



**Western Technical College
Baccalaureate Degree Nursing (BSN) Program**

Nursing Student Handbook

September 29, 2025

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Welcome Note

Dear Nursing Student,

We, the faculty welcome you to the School of Nursing at Western Technical College. This handbook contains valuable information that will assist you in being successful in the nursing program.

Please keep this handbook for the entire program and use it as a reference when you have questions. If a change in policy or procedure occurs, you will be notified in writing.

The nursing program faculty are here to support your success in the program and want you to ask for guidance whenever you need it. This is an exciting and challenging profession where you will learn to make a difference in other people's lives.

Sincerely,

Nursing Program Faculty

PROGRAM OVERVIEW

The Bachelor of Science in Nursing program at WTC provides students with the theory, laboratory and clinical experiences that will serve as preparation for an entry level position as a registered nurse. Upon successful completion of the program, the graduate is eligible to take the NCLEX-RN (National Council Licensure Examination-RN) exam to obtain licensure, as required by the State of Texas to practice nursing. Nursing theory provides the foundation for the practice of nursing and guides students with valuable direction on how to conduct and practice safe nursing care in a variety of clinical settings. The clinical portion of the program provides students with actual hands-on experience in administering basic – to - advanced nursing care to patients of all ages. Clinical experience and training are provided in skills simulation lab, in long-term treatment facilities, and at acute hospital settings.

The BSN program consists of 120 semester credit hours that are divided into 8 semesters, where the initial 3 semesters cover general education courses, and the remaining 5 semesters cover the nursing major courses. The nursing program semester is 16 weeks long and the entire BSN program runs for 32 months from start to finish.

WESTERN TECHNICAL COLLEGE'S MISSION STATEMENT

The Mission of Western Technical College is to: Provide quality training and education in a caring, professional environment that prepares new students and working adults with the skills they need to succeed and advance in their chosen careers.

NURSING PROGRAM MISSION AND PHILOSOPHY

The mission of the nursing program is to prepare culturally sensitive professional nurses who are well versed in the delivery of safe, compassionate, and holistic patient-centered care using evidence-based interventions and sound clinical judgment for individuals, families, populations, and communities across the lifespan. We are committed to doing so through the application of an academically sound curriculum delivered by dedicated and exceptional educators. The mission of Western Technical College Nursing Program is congruent with the mission of the college.

Philosophy: The philosophy of the Western Technical College nursing program is derived from the mission, vision, and values of WTC and is expressed in terms of faculty beliefs. As such, the faculty declares and embodies the following tenets:

Man/Client: Human beings both as individuals and as collective groups are the focal point of nursing. In conjunction with having fundamental human needs as outlined by Maslow, man is also viewed as a complex and integrated individual who remains in constant and continuous interaction with the environment.

Environment/Society: The environment/society occurs wherever there is an individual, family, group or community that requires nursing care. Environments /society may be interconnected and may positively or negatively impact health. Within this context, nursing strives to interact and collaborate with the individual to maintain or modify the environment to achieve optimal health. The relationship between the individual and perceived environment/society is honored and maintained through caring behaviors by the nurse.

Health: It is our belief that various levels of health are attainable despite the presence of illness. Health is dynamic and ultimately manifested as a state of balance between the physical, spiritual, and emotional components of every man, as well as the equilibrium between the individual and his / her environment.

Wellness & Illness:

Full and optimal health is not merely the absence of illness, but rather the overall wellbeing of the person both physically as well as emotionally. Therefore, a person needs to achieve optimal wellness to fight off illness and to cope effectively with stress. Wellness has eight dimensions, where

each dimension is equally vital for the wellbeing of the individual. The eight dimensions of wellness could be listed as: physical, emotional, spiritual, social, environmental, occupational, intellectual, and financial. Advancing the paradigm shift in the healthcare system of treating the sick to caring for the well, nurses play a significant role in the promotion of wellness and the prevention of disease.

Nursing: We stand by the assumption that nursing is both the science and practice that promotes health and healing, the prevention of illness, and the growth and development of the individual to his respective level of optimal functioning. By doing so, nursing has the capacity to enhance the quality of a human being's life at any point of the living spectrum and within any environment.

Nursing Education: Nursing education is a multi-dimensional effort as its fundamental focus is the art as well as the science of nursing. It is complex in its compelling efforts to cultivate critical thinking communicators knowledgeable in the delivery of culturally sensitive care to clients spanning the entire range of the human spectrum. The nursing faculty of Western Technical College believes that education involves far more than the mere delivery of information, we believe that education entails the development of both academic aptitudes as well as fosters social responsibility.

Nursing education prepares individuals who aspire to pursue a career in the healthcare field by introducing the art and science aspects of nursing. WTC's BSN program incorporates 57 semester credit hours (SCH) of general education courses to offer students a broad range of academic knowledge base and intellectually disciplined problem-solving process. Nursing education not only focuses on explaining the process of caring for clients, but includes actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating the process.

Teaching/Learning Process:

Teaching is believed to extend beyond the mere dissemination of information. It is a commitment that bears the greater encumbrance of transforming the immediate lives of not only one's students, but also the lives of the clients and family members that these student nurses will then care for and serve in a variety of ways.

Learning Process: The faculty and staff of Western Technical College embody the idea that the learning process is interactive and enhanced by the facilitating approach of the educator. It is a mutual goal of both the facilitator and the learner and thus, shared responsibilities exist. The faculty and staff of Western Technical College enforce the idea that learning is amplified in a supportive environment. Thus, resources both social and academic are established and made available to students to support pre-determined scholarly and life goals.

The Western Technical College nursing program stands firmly behind the delivery of superior quality education within a supportive environment in an effort to prepare graduates for entry-level practice as licensed Registered nurses.

CONCEPTUAL FRAMEWORK

Western Technical College utilizes Abraham Maslow's theory as the foundation for our curriculum development. Various models are employed to arrive at a holistic and comprehensive approach to both education and nursing. The curriculum, then is designed to support instruction that delivers information on a simple-to-complex continuum.

The conceptual framework from which the curriculum evolves utilizes the body systems and basic human needs as outlined in Maslow's hierarchy of needs. These basic human needs comprise the essence of nursing assessment and nursing care: physiological needs, safety and security needs, social needs, self-esteem and self-love, and self-realization.

Curriculum threads include nursing process, nursing principles, communication, culture diversity, collaboration, ethical issues, health teaching, and wellness which are intertwined and taught in a manner that is coordinated and integrated throughout the instructional schedule.

The framework incorporates clinical practice at every level and aims at matching the clinical objectives and experiences with theoretical objectives as closely as possible utilizing a variety of clinical settings.

This model enables the teaching/learning process to operationalize the nursing process as an integral part of applying nursing theory to nursing practice. It articulates a plan of action based upon the client's needs as an essential component of nursing practice.

This framework analyzes the patient as a total person - the interpersonal and intrapersonal self, his/her biological systems, and the interaction and relationship of these systems, as defined by time and the environment.

TYPE OF PROGRAM

Our program is a generic Bachelor of Science in Nursing program which is taught on a year-round basis and has three 16-week semesters per year. The BSN program is eight semesters in length and takes 32 months to complete. WTC's nursing program admits 30 students three times per year. The maximum number of students who are doing clinical rotations in each semester is 120 students.

CURRICULUM

The curriculum consists of 120 semester credit hours (SCH). There is 57 pre-nursing SCH, which are covered during the 1st three semesters and 63 SCH of nursing major courses that begin on semester 4 and continue through semester 8.

EXPECTED STUDENT OUTCOMES

Upon completion of this program, each student will be able to:

1. Integrate theory and knowledge of the science, social sciences, humanities, and nursing as a foundation for nursing practice.
2. Apply the nursing process to manage the care of individuals, families, and populations with respect for diversity in a variety of health care settings.
3. Demonstrate the inherent professional values and behaviors in the delivery of individual, families, and population centered care.
4. Demonstrate cultural sensitivity in meeting the physical and psychosocial needs of the client.
5. Provide care that protects the client through the utilization of safety measures and infection control practices.
6. Facilitate inter-professional and intra-professional communication and collaboration to improve practice, minimize risks, and optimize health outcomes.
7. Apply the competencies of leadership, quality improvement and patient safety to improve health outcomes for individuals, families, and populations.
8. Contribute to the development and implementation of a therapeutic teaching plan utilizing Maslow's Hierarchy of Needs.

