases, all nursing students will:

1. Be instructed in basic skills of isolation techniques, handling and disposal of needles and invasive devices, as well as handling of blood and body fluids in the skills lab before actual clinical practice of these skills on a patient.
2. Be provided classroom instruction related to modes of transmission and prevention of the spread of communicable diseases.
3. Receive clinical orientation on specific policies for standard precautions.
4. Refrain from all direct patient care and handling of patient care equipment while the student has exudative lesions or weeping dermatitis present.
5. Students with symptoms that could be considered contagious to other people (including but not limited to: active cough, fever, chills, vomiting, diarrhea, should follow procedure for calling in sick and should NOT report to the clinical site. (see ATTENDANCE PROCEDURE).
6. Utilize standard precautions with all patients according to Centers of Disease Control Guidelines which include in part:
 - a. Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of all patients, when handling or touching items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
 - b. Hands should be washed immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or other body fluids.
 - c. Gloves should be changed between each patient.
 - d. Masks and protective eyewear should be worn for invasive procedures and for any procedures likely to generate droplets of blood or body fluids.
 - e. Gowns or plastic aprons should be worn for procedures prone to cause splashes of blood or body fluids.
 - f. Used needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand. Disposable needles, syringes, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal immediately following use.
 - g. Soiled linens should be handled as little as possible with minimum agitation. All soiled linen should be bagged while wearing gloves to prevent leakage and tied closed at the location where it was used.

- h. Gloves are to be worn when handling placenta and/or a newborn, post-delivery, until all blood and amniotic fluid have been cleaned from the infant's skin and during post-delivery care of the umbilical cord.
 - i. Specimens of blood and body fluids should be placed in a leak-proof container. When collecting specimens, care should be taken to prevent contamination of the outside of the container. Gloves are to be worn when handling specimens.
 - j. Mouthpieces and resuscitation bags should be used in the place of mouth-to-mouth resuscitation.
7. The student must complete appropriate facility incident reports and the Health Professions Occurrence Form (Vocational Nursing Program Forms) if exposed to blood or body fluids through parenteral (needle stick or cut), mucous membrane (splash to eyes or mouth), or cutaneous (through skin which is chapped, abraded, or has dermatitis) means. Follow-up screening will be recommended according to facility guidelines. The cost of the follow-up care will be paid by the student.

Navarro College Vocational Nursing Program

Estimated Program Costs 2023-2024

*Tuition, Fees and Cost Estimates are subject to change

Fall - 18 Hours			
	In District	Out of District	Out of State
Tuition	\$1669	\$2695	\$3811
Program Fees	\$1366	\$1366	\$1366
Additional Student Costs	\$1900	\$1900	\$1900
Total	\$4935	\$5,961	\$7,077
Spring - 19 Hours			
Tuition	\$1759	\$2842	\$4020
Program Fees	\$1383	\$1383	\$1383
Additional Student Costs	\$ 400	\$ 400	\$ 400
Estimated Total	\$3,542	\$4,625	\$5,803
Summer - 13 Hours			
Tuition	\$1219	\$1960	\$2766
Program Fees	\$1308	\$1308	\$ 1308
Additional Student Costs	\$400	\$400	\$ 400
Estimated Total	\$2,927	\$3,668	\$4,474
TOTAL ESTIMATED PROGRAM COST	\$11,404	\$14,254	\$17,354

Break Down of Program Fees (Included Above) (The below fees are per semester)		
Health Professions Fee	Lab Fee for classes with labs	Clinical Travel Fee
\$30 per credit hour	\$24	\$20
ATI Fee	Internet Fee	HESI
\$659	\$43.00	\$148 (Summer)
	Insurance Fee (Fall)	
	\$13.00	

- Tuition includes institution fees such as building use, matriculation, etc.
- Lab fees are included when there is a lecture/lab fee.
- “Additional Student Costs” are estimated student costs that are purchased at vendors of your own choosing. These costs include textbooks, record keeping company, supplies, background checks, typical cost of uniforms, lab kit, and equipment etc.
- “Total Program Costs” does not include any pre-requisite tuition or fees that may be required for admittance into the program.