BSN PROGRAM OUTLINE

BACHELOR OF SCIENCE IN NURSING

#	Course	Title	Hrs.	Lecture/Supervised Lab/Clinical	Semester Credit Hours Hours
1	ENGL 1301	English Composition I	45	45/0/0	3.0
2	BIOL 1401	Anatomy & Physiology I	75	45/30/0	4.0
*3	PSYC 1380	Life Span Human Development	45	45/0/0	3.0
*4	SOCI 1358	Sociology	45	45/0/0	3.0
5	MATH 1312	Algebra	45	45/0/0	3.0
6	HIST 1301	U.S. History I	45	45/0/0	3.0
*7	SPCH 1315	Public Speaking	45	45/0/0	3.0
*8	CHEM 1470	Chemistry	75	45/30/0	4.0
9	BIOL 2402	Anatomy & Physiology II	75	45/30/0	4.0
10	PATHO 2330	Human Pathophysiology	45	45/0/0	3.0
*11	PHIL 1301	Philosophy	45	45/0/0	3.0
*12	PHIL 2255	Medical Ethics & Issues	30	30/0/0	2.0
*13	PSYC 2301	General Psychology	45	45/0/0	3.0
14	ENGL 1302	Research Analysis	45	45/0/0	3.0
15	MATH 1342	Statistics	45	45/0/0	3.0
16	BIOL 2421	Microbiology	75	45/30/0	4.0
*17	BIOL 1360	Introduction to Human Nutrition	45	45/0/0	3.0
18	POLS 3389	Policy & Politics in Healthcare	45	45/0/0	3.0
19	NURS 2200	Foundation of Nursing	45	45/0/0	3.0
20	NURS 2400L	Foundation of Nursing Lab/Clinical	90	20/30/40	3.0

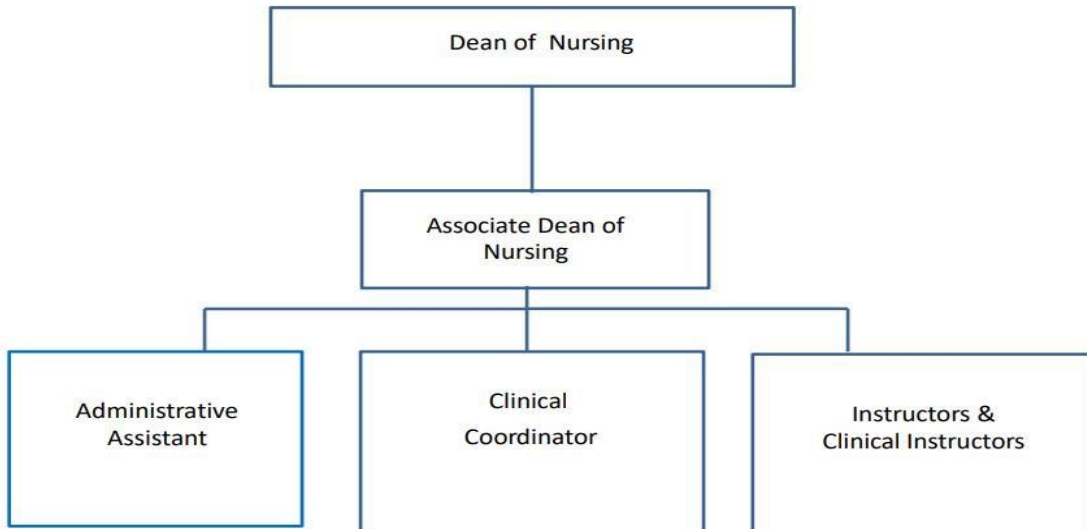
21	NURS 2210	Gerontologic Nursing	60	45/15/0	3.5
22	NURS 2220	Health/Physical Assessment	60	30/30/0	3.0
23	NURS 2230	Pharmacology	45	45/0/0	3.0
24	NURS 3300	Medical Surgical Nursing I	45	45/0/0	3.0
25	NURS 3500L	Medical Surgical Nursing I Lab/Clinical	120	30/30/60	4.0
*26	NURS 3270	Cultural Diversity & Health	30	30/0/0	2.0
*27	NURS 3384	Nursing Research	30	30/0/0	2.0
28	NURS 3340	Medical Surgical Nursing II	45	45/0/0	3.0
29	NURS 3440L	Medical Surgical Nursing II Lab/Clinical	120	30/30/60	4.0
30	NURS 3250	Mental Health	30	30/0/0	2.0
31	NURS 3150L	Mental Health Lab/Clinical	30	6/12/12	1.0
32	NURS 3320	Community Health Nursing	60	30/6/24	2.5
33	NURS 4370	Medical Surgical Nursing III	45	45/0/0	3.0
34	NURS 4370L	Medical Surgical Nursing III Lab/Clinical	120	30/30/60	4.0
35	NURS 4460	Maternal Child Nursing	60	60/0/0	4.0
36	NURS 4460L	Maternal Child Nursing Lab/Clinical	60	16/0/44	2.0
37	NURS 4410	Nursing Leadership & Management	90	45/30/15	4.0
*38	NURS 4250	Professional Nursing Issues	30	30/0/0	2.0
39	NURS 4380	Preceptorship + Lab/Clinical	90	0/10/80	2.0
40	NURS 4390	Nursing Capstone	45	45/0/0	3.0
Total Hours and Credits - Bachelor of Science in Nursing			2265	1527/343/395	120.0

NOTE: Program courses for the Nursing curriculum are designed in a sequential manner. Each course of the curriculum is ordered such that the subsequent material is based on skills acquired from prerequisite courses. Exceptions to this include courses denoted with an asterisk (*).

WTC Nursing Department Organizational Chart



Program-Bachelor of Science in Nursing



09/2024

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ACADEMIC INTEGRITY

Western Technical College is committed to promoting a high standard of academic integrity through the implementation of strict guidelines to discourage academically dishonest behaviors such as falsification, plagiarism, and fabrication, in all areas of the college programs. Academic integrity is based on honesty, trust, fairness, respect, and responsibility. Nursing students are expected to abide and honor these basic principles to successfully function and practice in the health care field. The integrity of an institution is measured by the level of truthfulness reflected by its students. Accordingly, the faculty and students of the College uphold the values set forth in the Code of Ethics for Nurses with Interpretive Statements (American Nurses Association, 2015).

PLAGIARISM

Plagiarism is presenting another person's words, ideas, or work—whether published, unpublished, or from an AI or online source—as one's own without proper attribution. This includes:

- Copying or paraphrasing text without citation.
- Submitting work written in part or whole by another person.
- Using images, tables, or media without proper credit.
- Reusing one's own work from a previous course or assignment without instructor approval (self-plagiarism).

The BSN program enforces a **zero-tolerance** policy for plagiarism. All submitted assignments will be subject to plagiarism detection tools.

Penalties:

- **First Offense:**
 - Grade of "0" on the assignment.
 - Written warning placed in the student's academic file, along with an Academic Support Plan.
- **Second Offense:**
 - Referral to the Admission, Progression, and Graduation Committee.

- Failing grade (“F”) in the course.
- **Third Offense:**
 - Dismissal from the BSN program

Appeals Process:

Depending on the nature and severity of the violation, a student has the right to appeal as noted in the Western Technical College Catalog.

STUDENT CODE OF CONDUCT

Any violation of Western Tech policies & standards, including safety violations, abusive language, drinking or illegal use of drugs (on or off campus) may result in suspension or termination. Improper conduct off campus may also result in suspension or termination. Students are required to follow college policies and standards while attending Western Tech. It is the student’s responsibility to conduct himself/herself in a proper and respectable manner while attending the college.

Any student who fails to comply with the conduct standards and policies as published on the Western Tech website, (www.westerntech.edu), may be subject to verbal or written reprimand, probation, suspension, or termination from Western Tech depending on the nature and severity of the violation. Re-admittance following such termination is at the discretion of the college and relative to the nature and severity of the conduct violation. Students should immediately report any conduct violations to their instructor or other school official.

1. A student must not in any way interfere with class instruction and learning and must obey directives of Western Tech faculty and administration.
2. Under no circumstance is any type of food or drink allowed in the classroom. Eating and drinking are allowed in designated break areas. Water will be allowed; however, it must be in a closed container.
3. Use of cellular phones is prohibited in the library, classrooms, and simulation lab.
4. The library and the Internet are available only for purposes of school projects. Viewing of illicit or inappropriate material or downloading any software is forbidden.
5. A student asking or being asked to visit a staff office will not be counted absent from time spent in staff offices conducting official college business.

6. Students are always expected to conduct themselves in an orderly manner. Profanity, vulgarity, loud talking, inappropriate discussion or public displays of affection which may cause embarrassment to Western Tech or to fellow students, is prohibited and not tolerated. Students who violate these policies may face disciplinary action.
7. Smoking, the use of E-Cigarettes, Vapors, or any other tobacco products (i.e. chewing tobacco, snuff, etc.) are not allowed in the building. Smoking, using E-Cigarettes or vapors, or chewing tobacco are allowed in designated outside break areas only, and not in front of the building.
8. No loitering in front or at the entrance of the buildings or in parking areas is allowed.
9. For safety purposes, sport activities are not allowed on college property. (i.e., football, soccer, baseball, frisbee, etc.)
10. Students are expected to participate in the classroom and simulation lab activities. They must put forth a reasonable effort to learn. "Loafing," sleeping in a class, sitting on work/lab benches, horse playing, and failing to follow instructions are considered types of unsatisfactory conduct.
11. Fighting and gambling on college property are absolutely forbidden.
12. Spouses, children, family members, or friends are not allowed in the classroom unless authorized. The student will be asked to leave with the accompanying member and will be docked for attendance.
13. The unlawful manufacture, distribution, dispensing, possession, use of a controlled substance(s) or alcohol, or the presence of such in your body's system is prohibited on this institution's premises.