VOCATIONAL NURSING TEXTBOOK LIST 2023-2024

Title of Book/Semester	Author	ISBN Number	Publisher	Edition
LAPTOP REQUIRED				
EXTERNAL CAMERA REQUIRED				
<u>FALL</u>				
The Human Body in Health & Illness & E-Book Package	Herlihy		Saunders	7th
The Human Body in Health & Illness (Text book)	Herlihy	9780323711265	Saunders	7th
The Human Body in Health & Illness Study Guide	Herlihy	9780323711258	Saunders	7th
Understanding Pharmacology & Essentials for Medication Safety	Workman	9780323793506	Elsevier	3rd
Understanding Pharmacology & Essentials for Medication Safety Study Guide	Workman	9780323793513	Elsevier	3rd
Nurse Pocket Guide	Doenges	9781719643078	F.A. Davis	16 th
Davis' Drug Guide for Nurses w product code	Vallerand, Sanoski	9781719646406	F.A. Davis	18 th
Taber's Cyclopedic Medical Dictionary	Taber	9781719642859	F.A. Davis	24 th
Mosby's Diagnostic & Laboratory Test Reference	Pagana	9780323683555	Elsevier /Mosby	16 th
<u>SPRING</u>				
Comprehensive Review for the NCLEX/PN Examination	HESI	9780323810326	Elsevier	7th
Medical-Surgical Nursing Text & E-Book Package	Linton/Matteson		Elsevier	8th
Medical-Surgical Nursing Textbook	Linton/Matteson	9780323826716	Elsevier	8th

Medical-Surgical Nursing Study Guide	Linton/Matteson	9780323826723	Elsevier	8th
Introduction to Maternity & Pediatric Nursing Text & E-Book Package	Leifer		Elsevier	9th
Introduction to Maternity & Pediatric Nursing Study Guide	Leifer	9780323826815	Elsevier	9th
Introduction to Maternity & Pediatric Nursing Textbook	Leifer	9780323826808	Elsevier	9th
SUMMER				
Foundations of Mental Health Care Text	Morrison	9780323810296	Elsevier/Mosby	8th
Foundations of Mental Health Care Text & E-Book Package	Morrison		Elsevier/Mosby	8th
OPTIONAL				
Anatomy Coloring Book	Wynn Kapit	9780321832016	Pearson	4th

Revised: April 2023

NOTE: Books may be purchased by semester or all at once (if available in the College Bookstore). New editions may be updated after the printing of the VN Student Handbook. Students are expected to purchase all textbooks and supplies for each course and have the current edition.

NOTIFICATION OF TEXAS BOARD OF NURSING ELIGIBILITY QUESTIONS

The process for application to the Texas Board of Nursing for licensure has been reviewed and the following emphasized:

1. Completion of the Navarro College VN Program does not guarantee the ability to write the National Council Licensure Exam for Practical Nursing (NCLEX-PN).

It is the Texas Board of Nursing (TBON) that authorizes eligibility to take the NCLEX-PN examination.

The eligibility questions from the Board of Nursing are below. If you have to answer yes to any questions below, **please make sure you have all certified court documents or health care provider documents prepared.**

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility to take the NLCEX PN, please review the following TBON questions:

To check your eligibility for to take the NLCEX PN, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

been arrested and have a pending criminal charge?

been convicted of a misdemeanor?

been convicted of a felony?

pled nolo contendere, no contest, or guilty?

received deferred adjudication?

been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

been sentenced to serve jail, prison time, or court-ordered confinement?

been granted pre-trial diversion?

been cited or charged with any violation of the law?

been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

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

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

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

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

8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

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

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

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

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

The Declaratory Order process permits the Texas Board of Nursing to make decisions regarding the petitioner's eligibility for licensure prior to entering the Vocational Nursing Program. The petition process can be found by visiting the Texas Board of Nursing website at <https://www.bon.texas.gov/texasnurseportal/> or by calling the TBON office at 512-305-7400.

The Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.

All accepted and alternate student names will be submitted to the Texas Board of Nursing on a roster by the VN Program. After a student is offered acceptance or is offered a position as an alternate, the student will receive instructions via e-mail from IDENTOGO or MORPHO Trust to schedule fingerprints. Students should schedule fingerprints immediately when receiving the e-mail. After fingerprinting, the Criminal Background checks are usually completed by the TBON in 15 business days but can have extended wait times. If the student has a clear background, the TBON will mail the student a blue card that states they are approved to take the NCLEX exam. If the student does not have a clear background, the TBON will either mail the student an outcome letter or request that the student must file the DO. Students should have all court documents ready and go online to <https://www.bon.texas.gov/texasnurseportal/> at that time. This process can take time and the student should be prepared to submit the DO with \$150.00 if requested. The TBON will then investigate the case and if they clear the student, the student will receive an "Operations Outcome Letter" stating they are cleared to take the NCLEX exam. ALL students are required to submit a copy of their blue card (both sides) or the "Operations Outcome Letter" stating they are cleared to take the NCLEX exam by class day #1 or they may lose their position in the LVN program.

Students can file Declaratory Order with the TBON any time prior to applying to the program and are encouraged to do so if they expect a possible long investigation process. (Depending on the seriousness of the criminal offense).

Students who receive a blue card but can answer yes to the above questions under "Orders of Non Disclosure" are expected to file a DO without the \$150.00 fee by the following process: Students will need to contact the Board for specific instructions on submitting the DO without the \$150 payment. Please send an email with your name, DOB, and last 4 of your SSN to webmaster@bon.texas.gov. The subject line should be DO – Payment Bypass.

DISABLED CANDIDATE FOR THE EXAMINATION FOR LICENSURE

In compliance with the Americans with Disabilities Act (ADA), the Texas Board of Nursing provides reasonable accommodations for candidates with disabilities that may interfere with their performance on the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) or the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Disability is defined in the Americans with Disabilities Act as a "physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment." Major life activities means "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working." (28CFR35.104 - Nondiscrimination on the Basis of Disability in state and local government.

https://www.bon.texas.gov/forms_nclex_examination_special_accommodation.asp.html

PROGRAM POLICIES

NAVARRO COLLEGE DISABILITY SERVICES

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability Services Office staff. Please note that in electronic communications Navarro College email is the official medium for student email communication. The Disability Services Office will communicate with the student via his/her assigned Navarro College email.

Students must request services by completing an online application / request for services and/or by scheduling an appointment.

If the student is granted accommodations, it is the student's responsibility to provide all faculty with a copy of the accommodations letter.

Students requesting accommodations should copy and paste the following link and follow guidelines on the website. Contact names are included on this Navarro College disability services web page:

<http://www.navarrocollege.edu/support-services/disability-services/>

MEDICATION ADMINISTRATION PROCEDURE

The following statements have been adopted by the faculty to demonstrate the progression of student competency pertaining to administration of medications. The policy reflects simple to complex progression as the student gains knowledge and experience.

First Semester

1. The student **cannot** administer medications in this course except at instructor discretion (i.e. influenza vaccine clinic).
2. The student must pass VNSG 1327 (Essentials of Medication Administration) with a grade of 75 to proceed to the second semester.
3. A math proficiency examination must be passed with a minimum grade of 80 to proceed to the second semester. (See Dosage Calculations Examination Procedure.)

Second and Third Semester

1. The student must demonstrate competency in preparing and administering oral, topical, and injectable medications in the campus lab setting before administering medications in the clinical lab setting.
2. Students may prepare and administer under instructor supervision or designated supervisor oral, topical, injectable, and IV medications following the completion of:
 - a. Student orientation to the medication delivery system of the clinical facility in use.
 - b. Verification of student competency in proper medication administration principles and techniques.
 - c. Instructor approval.
3. All medications prepared by the student must be checked for accuracy by the instructor or designated supervisor prior to administration.