These "premises" are defined as all school property, including building interiors and exteriors, sidewalks, parking lots, privately owned vehicles parked on college premises, as well as desks, lockers, and storage areas. This prohibition applies to students performing any college related tasks, attending school-sponsored functions, including field trips, and internships regardless of location, on or off college premises. Students are expected to comply with all requirements of the Drug Free Schools Act, **found on page 27.**

14. Possession of a handgun under the authority of the Texas concealed handgun license law is prohibited on college premises. Ammunition, long blade knives (blades over 3" long), and any other type of object that may be construed as a weapon are a violation of college rules and are not permitted. Students possessing weapons are subject to dismissal. Fake or toy guns are also not to be on college premises.
15. Stealing and vandalism is prohibited. Students who commit such violations are subject to automatic dismissal and may be reported to local law enforcement.
16. Any student who willfully damages college property, property belonging to another student, or removes a part(s) from training aids without instructor approval is responsible and liable for repair or replacement costs and is subject to dismissal from Western Tech.
17. Each student is expected to do his/her own work. Presenting work done by others, using dishonest means in taking tests, and aiding in cheating is forbidden and subject to suspension or termination from Western Tech.
18. Safety is everyone's responsibility. Students may be exposed to many potentially dangerous situations, and it is very important that the classroom/lab/shop work areas be kept safe. All Western Tech students are responsible to help keep the school classroom/lab/shop areas clean, dry, and orderly.
19. It is forbidden for students and Western Tech employees to fraternize, (socializing, dining, drinking, etc.)
20. It is mandatory for all students to have books, the appropriate tools (if applicable) at school daily.
21. Students are prohibited from downloading items on the college's computers anywhere in the college, unless authorized by the IT Department of Western Tech.
22. Under no circumstance are students allowed or permitted to sell any items (food, beverages, school material, etc.) for personal gain on school property.
23. Solicitation by a student for any cause or organization is prohibited. The distribution of advertising materials, flyers, or any other literature on Western Tech property or via any electronic form of communication by students are prohibited.

24. All students are expected to keep the college environment free from intimidation and harassment regardless of sex, race, age, religion, national origin, and disability or any other protected status.
25. Western Tech is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Western Technical College seeks to assure that the school maintains a campus free of sexual harassment and intimidation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment.
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment.

Western Tech may report violators to the appropriate authority for civil or criminal action. Western Tech prohibits retaliation of any kind against students who, in good faith, bring sexual harassment complaints or assist in investigating complaints. Exercising rights under this policy does not in any way affect a student's right to seek relief through the Texas Commission on Human Rights, the Equal Employment Opportunity Commission, or in a court of proper jurisdiction for any complaint for which a remedy is provided under state or federal law.

26. It is the responsibility of each student to be aware of the details of the foregoing policy.

Sex offenses: Victims of sexual assault that has occurred on campus should notify the department's Program Director, School Director, or higher authority

immediately. Victims may seek assistance from faculty or staff to assist in reporting a sexual assault. If the assault occurred outside the Western Tech campus or property, call the local police department where the assault occurred.

Following the assault, in order to preserve evidence necessary for the proof of criminal sexual assault, victims should not bathe, douche, or change clothes. After reporting the assault to police, victims need to go to the hospital emergency room for a sexual assault examination. Victims may choose to have someone take them to the hospital or the police will escort them from their location. The officer will need to obtain a statement describing the details of the assault. Off-campus counseling is available at:

Center Against Sexual & Family Violence

580 Giles Rd, El Paso, TX 79915

(915) 595-2238

24-hour crisis line 915.593.7300 or 1.800.727.0511.

Western Tech provides assistance in changing academic schedules after an alleged sexual offense if requested by the victim and if accommodations are reasonably available. Arrangements can be made through the Campus Directors. Policies and procedures regarding disciplinary proceedings are described in the Western Tech Catalog and the Western Tech Student and Employee Handbooks. The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both will be informed of the outcome of the proceeding. Sanctions range from verbal or written reprimand to termination from Western Tech.

27. TITLE IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

If a student experiences any unlawful harassment, violence, or discrimination, (s)he should promptly report it to a supervisor or department head, or to the Title IX Coordinator. An investigation of the matter will be initiated, and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the College determines that an intentionally false or malicious complaint has been made under this policy, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

Sexual harassment, which encompasses sexual harassment and sexual violence, is illegal under state and federal law. Attending a harassment-free environment is the right of every WTC student.

The Title IX Coordinator is the individual designated by the College to coordinate its efforts to comply with Title IX. Questions or concerns about Title IX should be directed to:

Martha Molinar, Title IX Coordinator

Main Campus: 9624 Plaza Circle, El Paso, TX 79927

Branch Campus: 9451 Diana Drive, El Paso, TX 79924

Office: (915) 760-8164

Cell: (915) 497-2433

mmolinar@westerntech.edu

CONFIDENTIALITY

The student understands that all information obtained while providing nursing care or any information learned while working and studying in a health care facility will always remain confidential. Case presentations in class and discussion of clinical experiences in class or conferences are permitted for learning. Patient names or other identifying information should never be used during these discussions.

FACULTY-STUDENT RELATIONSHIP

Instructors and students are to maintain a professional relationship always while the student is enrolled at WTC. Students will address instructors by their appropriate title (i.e. Ms. Smith, Dr. Smith). Instructors are not allowed to accept gifts from individual students. Students are discouraged from making non-school or non-emergency calls to instructors. Telephone calls, text messages, and/or emails from students, as well as social media postings are to be within the specific professional parameters outlined by the instructor, the program, and college policy. Instructors are available Monday through Friday, 8:00 a.m. to 5:00 p.m. during their designated office hours, which are posted in the course syllabus and on the faculty workroom door. Additional times can be arranged as needed.

ADMISSION AND PROGRESSION POLICIES

a. Admission Requirements

Requirements for admission to WTC's Bachelor of Science in Nursing program are as follows:

- a. Applicants must be at least 18 years of age by the start of the program.
- b. Applicants must pass a drug screening test and a criminal background check to be accepted into the nursing program.
- c. The applicant should have a high school diploma with a GPA of 2.75 or higher or a recognized equivalent of a high school diploma.

Applicants are required to complete the Test of Essential Academic Skills (TEAS) prior to program acceptance. A test score is valid for 24 months.

Failure to pass every section does not automatically disqualify an applicant. The ATI composite score will be determined by calculating the average of the applicant's highest content area scores and will be included in the **overall** ranking process.

- d. Applicants must be able to satisfy, with or without reasonable accommodation, the physical, mental, and sensory requirements listed in the student health form.
- e. Applicants must submit a complete health clearance from a health care provider.
- f. Applicants must submit a negative Drug screen test result.
- g. An up-to-date immunization record must be submitted.
- h. Applicants are required to attend a scheduled interview with the Nursing Dean and faculty or designees prior to admittance to the program.

The ATI TEAS test is comprised of 170 questions set up in a multiple-choice format with four-option answers. Questions are designed to test the basic academic skills the tester will need to perform in class in the areas of: Reading, Math, Science, English and Language Usage. The total score is an adjusted percent correct score, which ranges from 0.0% to 100%. It is an equated score generated by the information from the entire set of 150 scored questions. Qualified applicants for admission to the BSN program will be ranked by the ATI composite score which is determined by calculating the average of the applicant's highest content area scores and will be included in the overall ranking process on the Applicant Ranking Form.

Admission will be denied to an applicant who fails to meet all the admission requirements. The interview committee documents the basis for denial, and a letter of denial will be sent to the candidate. Information on admission, transfer, progression, graduation, and appeal procedures can be found in the college catalog.

Western Technical College nursing program may not admit any student to the nursing program that does not have a clean Criminal Background Check as described by the

Texas Board of Nursing. The applicant must complete the eligibility process prior to admission.

Upon successful completion of all admission requirements, the school will promptly notify the student whether he or she is admitted into the nursing program.

Students accepted to the nursing program have to meet the requirements established by WTC's nursing program admission policy. Applicants should comply with all required eligibility information and policies of TBON Rule 215.8 to be accepted to the nursing program. The admission policies are included in the College Catalog and the Student Handbook.