4. Students **cannot** prepare or administer Total Parenteral Nutrition (TPN) solutions.
5. Students may administer medications or solutions through a central line and perform dressing changes for central lines only with direct instructor supervision or designated nurse staff supervision and per facility policy.
6. Students **cannot** administer blood and blood products. (Exception: Administer RhoGam at instructor discretion)
7. Intravenous piggybacks and IV saline flush may be administered by the students. **No IV push medications may be given by the students.**
8. Students may administer parenteral medications only with direct instructor supervision or designated nurse staff supervision. Students may start IV infusions only under the direct supervision of the clinical instructor or designated nurse staff.
9. Students **cannot** administer medications via an enteral feeding tube until verification of competency by instructor.
10. All medication errors made by a student are to be documented by the instructor. The remediation will be designated and implemented as stated in the Navarro College Vocational Nursing: Medication Incident Report.
11. In the summer semester, students may administer medications as outlined above with the supervision of his/her preceptor.

Special Conditions

1. All medications requiring calculation of dosage must be checked by the instructor prior to preparation and administration.
2. Students in Nursery, Labor and Delivery areas, or Pediatric units **cannot** administer any medications without direct instructor or designated supervisor supervision.
3. In Labor and Delivery, the student will not be responsible for titrating IV drip medications.
4. The student **cannot** give medications in the ICU, except under the direct supervision of faculty or designated staff.
5. Students **cannot** prepare, administer, or monitor epidural anesthesia.

SKILLS PROFICIENCY CRITERIA

All students are required to purchase a Skills Lab kit for use in the skills lab.

A student will have three (3) opportunities to competently perform a skill in the skills lab. After successful completion of the skill in the skills lab, the student will have a maximum of two (2) opportunities to competently perform a skill in the clinical setting.

Official program skills include Vital Signs, Physical Assessment, Sterile Dressing Change, NG Tube Insertion and D/C, Foley insertion and D/C, IV insertion and Therapy, Medication Administration, and Sterile Trach Suctioning.

A variety of other skills demonstration may be required at the discretion of the instructor.

After the first opportunity in the skills lab, the student may be counseled, and remediation activities will be required. Upon the failure of the second attempt in the skills lab, the student may receive a formal contract. Failure to comply with the formal contract and failure to demonstrate competency in third attempt will result in dismissal from the VN Program. Third attempt may be evaluated by two instructors.

Failure to perform the skill competently after the first attempt in the clinical setting may result in a formal contract being issued and the student being required to practice the skill in the lab with supervision and the possible utilization of additional material.

Failure to perform the skill competently the second time in the clinical setting will result in dismissal from the program.

Students who are unable to successfully perform any skill in the skills lab or clinical setting as outlined above will receive a grade of “F” in that course regardless of the academic grade and will not be able to continue to the next semester.

DOSAGE CALCULATION EXAMINATION PROCEDURE

Students will be required each semester to take a math proficiency examination as a part of each clinical course (VNSG 1260, VNSG 1460, and VNSG 1261) to demonstrate continuing competency in calculation of dosages for medication administration. The proficiency examination will be administered in the first, second, and third semesters with a minimum score for the first semester of 80, second semester of 85, and third semester of 90.

The student will have three (3) opportunities to demonstrate competency. If the student does not demonstrate competency after three (3) attempts, this results in failure in the clinical course and dismissal from the Vocational Nursing Program. The grade from this examination is not calculated with the course average but is a required element of the clinical course in the fall, spring, and summer.

If the student does not meet the criteria for the minimum grade on the dosage calculation exam as outlined above, the student will receive an F in clinical, be withdrawn from the VN program, and will not be able to continue to the next semester.

ADDITIONAL CLINICAL PROCEDURES

Vocational Nursing students may be required to do additional tests or screens for specific clinical agencies in order to meet agency requirements. These tests or screens may include, but are not limited to, additional TB tests, immunizations, urine screens for drugs, COVID screenings, and criminal background checks, etc.

Results of the tests or failure to comply with this policy may affect the ability to complete the requirements for the clinical experience and could result in clinical failure and being withdrawn from the Vocational Nursing Program.

DRUG SCREEN PROCEDURE

All students will be required to have random urine drug screens at any time deemed necessary by the instructor prior to the first day of class and/or during the school year. The drug screen will be Chain of Custody and will screen for the following classification of drugs; cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates or alcohol.

The test will be scheduled with an independent company, and it will be unannounced. If requested by the Medical Review Officer, students will be asked to provide a list of all prescriptions and over the counter drugs they have taken.

If positive, the results of the screen will be provided to the Vocational Nursing Program Director. The student will be contacted by the Medical Review Officer and given an opportunity to provide proof of a valid prescription for the substance(s) found in the screening. If the student disagrees with the non-negative screen, an additional fee will be required from the student to have the results retested.

CBD is not well controlled and could cause a student to test positive for cannabis on a urine drug screen. Students using CBD who test positive for cannabis will be dismissed from the program regardless of the circumstances.

If the drug screen result is positive, the student will be immediately dismissed from the Vocational Nursing Program and are not eligible for readmission.

In the event of a non-negative screen without proof of a prescription, the student will be dismissed from the Vocational Nursing Program.

Registration and payment for the drug screen(s) is the responsibility of the student and is due on or before the date designated by the Vocational Nursing Program. Failure to register for the screen will result in non-admission to, or dismissal from the Vocational Nursing Program.

Additionally, all students will be required to sign a release of drug screen information form for facilities desiring to see the actual drug screen results. Failure to release this information may result in dismissal from the program. (See Surscan Authorization for Release of Information Form. Vocational Nursing Program Forms).

ADDITIONAL BACKGROUND CHECK

Students may be required to submit to an additional background check if required by clinical facilities. The facilities have the right, based on results, to deny the student access to clinical experiences in their facility.

CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM

Students who are arrested or have an arrest pending, or conviction, or any offenses identified by the Texas BON as behaviors that may bar licensure, while enrolled in the Vocational Nursing Program must: Report the situation to the Program Coordinator/Director within 24 hours of the incident. The student will not be able to attend clinical without TBON clearance and WILL be dismissed from the Vocational Nursing Program due to clinical absences.

CHEMICAL DEPENDENCY/ABUSE PROCEDURE

When a student signs the VN Handbook Acknowledgement form, he/she is agreeing to submit to a random drug screen at any time at the instructor's discretion. If faculty feel there is a reason to believe that the behavior of a student may be impaired by chemical dependency, the student will be asked to submit to an immediate drug screen. If the drug screen is positive, the student will be dismissed from the Vocational Nursing Program. Program Coordinator should refer the student to Student Services for interventions resources.

Program Coordinators will report all criminal or chemical dependency offenses to the Vocational Nursing Program Director.

If a student is observed to be impaired by alcohol or any other substance, the VN program has the right to dismiss the student from the program and/or refer to student services or counseling.

CARDIO PULMONARY RESUSCITATION CERTIFICATION


Students applying to the Vocational Nursing class must show proof of Cardiopulmonary Resuscitation by the program application due date. The expiration date must extend to August 31, of the student's graduating year. If it expires prior to August of the graduating year, it must be renewed, and a copy of the new CPR card must be provided to the Program Coordinator. **This is the student's responsibility.** Not complying will cause the student to miss clinical and clinical absences could result in dismissal from the VN program.

Navarro College Continuing Education Department offers CPR courses. Call (972) 923-6441 or register online at <https://www.navarrocollege.edu/ce/index.html>

The program of completion must be Basic Life Support by the American Heart Association.

(This includes adult, child and infant Cardiopulmonary Resuscitation and Foreign Body Airway Obstruction). **NO OTHER CERTIFICATIONS OTHER THAN AMERICAN HEART ASSOCIATION WILL BE ACCEPTED.** See example below

CPR EXAMPLE CARD: THIS IS THE APPEARANCE OF THE TOP OF THE CARD.

BASIC LIFE SUPPORT	
BLS Provider	 American Heart Association.
Debbie Carter	
has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.	
Issue Date	Renew By
12/31/2021	12/2023
Training Center Name	Instructor Name

PROCEDURE FOR SELECTION OF VALEDICTORIAN

The Valedictorian for each campus shall be selected by the following method:

1. Will be determined by the student's GPA from the three VN Program semesters.
2. If it is determined that there is a tie, each student will be recognized as Valedictorian.