The catalog is an informational document that is designed to provide prospective students and their parents and/or other interested persons with pertinent information about the campus policies and programs. The catalog and the Student Handbook are accessible on the campus portal upon acceptance into the program and will be distributed to admitted nursing students.

The admissions policy adheres to the nursing program mission statements through the application and testing process. This policy seeks to ensure that students accepted to the program possess the ability to prepare for career opportunities in their chosen field. All applicants must successfully complete the Test of Essential Academic Skills (TEAS) exam to be considered for admission.

b. Progression Within the Nursing Program.

Progression policies include academic standards as well as conduct, essential functional abilities, and attendance standards. Students in the BSN program who fail two (2) courses will be dismissed from the program.

Withdrawal and/or subsequent readmission must be requested in writing and requires approval from the nursing department and the campus director. The student must provide rationale for the interruption in his/her progress in the program and a plan for success, if allowed to return to continue in the program.

REINSTATEMENT / READMISSION POLICY TO THE BSN PROGRAM

A student may request only one (1) readmission to the Western Tech BSN program. Only one (1) course failure is allowed upon readmission. Request must be made within two (2) consecutive semesters (32 weeks) of course dismissal. A student may be denied readmission to the Western Tech BSN program. Readmission will be contingent on space availability and compliance with readmission policy. Failure to do so will result in non-acceptance to the program.

Readmission Process

a. Student Responsibility

- To apply for readmission to the Western Tech BSN program, the student must schedule an interview with the Admissions/Progression/Graduation (APG) committee which includes the Dean and Associate Dean of Nursing.
- To be considered for readmission to the program a student must submit a written request to the Campus President, specifically explaining the following:
 - What variables prevented them from completing the program.
 - What has been done to correct the issue(s).
 - What can the college expect from the individual if allowed to return.
- Student must perform a clinical skills proficiency assessment such as a head-to-toe assessment, IV insertion, medication administration, nasogastric tube insertion, dosage calculation (list not all inclusive) with two (2) attempts. If unsuccessful the first time, student will be required to remediate with a faculty member or lab coordinator and allowed one more attempt. If unsuccessful on the second attempt, student readmission will be denied.
- Readmission will be determined utilizing the nursing program selective admission criteria.
- A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for 16 weeks.
- An Academic Support Plan will be initiated on readmission to the program to promote success. Student must agree to adhere to the Academic Support Plan.

Failure to adhere to the plan will result in permanent dismissal from the program with no opportunity for readmission.

- Failure to comply with contractual obligations (found on the Academic Support Plan) on more than three occasions will result in termination from the program.
- **See attached Academic Support Plan found on page 67.**

WITHDRAWAL, REINSTATEMENT, DISMISSAL POLICY

All related policies for withdrawal, reinstatement and dismissal are found in the *Western Tech Catalog*. Additionally, nursing students may be dismissed for any of the following infractions:

- (1) Evidence of actual or potential harm to patients, clients, or the public.
- (2) Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency.
- (3) The use/abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity.
- (4) Any conduct or actions that damages the reputation of Western Tech BSN Program or Western Tech.
- (5) The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the Texas Board of Nursing, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

RE-ENROLLMENT FOR NURSING COURSES

Each core nursing course offered by the Bachelor of Nursing program at Western Technical College of El Paso will have a maximum enrollment capacity of 30 students. Priority enrollment will be given to students taking the course for the first time. If space

permits, students who are retaking or re-enrolling in the course may be enrolled based on a merit-based prioritization system. (see retaker enrollment criteria).

Retaker Enrollment Criteria:

If course enrollment exceeds capacity, students retaking the course will be prioritized based on the following criteria:

- Cumulative GPA (40%): Higher cumulative GPA will receive greater weight.
- Attendance Record (30%): Attendance from the previous attempt on the course (or related courses) will be reviewed. Students with a higher attendance rate will be prioritized.
- Previous Advising (30%): Students who have been advised in the following areas: academic, code of conduct, and professionalism, and demonstrated a commitment to improvement (as documented by faculty through Academic Support Plans) will be prioritized. **Form found on page 66.**

<i>Ranking for Course Repeat</i>		
<i>GPA (Cumulative)</i>		
<i>Below 3.0</i>		0 points
<i>3.1-3.5</i>		1 point
<i>3.51-4.0</i>		2 points
<i>Attendance (Cumulative Absences)</i>		
<i>More than 20-30%</i>		0 points
<i>10.1-19.9%</i>		1 point
<i>0-10%</i>		2 points
<i>Advising (Cumulative)</i>		
<i>11 and up</i>		0 points
<i>6-10</i>		1 point
<i>0-5</i>		2 points
2		

Procedure

- I. **Initial Enrollment:** Students will enroll in courses during the standard registration period. First-time takers will be automatically considered first.
- II. **Waitlist for Retakers:** Retakers must join the designated waitlist and submit a Request for Course Re-enrollment for Nursing (NURS) Courses Form. Students must submit the required form three weeks prior to the beginning of the incoming term. Student information including cumulative GPA, attendance records, and Academic Support Plan(s) will be utilized to determine prioritization.
- III. **Evaluation and Notification:** The Admissions, Progression, and Graduation committee will evaluate course re-enrollment submissions within 14 business days prior to the beginning of the next term. Final enrollment decisions will be communicated via email.
- IV. **Enrollment Application Resubmission:** Should the student be placed on a Wait list for a seat in the requested course, no further application submission will be required.
- V. **Decision-making and approval:** Academic Progression and Graduation (APG) Committee will review Nursing Course Re-Enrollment Forms and perform the ranking. The selected candidates will be reviewed by the Dean of the Bachelor of Nursing Program for final approval.

GRADUATION

A student who completes all required courses in the nursing program can apply for graduation. Graduation requirements include:

- a) **A student must attain an overall 3.0 cumulative grade point average for all courses and a 3.0 in each nursing course included in the Bachelor of Nursing Science program.**
- b) **A student must successfully complete all required courses for the program within the maximum allowed time frame for completion.**
- c) Students who want to transfer credits earned at another institution should refer to the WTC College Catalog for transfer credit policies.
- d) A student must complete the “graduation request form” and submit the completed form to the nursing office.

DRUG SCREENING

Western Technical College enforces a strict drug-free environment and will not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance Western Tech students agree to random and for-cause drug testing or search throughout their attendance as set forth in Western Tech's Substance Abuse Prevention Policy. A violation will result in taking appropriate action and may lead to termination.

DRUG AND ALCOHOL POLICY

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited by the school or as part of any of its activities. Drug and alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions, including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following is provided in accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (RL. 101-226).

DRUG-FREE SCHOOLS NOTICE TO STUDENTS

Western Tech is a drug-free campus. Drug and/or alcohol use impairs memory, alertness, and achievement. Their use diminishes the capacity to perform, think, and act responsibly. Therefore, any form of such substance abuse creates an extreme danger in the school to students, employees, and others. Substance abuse can be grounds for termination of your enrollment at this institution.

1. Western Tech has a policy of maintaining a drug-free school atmosphere. All students are hereby notified that the unlawful manufacture, distribution, dispersion, possession, use of a controlled substance, or alcohol, or the presence of a controlled substance or alcohol in your body's system is prohibited on this institution's premises. These "premises" are defined as all school property, including building interiors and exteriors, sidewalks, parking lots, privately-owned vehicles parked on school premises, as well as desks, lockers, and storage areas. This prohibition applies to students' performing any school related tasks or attending any school-sponsored functions, including field trips, regardless of location on or off school premises.
2. Pursuant to its Drug-Free Schools Program, Western Tech may conduct a reasonable search of a student's work area, locker, vehicle (driven on or parked on school property), or other personal items. Continued enrollment is contingent upon your submission to a reasonable search.
3. According to the severity of the violation, in the judgment of school authorities, the following disciplinary sanctions will be imposed upon students for drug or alcohol abuse violations occurring on school premises:
 - Oral or written reprimand.
 - Suspension from school.

- Mandatory entry into a drug or alcohol abuse counseling, treatment, or rehabilitation program. If referred, failure to enter and successfully complete such a program will result in immediate termination.
- Immediate termination without referral to a treatment and rehabilitation program.
- Referral of violation to local law-enforcement agencies for prosecution.

Students should be aware that substance abuse may hinder employment opportunities. There is an ever-growing sentiment among employers nationwide that drugs and alcohol will not be tolerated in the workplace. Employers in nearly every field now require pre-employment screening to detect drug and alcohol abusers. Remember, even though you may graduate from the program in which you are enrolled, substance abuse may hinder career opportunities.

4. Drug and alcohol counseling, treatment, and rehabilitation programs are available at, but not limited to, the following locations:

StudentLinc-
www.mystudentlinc.com
 code: westerntechsap
 1-888-893-5462

Aliviane, INC.
 915-782-4000
 1626 Medical Center
 El Paso, Tx. 79902

Emergence Health Network

OSAR (Outreach, Screening, Assessment, and Referral Program)

Information/Appointments: (915) 242-0555

Toll Free Number: (844) 600-3410

Location: 8730 Boeing Dr.

Hours of Operation: Monday – Friday 8 am – 5 pm

5. All students must read, understand, and agree to the following:
 - I understand that as a condition of my enrollment and continued attendance at this institution, **I must agree to the terms of paragraphs 1-4 on pgs. 28 & 29.**
 - I must notify my Campus Director of any criminal drug statute conviction for a violation occurring on school premises no later than five (5) days after such conviction.

- I understand that this institution has established a drug free awareness program to inform students about the following:
 - This institution's policy of maintaining a drug free school.
 - The penalties that may be imposed upon students for drug or alcohol abuse violations occurring on school premises.
 - The health risks of drug and alcohol abuse.
 - The availability of drug and alcohol counseling, treatment, and rehabilitation programs.
 - Being identified as a substance abuser could negatively impact employment opportunities

All students are required to have a negative drug screen prior to admission, and the results of the drug screen must be submitted to the program directly from the testing center. As a condition of continuance in the program, random drug screening may be required at the discretion of the nursing faculty and/or clinical facility, and the costs of such screening will be the student's responsibility. If a random drug screen is positive, it may result in the student being dismissed from the program.

STUDENT GRIEVANCE, COMPLAINT, APPEALS

If a student feels that he or she has an issue or grievance which needs to be addressed, the student must first take the issue to the course instructor, associate dean of nursing, dean of nursing, or another program administrator. Chain of Command must be followed.

If the complaint cannot be adequately resolved the student must then address it in writing, to the Campus Director or the College President. If not resolved at this level, then the complaint will be addressed to the Chief Operating Officer (COO).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission, from the complainant(s) for the Commission to forward a copy of the complaint to the

school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

(703)247-4212

www.accsc.org

A copy of the Commission Complaint Form is available at the school and may be obtained by contacting the Registrar, Administrative Officer, or School Director.

LICENSURE EXAM PROCESS

Approximately two months prior to graduation, the student will submit the required applications and fees in preparation for licensure. The application process is two-fold; first, the state board of nursing in Texas requires an application and fee to process the license, and secondly, the testing center, Pearson Vue, requires a separate application and testing fee to register the applicant to take the licensing exam. A member of the BSN nursing program will provide the students with the necessary information to facilitate this process. Additionally, the state of Texas requires all applicants for the NCLEX-RN to pass the Texas Nursing Jurisprudence Examination online prior to being issued an authorization to test for the NCLEX examination. Refer to the Texas Board of Nursing (TBON) website <http://www.bne.state.tx.us/> under the *Licensure* tab and then click on *Examination* for details.

Change of name / address / phone

It is important for the student to keep the college informed of any changes in contact information (email, address, phone number or emergency contact information). Changes should be submitted in writing to the Registrar's office so that you may be contacted if there is a change in schedule, if an emergency develops, or for any other necessary communication.

Communications

Communication from faculty regarding tutoring, study groups and other pertinent information about program activities will be posted on the course Canvas webpage. It is the responsibility of the student to check their course web page regularly and student email daily. Students will only be called out of class, skills laboratory or clinical for emergency phone calls.

FINANCIAL OBLIGATIONS AND ASSISTANCE

Refer to the *Western Tech Catalog* and the *WTC Student Handbook* for all related policies.

FUNDRAISING POLICY

The purpose of this policy is to provide guidelines and procedures for all fundraising pinning activities conducted by Western Technical College BSN nursing students. This policy ensures transparency, accountability, and consistency in the fundraising efforts while upholding the values and mission of Western Technical College. Fundraising is optional and can be started at the beginning of fourth semester.

There must be a minimum of two (2) treasurers that are appointed by each cohort if you choose to fundraise. The fund-raising event must align with the moral and ethical values of WTC. The treasurers will count the money together to confirm the amount of money raised. Once the dollar amount of money raised has been confirmed, two treasurers may choose to deposit the money with student accounts into the BSN Teams Account according to their respective cohort.

To request a withdrawal of a portion or an entire amount of funds in the account, the three treasurers will request the money via an email. Two of the treasurers will need to accompany an instructor, dean, or associate dean to student accounts. A check will then be made out to the dean, associate dean, or instructor to cash for the cohort. Checks will not be made out to any students. The money raised will be used to support the nurse pinning ceremony activities.

STUDENT CAREER SERVICES

The mission of Career Services is to provide quality employment assistance services to both the employer and graduates alike. Career Services offers research, résumé writing, interviewing, and networking skills to students. Career Services also assists in preparing students to meet those employers' expectations, as well as the employer meeting their needs. The success of our graduates reflects the college's success.

Career Services offers a variety of workshops for students to receive valuable training in successful interviewing techniques, completing applications, writing effective résumés, undergoing mock interviews, and answering questions most frequently asked by employers. Because of Western Techs innovative class scheduling, graduations occur several times per year. This system affords our graduates more individual attention and gives them an advantage over graduates from schools that have only one large graduating class per year that floods the job market.

Western Tech has maintained an excellent graduate employment record which we are determined to continue. We wish to make it clear that due to the vastly different personalities, characteristics, and backgrounds of each individual graduate, the college does not guarantee employment. We do, however, accept the responsibility of making every reasonable effort to assist each graduate in finding employment in his/her field; however, it may be necessary for graduates to relocate to areas where the greatest career opportunities exist. Graduate employment results are greatly influenced by students' attendance, overall attitude, academic performance, driving record, and background.

CAMPUS INVOLVEMENT

The college administration encourages, and values student input and evaluation of the learning experiences offered in the nursing program. To that end, students are encouraged to complete the end-of-course evaluations of the course and course instructor, the clinical instructor, and the clinical site. These evaluations are completely anonymous and used to make improvements for future course planning and revisions. Beginning in semester 4, one to two nursing students from each cohort are voted to serve as the representative(s) in faculty meetings. These two students will vocalize concerns

and/or suggestions to improve the nursing program. On occasion these students will be asked to participate in special projects or meetings.

INSTRUCTIONAL POLICIES

Office Hours

Office hours are posted on the faculty office door and in the course syllabus. Faculty are available a minimum of four hours per week and by appointment. Group and individual tutoring sessions may be arranged by the faculty or student when requested to promote success. Faculty will stipulate the structure, format, and requirements of the tutoring session.

Holiday / Vacation

Refer to the *WTC Catalog Addendum* or the *Western Tech website* for the scheduled holidays and breaks. There are four break periods scheduled annually: spring, summer, Thanksgiving, and Christmas.

Educational Commitment

The BSN program is an extremely rigorous program of study, and each nursing course requires a significant commitment of the student's time and energy to be successful.

Students are expected to spend a minimum of one to three hours of outside work for every one hour he/she is in class. This can equate to 30-40+ additional hours per week. When this time is added to travel, sleep, and personal and home responsibilities, it leaves very little free time each week.

Research findings on successful completion of Registered Nursing Programs support limiting outside employment to no more than twenty hours per week. The faculty at the Western Technical College highly recommends choosing nursing school as your only job. Often when a student attempts to work in addition to going to nursing school, he/she finds that schoolwork suffers and may even contribute to failure in the program.

Students may not work the night shift prior to clinical days. Attending clinicals without proper rest could lead to errors when providing patient care. Students deemed not safe

due to either not being adequately prepared and/or behavior that can result from inadequate sleep will be sent home and will be considered absent for the day.

Students often have many responsibilities in addition to school. It is important to have backup plans for childcare and transportation. Absences related to family responsibilities, transportation issues or other circumstances place the student at risk of not successfully completing a course. It is the student's responsibility to notify the appropriate instructors if an absence occurs.

CLASS HOURS

The student understands that the class schedule and weekly hours of attendance will vary each semester of the program. Class hours may be scheduled anytime between 8:00 a.m. to 4:00 p.m. Monday through Friday. Patient care clinical courses are held in the acute, chronic, or ambulatory care agencies in and around the El Paso metropolitan area. Shift schedules may typically range from 6:00 a.m. until 3:00 p.m., 2:30 p.m. until 11:00 p.m., or 6:45 a.m. until 7:00 or 7:15 p.m. These shifts are not controlled by the college administration, rather they are coordinated with the health care facilities. The college cannot guarantee to any student a shift schedule that meets their personal preference. The clinical site generally changes every semester so that students can experience different patient care facilities and learning opportunities. Students must be flexible in their ability to meet the scheduled hours at these various agencies.