VOCATIONAL NURSING PROGRAM FORMS

HEALTH EVALUATION FORM (PARTS I & II)

Vocational Nursing Navarro College

Student: Complete Part I, sign your name at the bottom

Show health professional documented immunizations and/or tests you have had.

Part II is to be completed by a health professional (i.e., physician, nurse practitioner, etc.).

PART I

Name _____
(Last) (First) (Full)

Middle Name) _____

Mailing Address _____
(Number & Street) (City) (State)
(Zip Code)

Social Security # _____ **Cell Ph.#** _____ **Home Ph.#** _____

Date of Birth _____ **(Sex)** **Male** _____ **Female** _____

HEALTH PROFESSIONAL: Please review Health History

Check if you ever had, or currently have, any of the following:

	Yes	No		Yes	No
Anxiety			Impaired hearing		
Depression			Impaired sense of smell		
Diabetes			Impaired sense of touch		
Seizures/Epilepsy			Impaired vision		
Fainting / Dizziness			Lifting restriction		
ADHD			Other physical limitation(s):		
Other:					
Comments:					

1) Do you have any medication, food, latex, or other allergies? No Yes (If yes, please list allergies: _____)

2) Ever had a positive TB skin test? No If Yes : Attach Copy of First Reaction & Report and copy of last Negative CXR report with completed TB Questionnaire form in acceptance packet.

Health care provider immunizations are required per CDC guidelines for health care workers: MMR x 2, HepB x 3 (or HcpB x 2), Varicella x 2, TDAP (TD must be within date, required booster every 10 years). Titers proving positive immunity are accepted in lieu of the vaccine. The COVID vaccine is required by many of the clinical agencies. TB skin test must not expire before May of your first year. Influenza vaccine will be required when you are directed to do so in the Fall.

Do you take any routine medications that may impair judgment, alertness, motor function: No Yes

If yes please list: _____

Your Signature: _____ **Date signed:** _____

Physical Assessment Form: Continued next page (Part II)

STUDENT NAME: _____ **PART II** **Submit pages 1 & 2 before**

TO THE EXAMINING HEALTH PROFESSIONAL: The individual, identified in Part I, may be accepted for admission to the Nursing Program at Navarro College. Please review the previous page (Part I) which has the student's health history and other information provided by the student, & complete Part II below.

Height: _____ Weight: _____ Pulse (Rate and Rhythm): _____ Resp. _____ Blood Pressure _____

EYES: VISION: R _____ L _____ Hearing: _____

Sense of smell

Sense of touch

Other:

Assisting patient or lifting restrictions, if any

Comments: _____

Based on your evaluation, should this individual be able to perform the functional requirements of the Nursing Program Student Nurse, i.e. assisting/positioning patients, lifting, seeing, hearing, sense of smell, sense of touch, etc.? Please indicate if correction or aids needed with any tasks.

No _____ Yes _____ If yes, please explain: _____

Does this individual have routine medications that are likely to impair judgment, alertness, or motor skills? No __ Yes

_____ If yes: please explain - _____

Attach signed documentation for any immunizations given.

	Address of Health Professional:
Signature of Health Professional	
Printed Name of Health Professional	Phone Number:
Date of Exam: _____	

NAVARRO COLLEGE HEALTH PROFESSIONS OCCURRENCE FORM

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	Mexico	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, chemical	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: _____

Witness Name: _____

Witness Name: _____

Address: _____

Address: _____

Address: _____

Was person seen by a physician? No Yes

Physician's Name: _____

Physician's findings: _____

Date: _____

Address: _____

Any follow up necessary? No Yes

Explain: _____

Name of person preparing report: _____

Date of report: _____

Instructor: _____

Department Chair: _____

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

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

10-31-97; revised 4-23-09; revised 5-06-15

Reviewed and Revised: April, 2017

Approved by the Executive Vice President of Academic Affairs:

COUNSELING FORM

Navarro College Vocational Nursing

Student: _____

Date: _____

Semester: Fall Spring Summer

Year: _____

Faculty: _____

Course (if applicable): _____

I. Area of Concern:

II. Suggestions for correcting this concern:

Student Signature

Date

VN Coordinator

Date

Reviewed/Revised: 9/11

FORMAL CONTRACT

Navarro College Vocational Nursing

Student: _____

Date: _____

Semester: Fall Spring Summer

Instructor: _____

I. Area of Concern:

II. Plan of Stipulations: (as per attached remediation form)

Grades: Failure to complete the course with a grade of 75 will result in dismissal from the Vocational Nursing Program

Clinical and/or Behavior: Failure to comply with the terms of the contract may result in dismissal from the Vocational Nursing Program.