NCLEX-RN COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM

To support the student's developing competence in nursing knowledge and provide preparation for the licensure examination post-graduation, mandatory skill building, assessment, review, and remediation activities are included in the curriculum plan at specified intervals. Scores on these tests and supporting activities are incorporated into course grades and are used as indicators of the knowledge acquired by the student during that course. Assessment testing allows the student to gain experience in taking professional standardized tests, to assess areas of strength and weakness in preparation for the National Comprehensive Licensure Examination for Registered Nurses (NCLEX-RN), and to evaluate the curriculum using national norms. Specific grading criteria for skill

building, assessment, review, and remediation activities are included in each of the applicable course syllabi.

ACCOMMODATIONS

This policy is in the *Western Technical College Catalog*. Special accommodation request is made to the Campus President at any time the student is enrolled in the program.

ATTENDANCE

One of the goals of the nursing program is to develop appropriate skills and attitudes that will be needed to successfully obtain and maintain employment, including professional accountability and responsibility. Therefore, WTC College expects each student to be present, punctual, and prepared for all classes and clinical activities. Absences can directly impact student grades in the classroom, skills laboratory, and clinical settings due to scheduling constraints on campus and in-patient care sites.

When a student is ill, the responsible action is to call in their absence to school ahead of the scheduled class time. The following signs/symptoms are indicators of communicable short-term illnesses in which the student should not attend clinical in a patient care setting: temperature 101 degrees or greater; vomiting or diarrhea; and respiratory infections with a productive cough.

When absence from any activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments on the first day of return to school unless prior arrangements with the instructor have been made. Chronic or frequent tardiness and/or absences from school will result in counseling. A student advisory form or student support plan will be completed, and a corrective plan developed. The student will need to follow the terms outlined in the advisory form or support plan, which can involve remediation or extra homework assignments. Failure to adhere to the terms outlined in the advisory form can result in dismissal from the program. See also the *Western Tech Catalog* for further policies related to absence and tardiness.

ABSENCE PROCEDURES

- Students are required to notify the instructor teaching each class/lab/clinical that they will be absent or tardy. The notification consists of an email or phone call **prior** to the class/clinical. They may speak to the instructor or leave a voicemail message. Instructor emails are available in the course syllabus. Clinical instructors may opt to give students a phone number to be reached in case of an emergency.
- Attendance at all skills laboratory classes is **mandatory**. The student is **only allowed to make-up one missed skills laboratory** during a course. Missing more than one clinical or lab session may lead to clinical or lab failure. Upon a second or subsequent absence, students are required to schedule a meeting with the Admission, Progression, and Graduation (APG) Committee. This committee will assess the students' absences or infractions and determine progression based on their findings. Any missed clinical/lab hours will be made up on week 16.
- Attendance at all clinical classes is mandatory. Absences jeopardize student learning opportunities and consequently their ability to pass clinical objectives and therefore, the course.

RETURN TO SCHOOL FOLLOWING ABSENCE

1. Written verification permitting resumption of total nursing activities (classroom and clinical) may be required from a physician following an absence of three days due to an illness.
2. Missed learning activities may or may not be rescheduled at the discretion of the instructor or Program Director. The student is, however, responsible for all material covered in class/laboratory.
3. Immediately upon return, the student has the responsibility to consult with the instructor regarding material missed due to an absence or tardiness.
4. For any missed graded assignment where the notification process **has not been followed** by the student, a 10%-point deduction will occur per day up to day three, thereafter the student will earn a zero (0).
5. If the student follows the notification process with valid documentation, they will be allowed to make up the work. Make-up work will be scheduled at the discretion of the instructor.

CELL PHONE / ELECTRONIC MEDIA

To provide a quality learning environment, Western Tech College does not allow the use of cell phones or electronic media in any classroom, lab, or clinical setting. The use of a cell phone is prohibited in any form (calls, text, email, photo, videotaping, recording, etc.) during class or clinical. Students are to have cell phones “Off”. The silent mode will be permitted after permission is granted from the instructor. Any student using an electronic device during class may have the electronic device collected by the instructor and the student may retrieve it when the class is over.

Cell phones or other media devices may only be used by students in a clinical facility for retrieving scholarly information related to the student’s learning objectives. Adherence to HIPAA regulations necessitates a policy to prohibit cell phone use in health care facilities related to the audio recording, camera, and video functions of many devices. Use of a cell phone or smart watch for personal calls, texting, messaging, social media, or other non-scholarly websites during clinical is considered a gross violation of school policy and, in most instances, is often considered a violation of the clinical facility’s policy. In all circumstances, the clinical facility policy on electronic media/phone use will supersede the Western Tech policy. Violators of the clinical facility policy may result in immediate termination from the nursing program.

LIBRARY RESOURCES

The Learning Resource Center provides both online and hands-on resources for information retrieval. See the policy and hours of operation in the *WTC Student Handbook*.

TRANSPORTATION

Transportation to and from campus and to all clinical experiences is the responsibility of the student who is also responsible for all parking fees. If a student does not drive, he or she must arrange to carpool with students who have a car or use public transportation. Clinical assignments cannot be made based on personal preference or geographical convenience.

EMPLOYMENT

The curriculum of the nursing program is challenging and intense. For this reason, it is recommended that students work as few hours per week as possible. In the event of unsatisfactory progress, a student may be counseled on the need to reduce employment hours, or increase study hours, until performance improves. It is **illegal** for a student to work in the role of a registered nurse or perform the duties of a registered nurse as an unlicensed student.

ADVISEMENT PLAN

Academic status in the Nursing Program is established by grades as follows:

Satisfactory Standing

- A grade of 74.5% ("B") or better in each course, **and**
- An evaluation of "satisfactory" in each clinical rotation and skills laboratory performance

Academic Warning

- A mid-term grade below 74.5% in any course, **or**
- A mid-term evaluation of "unsatisfactory" in a clinical rotation or skills laboratory performance

Unsatisfactory Standing

- A final grade below 74.5% in any course, **or**
- A final evaluation of "fail" in a clinical rotation or skills laboratory performance.

Students will receive individual advising if their progress is not satisfactory and may be placed on academic warning until the course is completed. Academic advising will be issued when a student's total grade falls below 74.5%. All students will receive advising every four weeks as needed. Advising is mandatory when the student's average is below 74.5% in a course at mid-term. Academic actions that place a student on probation will be documented using an advisement form or a student support plan.

Clinical performance is communicated on a weekly basis when written work and performance is evaluated whether this is in the patient care setting or the skills laboratory. A mid-term clinical evaluation (also known as formative evaluation) is conducted with all students to notify them of their clinical performance status. This allows the student and faculty an opportunity to develop a plan for improvement if it is needed prior to the final evaluation (also known as summative evaluation). Clinical performance is evaluated on a pass/fail basis using the clinical evaluation tool with behavioral objectives that the student must pass by the final evaluation period. Clinical/laboratory skills performance also has a component of written work and performance in which the student receives satisfactory/unsatisfactory ratings which impacts “passing” or “failing” clinical or laboratory objectives.

While providing care to patients in clinical settings, students are held accountable to the **same standard of care** as a licensed Registered Nurse in the State of Texas.

EVALUATION POLICIES

Grading Scale

The grade point and grade scale for the Bachelor of Science in Nursing Program varies somewhat from the WT College grade scale.

All course grades in the Nursing Program will be recorded using the following scale:

Numeric	GPA	Letter
98 – 100	4.0	A+
94 – 97.9	4.0	A
90 – 93.9	4.0	A-
84 – 89.9	3.5	B+
74.5 – 83.9	3.0	B
BELOW 74.50		F

Grading System

In the Nursing Program, students must successfully complete courses before advancing to the next semester. Therefore, a failed course may result in a student being retained at that level until they re-take the course and successfully complete it with a “B” or higher.

The nursing curriculum consists of a variety of courses that may be didactic only, didactic and skills laboratory instruction, skills laboratory and clinical, and others that are didactic and clinical performance. Grades are based on performance on assignments; examinations; quizzes; written work; and evaluation of skills lab and clinical activities. Failure in Theory or Clinical is considered a failure for the course. Attendance in skills laboratory and patient clinical care is **mandatory** because the learning activities cannot be easily rescheduled for make-up. The weight of grades is defined in each syllabus. Evaluation of academic performance is ongoing for each course and grades are assigned at the completion of a course. In any course which has clinical and/or skills laboratory, a 74.5% average, a “satisfactory” rating for each skills performance, and a “pass” rating on the final evaluation period for all clinical objectives is required to pass.

The grading criteria for each course is contained in each course syllabus and will be thoroughly explained at the beginning of the course by the faculty.

Students will receive grades on exams and quizzes after they are graded and analyzed. Students will have a grade report on their course web page where the instructor posts grades. Students are responsible for checking the web page regularly for new grade results and their course average.

Bonus points / extra credit: **no bonus points or extra credit points** can be earned at any time during enrollment in the nursing program.

Late Assignments/Exams

1. Written assignments must be submitted on time and exam(s) must be taken on the scheduled date and time.
2. All assignments are to be submitted in the format and by the deadline set by the course instructor. For any missed graded assignment, a 10%-point deduction will occur per day up to day three, thereafter the student will earn a zero (0).

3. Make-up examinations and assignments are at the sole discretion of the course instructor. For make-up examinations not taken at the designated time students can earn no higher than a 70%.
4. Early submissions of assignments are always accepted without penalty.
5. Unexcused late/missing assignments will have a 10% deduction per day up to day three, thereafter the student will earn a zero (0).

Test Policy

The testing and grading policies for each nursing course, as well as the test dates (which are subject to change), are listed in each course syllabus or schedule. Tests will be administered at various times during a course to determine if students are meeting the objectives. Exams will be administered as scheduled by the instructor. A student who is tardy on a test day may be admitted to the test but will not be allowed any extra time.

A student who is absent on a test day can make up the exam at the discretion of the instructor but can earn no higher than a 70%.

Exams will consist of any combination of fill in the blank, labeling, short answer, ordered response, graphic, exhibit, multiple choice, case studies, and/or select all that apply. All exams will be of **the NCLEX NextGen type** to prepare nursing students for the NCLEX-RN licensure exam. Unscheduled quizzes may be given at any time during a class. There is **no** make-up for unscheduled quizzes that are given in class. If an unscheduled quiz is missed, the student will receive a zero (0). There may also be open-book quizzes, either completed during class time or assigned for homework.

Any make-up test or exam must be taken on the designated make-up test day/time. The make-up exam will be taken outside class time, and an alternate form of the test may be given.

NO BACKTRACKING ON NURSING EXAMS POLICY

This policy applies to all nursing students taking electronic exams administered by Western Technical College BSN Nursing Program. It applies to all course-related

exams, assessments, and standardized testing scenarios where no-backtracking is implemented.

Policy Statement

1. No Backtracking Rule

- Once a question is answered and submitted, students may not return to previous questions.
- Exams will be structured to prevent navigation to prior questions after moving forward.

2. Rationale

- Nursing practice requires timely and confident decision-making; this policy mirrors real-world clinical situations.
- Standardized exams, including NCLEX, follow a no-backtracking format to assess competency effectively.

3. Implementation

- The exam software or proctoring system will be configured to restrict backtracking.
- Faculty must inform students of this policy before exams.
- A practice test may be provided to familiarize students with the format.

4. Accommodations

- Students requiring accommodations under the Americans with Disabilities Act (ADA) or other relevant policies may request modifications through the appropriate office.

5. Violations and Consequences

- Any attempt to bypass the no-backtracking rule (e.g., using external devices, unauthorized software, or other means) will be considered academic misconduct.
- Violations will be subject to disciplinary actions per Western Tech's academic integrity policy.

Testing Environment

- Students may only have one (1) piece of paper issued by faculty.
- Backpacks, purses, smart watches, phones and other mobile devices, computers/iPad, hats, snacks, and water bottles must be placed in front/back of the classroom.
- All phones must be silenced.
- Students may only use calculators issued by WT College.
- Faculty will proctor all exams.
- No talking is permitted.
- Keep eyes on your own exam.
- Students may not be allowed to leave the testing room unaccompanied once an exam has begun.
- After completing exam, students will leave the classroom and not return until instructed by faculty.

Students who are observed violating any of the above criteria will be counseled and reported for violation of the Code of Conduct.

TEST REVIEW

Exams may be reviewed by faculty following item analysis and after all students have taken the exam.

At the discretion of the course faculty, exams may be reviewed in class and focus on questions selected based on item analysis and response frequency. If a student wishes to discuss additional question(s) they may schedule an appointment with the faculty.

Based on a review of the exam by faculty and analysis of test items, and at the discretion of course faculty, selected items may be nullified, or alternative answers accepted. Exam scores will then be recalculated.

DOSAGE CALCULATION EXAM POLICY

Dosage calculation exams will be administered to nursing students enrolled in the 4th, 5th, 6th, 7th, and 8th semesters. **The exam will be a 20-question exam with three**

minutes allowed per question. Students must pass the dosage calculation exams with a 95% or better in all semesters. Dosage calculation exam grade will be worth 10% of the Lab / Clinical / Preceptorship grade. Students will have 3 attempts to pass the exam. Only the grade from the first attempt will go into the gradebook. If unsuccessful in passing the exam after the third attempt, the student will not be allowed to attend clinical rotations for that semester. The dosage calculation exam will be attached to the courses as follows:

4 th Semester	NURS 2400L Nursing Foundation Lab/Clinical
5th Semester	NURS 3500 L Medical Surgical Nursing I Lab/Clinical
6th Semester	NURS 3440 L Medical Surgical Nursing II Lab/Clinical
7th Semester	NURS 4370 Medical Surgical Nursing III Lab/Clinical
8th Semester	NURS 4380 L Preceptorship

When the dosage calculation exam is attached to a course, students who do not pass after the third attempt will not attend clinical rotations and will constitute a failure for that course.

The first dosage calculation exam will be to all students in the course during lab/clinical time. Remediation will be required for the students who failed the first exam. Second dosage calculation exam will be given to students that failed 24-48 hours after remediation. Second remediation will be required for students who failed the second exam. Third dosage calculation exam will be given to students that failed 24-48 hours after remediation. Time and date for remediation/retest will be determined by the instructor outside of classroom hours.

ATI POLICY

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
 - Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, may be accessed from the “My ATI” tab. **It is highly recommended that you spend time navigating through these orientation materials.**

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter readings either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS TO SUPPORT ASSESSMENT AND REMEDIATION PROCESS

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will generate as students’ complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with

experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

ASSESSMENTS

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

Focused Review/Active Learning/ Remediation

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. There is no post-remediation quiz generated for proctored assessments.

Practice and Proctored Assessment Remediation and Grading Rubrics

Practice Assessment	
Complete Practice Assessment A	Complete Practice Assessment B
Remediation	No Remediation

<ul style="list-style-type: none"> Complete Alternative Strategies for Remediation according to score 	
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Standardized Proctored Assessment				
Level	Level 3	Level 2	Level 1	Below Level 1
Grade	100%	90%	70%	60%

Comprehensive Predictor Remediation and Grading Rubrics

Comprehensive Predictor	
Comprehensive Predictor Practice Assessment A	Comprehensive Predictor Practice Assessment B
Remediation <ul style="list-style-type: none"> Complete Alternative Strategies for Remediation according to score 	No Remediation

Comprehensive Predictor Proctored Assessment				
Probability of Passing (PoP)	≥95% PoP	91-94%	85% - 90%	< 84%
Grade	100%	90%	50%	0%

Practice Assessment-Alternative Strategies for Remediation

Score **0 to 60**: Student identifies the lowest three NCLEX content areas from their CMS assessment and completes all Active Learning Templates (ALTs) recommended for these three lowest areas. Minimum of **25** Active Learning Templates chosen from lowest scoring areas of the individual Focused Review and Completion of Post Remediation Quiz.

Score **61 to 70**: Minimum of **20** Active Learning Templates chosen from lowest scoring area of the Focused Review and student-generated 25-question Learning Systems Quiz based on content area.

Score **71 – 100**: Minimum of **15** Active Learning Templates chosen from lowest scoring areas of the cohort report and student-generated 25-question Learning Systems Quiz based on content area.

CLINICAL AND SKILLS LABORATORY INSTRUCTION

Essential Functional Abilities

To better prepare students planning to enter nursing, an understanding of the physical and mental requirements expected by employers is essential. The student is expected to meet the same professional abilities during clinical/lab instruction in the Nursing Program. Reasonable accommodations may be requested where appropriate according to student's disability. **Students must be able to:**

1. Demonstrate consistent ability to deliver safe competent nursing care.
2. Demonstrate ability to deliver care across the age spectrum with honesty, civility, integrity, and non-discrimination.
3. Demonstrate effective communication and interpersonal skills.
4. Must be able to read and write in English and communicate verbally in English.
5. Demonstrate emotional stability and maturity in various circumstances through interpersonal relationships with staff, patients, and visitors.
6. Demonstrate ability to differentiate odors and colors in the clinical setting.
7. Have normal / corrected vision and hearing within the normal range.
8. Demonstrate ability to direct and work in stressful, changing, and high paced facilities demonstrating coping skills.
9. Demonstrate good body mechanics, lift / carry a minimum of twenty-five (25) lbs. independently and fifty (50) lbs. with assistance.

10. Demonstrate ability to tolerate intermittent sitting, standing, stooping, and walking.
Full range of motion is required.
11. Demonstrate good manual and finger dexterity.
12. Demonstrate working knowledge and ability to use computers.
13. Function to full extent as there are no “limited or light duty assignments.”

Immunizations

Immunization requirements are based on the Centers for Disease Control and Prevention (CDC) immunization recommendations for health-care workers. Student exceptions to the immunization policy will be determined by the student's primary health care provider documentation and in consultation with the clinical agency.