To be completed by _____.

I, _____ hereby agree to the above listed terms.
Student Signature

Faculty Signature

Date

VN Coordinator

Date

Reviewed/Revised: 4/15

GRADE JEOPARDY PLAN OF ACTION

Navarro College Vocational Nursing

Instructions: Students who are in jeopardy of failure in an academic course will provide a written plan of action to the instructor of the course. A copy of the action plan will be maintained in the student file.

Student Name: _____

Course: VNSG _____ Course Name: _____

Semester: Fall Spring Summer Year: _____

Current Test Average: _____

I understand that I am in jeopardy of failing the course listed above. I plan to complete the following remediation activities in order to improve my grade in this course:

- 1.

- 2.

- 3.

- 4.

I understand it is my responsibility to monitor my grades on Canvas and to make an appointment with my instructor for clarification of material I am having difficulty with in this course.

Student Signature

Date

I have reviewed the action plan developed by the student.

Faculty Signature

Date

Initiated: 2011

STUDENT TEST QUESTION REVIEW FORM

Navarro College Vocational Nursing

Date: _____ Class: _____

Exam: _____ Test Question Number being reviewed: _____

Student's Answer: _____

- I. Rationale for student's answer: (include page number from textbook or PowerPoint slide number)
NOTE: Question will not be reviewed without documentation of rationale.

All reviewed questions must be turned into the instructor by 5:00 PM the day of the exam to be considered.

Student Signature: _____

- II. Response: After the faculty met and reviewed the challenge question.

The review was: accepted not accepted

Rationale for the instructor response:

Faculty Signature

Date

VN Coordinator
Revised: 5/201

Date

TB QUESTIONNAIRE

VOCATIONAL NURSING

NAVARRO COLLEGE

In the event that you are **unable to take a TB skin test** and a chest x-ray is required within the last 5 years, please acknowledge the following:

Have you experienced any of the following symptoms? Please circle.

Fever

Night sweats

Coughing up blood

Chest pain

Weakness

Weight loss

Feeling of sickness

If you circled any of the above, a **current** chest x-ray is required.

If asymptomatic, the most recent negative chest x-ray will be sufficient. Please submit most recent chest x-ray results with this form.

***This form is ONLY used in the event of a past or current TB skin test where the student is unable to obtain a TB skin test.

Signature _____ Date: _____



Request to Take a Make-up Exam Vocational Nursing

Student Name		Student ID Number	
Instructor Name		Course Name	
Date and time of Scheduled Exam		Date and time of this request	
# exams missed in the program this semester?			

Reason for missing the exam:
(Please send attachments of any medical or other documentation as applicable)

Stipulations:

I understand that my instructor and program coordinator may allow or deny me the opportunity to take a make-up exam after reviewing the request form and any supporting documents. I further understand that repetitive instances of missing exams may result in denial of future requests for make-up exams.

If I am a “no show” to the make-up exam, I will receive a zero.

I understand that the exam may include alternate style questions and will be related to content as outlined on the Syllabus at the discretion of the instructor.

I understand and agree to the above stipulations

Student Name	
---------------------	--

Please type your name in the box above and e-mail this to your course instructor as an attachment within 24 hours of the missed exam. **Always copy your Program Coordinator.** Please attach any applicable medical or other documentation proving a valid reason for missing the exam. Please type the subject line “Make-up Exam Request”. Students who do not submit the form as instructed will forfeit any opportunity for a make-up exam and receive a zero on the exam.

Instructor use only: Place an X in the appropriate box

Approved for Make-Up exam:	Denied a Make-Up Exam:
-----------------------------------	-------------------------------

If approved: Date, time, and place of make-up exam:

--

Instructor Name and date:

--	--

SIGNATURE FORMS

Navarro College Vocational Nursing

STUDENT CONFIDENTIALITY AGREEMENT

Navarro College Vocational Nursing

I understand and agree that in the course of my nursing program any medical or personal information I may learn about any client is privileged information and subject to all state and federal laws which protect the rights of patients.

I understand that the information I learn about any client will not be discussed with anyone except authorized agency personnel or the clinical instructor.

I understand that all client information and client documents are the property of the agency. No photocopying of any client documents is allowed.

I understand that I have a moral and legal obligation to protect the confidentiality of the client and that a breach of confidence may result in disciplinary action up to and including termination from the nursing program and legal action.

I have read and understand this agreement.

Student Printed Name

Student Signature

Date

SURSCAN AUTHORIZATION FOR RELEASE OF INFORMATION

This is to certify that permission is hereby granted to release drug testing results & information as follows:

Name of client: _____ Date of Birth: _____

Information to be released by: Sur-Scan Drug Testing, 2030 Ave. G Suite 1102, Plano, TX 75074

Office # 972. 633. 1388

Fax # 1.775.370.3031

Information to be released to: **Navarro College Vocational Nursing Program**

This information is being released for the following purpose: **Admission to the VN Program**

INFORMATION FOR INFORMED CONSENT:

I realize that this is a required consent and that I must voluntarily and knowingly sign this authorization before any records can be released, and that I may refuse to sign, but in that event the records cannot and will not be released. This consent is valid from the date listed below and I understand I have the right to withdraw this authorization, in writing, at any time by sending such written notice to Sur-Scan Drug Screening via fax to: 1.775.370.3031

I understand that information used or released pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

Authorized Student Signature-
Donor

Date

VOCATIONAL NURSING PROGRAM STUDENT HANDBOOK

The LVN Student Handbook provides you with the information concerning policies and procedures of the Navarro College Vocational Nursing Program, which will guide your actions during the one year you work toward your certificate and national licensure as a Licensed Vocational Nurse. The Navarro College Administration approves the LVN Student Handbook. The policies and procedures of the LVN Student Handbook are in addition to the Navarro College Catalog, the Navarro College Student Handbook, and the LVN course syllabi.

STUDENT ACKNOWLEDGEMENT

I, _____, (print your name) have received a copy of the Navarro College Vocational Nursing Student Handbook for the academic year. I understand that I am responsible for the information contained in this handbook, and I will abide by the policies and procedures as stated in this handbook. I also understand that at times the Vocational Nursing Program may change a policy or procedure (with the approval of Administration). I will be notified in writing and asked to replace the current policy/procedure with the new or revised policy/procedure. If my course of study is interrupted, I acknowledge the policies and procedures of the LVN Program of the semester I re-enroll are the policies and procedures applicable to me and my studies in the Navarro College LVN Program.

I am aware that I must achieve a grade of C (≥ 75) or better to progress in the program. If I receive a grade lower than a "C" or receive a "Fail" in any LVN course, I will be academically dismissed from the program and may or may not be eligible to reapply. In addition, LVN faculty will not re-grade assignments or give extra credit. Final grades will be rounded to the nearest tenth of a point. For example, a final grade of 74.5 will round to a 75, and a grade of 74.4 will round to a 74.

I have been advised that I will be required to travel to fieldwork education sites as assigned. I am aware that excessive absences (see attendance policy) will result in dismissal from the program due to inability to complete all course requirements.

I also acknowledge that I am responsible for adhering to all policies and procedures as stated in the Navarro College Catalog, the Navarro College Student Handbook, the LVN Student Handbook, and the LVN course syllabi.

I will keep all the above named material available as a valuable source of information.

In addition, I acknowledge my responsibility as a student in the Vocational Nursing Program of Navarro College to ensure the LVN Program has current contact information available for me at all times (telephone numbers, address, name changes, and email address).

Student Signature

Date