The following is a list of necessary immunizations for all nursing students attending the nursing program. Proof of immunization or positive titers must be documented in the student record and may be reflected in a shot record, physical examination report, lab report, or a letter from a health care provider. All immunizations will be completed prior to the start of upper division nursing courses. Western Tech College complies with all state health care provider laws and regulations.

Tetanus (Td or DTP)

One immunization within the past 10 years

Measles, Mumps, Rubella (MMR)

Two inoculations from childhood should be shown on the records. If only one is shown, then a recent inoculation as an adult must also be shown. If none from childhood can be shown, then one as an adult is acceptable. Proof of immunity may also be shown by the positive titer result.

Varicella (also known as chickenpox)

Two inoculations given four weeks apart or provide proof of immunity by the positive titer result.

Hepatitis B (Hep. B)

A series of 3 injections. Injection #1 is given, #2 is given 30 to 60 days after injection #1. Injection #3 is given 4 to 6 months after #2. If the person waits too long between any of the injections, they may have to begin the entire series over again. Proof of immunity may also be shown with positive titer results.

Tuberculosis Skin Test or Chest X-Ray (TB, PPD)

Skin test results or chest x-ray results within 30 days of the class start. If the student tested positive to the skin test or is allergic, they must show the results of a negative chest x-ray every two years.

1. Should the student be allergic to any of the above immunizations, they must provide a letter from a physician stating this. Women who are pregnant or with certain health conditions should not be immunized, again, a letter must be provided stating this.
2. Additional immunizations or health screening may be required to meet clinical agency requirements.
3. Students are responsible for keeping their original immunization record and providing the campus with a copy for their student record.

COVID Vaccine

Students are required to receive Covid-19 vaccinations as mandated by the clinical affiliates for clinical clearance.

DRESS CODE

Refer to the policy in the *WT Student Handbook* for classroom dress code.

Uniform and Personal Appearance

Students are responsible for learning and observing the basic standards of appropriate dress, personal cleanliness, modesty, and good grooming. Nursing students, by the nature of their chosen career, are required to wear a uniform and other items of dress that are not offensive or hazardous to the health and safety of themselves or others. Students do not only represent themselves in the community, but the Western Technical

College Nursing program as well. Students are expected to be in complete uniform with name tags visible while in the clinical area. Students must abide by the dress code of the specific agency in which they are placed for clinical practicum; therefore, the clinical faculty will be the judge of appropriate uniform in a given agency.

The following standards of clinical / skills laboratory dress and grooming will be expected and upheld by all nursing students:

- ✓ Students are expected to practice daily hygiene, remaining free of offensive body and breath odors. Perfume and aftershave **will not** be worn in the clinical area because patients may be allergic or sensitive to fragrances and perfumes.
- ✓ Uniform will be clean and free of wrinkles. The uniform should be loose enough to allow for the provision of patient care in a comfortable manner. Tight-fitting, torn, or soiled uniforms are unacceptable. The student should wear a white crew neck t-shirt or turtleneck shirt under the scrub top. Shoes will be white and have clean laces.
- ✓ A Western Tech uniform must be worn for agency visits or when obtaining assignments. WT College patch must be visible on the upper chest area with an identifying name tag. When wearing lab coats, females must wear skirts, dresses, or dress slacks; males must wear dress slacks and shirt. Jeans and tennis shoes not allowed. Lab coats are not to be worn during patient care activities.
- ✓ Hair must be clean and neatly groomed, worn above the shoulders or up off the neck and away from the face. Hair must not touch the clavicle area when leaning forward to ensure aseptic technique.
- ✓ Hairstyle and coloring should be conservative with only natural hair colors allowed. Decorative hair accessories are not appropriate and will not be allowed.
- ✓ Male students are expected to keep hair and facial hair neatly trimmed. An unshaven appearance is not allowed. Beards should be clean, neatly trimmed and not more than one inch in length. Mustaches should be clean, neatly trimmed and not extend below the upper lip level. Sideburns should be trimmed, evenly tapered and not to extend lower than the earlobe.
- ✓ Make-up should be minimal, using conservative shades, **with no false** eyelashes.

- ✓ When in uniform, jewelry is limited to a wedding or engagement ring, one pair of small post professional earrings (no dangle or hoop earrings), and a watch with a second hand. One necklace may be worn if it is completely covered by the uniform top or undershirt.
- ✓ Visible body piercing jewelry, i.e., eyebrows, nose, lip, or tongue, etc. **are not acceptable.**
- ✓ Nails should be filed to a short length and be clean. **Acrylic or other types of artificial nails are not allowed.** Neutral colored nail polish is acceptable; however, student must comply with hospital policies.
- ✓ All tattoos will be covered.
- ✓ Gum chewing will not be allowed.
- ✓ Students who smoke must be aware that many people are allergic to smoke and find cigarette odor unpleasant. Most health care facilities are non-smoking facilities.

The nursing student uniform for men and women will consist of:

- ✓ Uniform of the WTC nursing program with the Western Tech College logo on the upper chest.
- ✓ Campus provided photo identification to be worn on the front of the scrub top above the chest line.
- ✓ Lab jacket or coat with WT College School of Nursing patch on the chest.
- ✓ Matching color or skin tone undergarments and matching socks or hose.
- ✓ White nursing shoes with closed heels and toes; athletic shoes are acceptable if they are clean and white.
- ✓ A watch with a continuous second hand.

The student must have the following items in their possession when in the clinical area:

- ✓ Black ball point pen and a black permanent felt-tip marker
- ✓ Stethoscope
- ✓ Bandage scissors, approximately 6 inches long

- ✓ A hemostat curved or straight
- ✓ Penlight
- ✓ Small pocket notebook
- ✓ Any pertinent textbook or electronic resource needed to plan nursing care for assigned patients

Space in the clinical settings is limited. It is recommended that students store their belongings, including purses and valuables, in the trunk of their car. Bring to the clinical site only items that are necessary or as directed by your clinical faculty.

Any student who does not conform to the dress code standards is subject to dismissal from the clinical or laboratory area and will be counted absent.

CLINICAL PREPARATION AND ASSIGNMENTS

Acquisition of the knowledge, skills and behaviors in the nursing profession is demonstrated not only through classroom instruction, but also skills/simulation laboratory practice and real-life clinical application. The Western Tech College nursing program provides the student the opportunity for learning in all three of these aspects. The WT nursing student not only represents themselves in the clinical agencies, but also their clinical instructor, the college, and the nursing profession. For those reasons, these guidelines have been provided.

Nursing students are held to the same standards of performance as licensed nurses and must follow rules of conduct, scope of practice and other standards. Because of this, the student nurse's role holds great responsibility. Nursing students must follow all policies of the agency, college, and their State Board of Nursing while functioning in a patient care setting (refer to <http://www.bne.state.tx.us/> for the current edition of the Standards of Nursing Practice for Texas). Remember that caring for a patient is a privilege and not a right as a student. By following these guidelines, the student will have a positive and fulfilling clinical experience. If at any time the student is unable to properly function in the patient care setting, that student can be instructed to leave the setting. As a result, their ability to demonstrate competency in the course's clinical objectives may be jeopardized.

The nursing program provides a variety of course-appropriate clinical agency affiliations. Many variables affect clinical placements of students, some of which are not controlled by the college. Students and faculty are considered guests of the clinical agency and will abide by all agency directives.

The student understands the clinical schedule and hours of attendance will vary each semester. On clinical days, the student will usually follow a typical nursing shift schedule which can range, for example, from 6:00 a.m. until 2:30 p.m., 2:00 p.m. to 11:00 p.m. or even a 12-hour shift such as 7:00 a.m. to 7:00 p.m. These shifts are not controlled by the college administration, rather they are coordinated with the clinical sites. The college cannot guarantee to any student a shift schedule that meets their personal preference. The student's clinical assignment generally changes with each clinical course, so that students can experience different patient care facilities. This variety enhances learning opportunities. Students must be flexible in their ability to meet the scheduled hours at these various agencies.

Assignments to clinical sites are made in a random, impartial manner. The faculty or dean may conduct a lottery system for student placement, or assignments will be made without input from students. Consideration of special student circumstances or needs may or may not be considered when making assignments, however, a written request may be made to the dean. If a student has previous or present affiliation in any capacity (employee, patient, family) at a health care facility used for a clinical experience, they must inform the dean, associate dean, or the clinical coordinator.

One of the goals of the nursing program is to develop appropriate skills and attitudes that will be needed to successfully obtain and maintain employment. These include professional accountability and responsibility. Regular attendance and punctuality **are mandatory**. A student cannot maintain a passing clinical performance with frequent absences and tardiness due to missed learning experiences.

It is expected that the student calls in absent only on a rare occasion when necessary. Absence of clinical should be viewed in a similar way as a job, only when needed and very infrequently. All students will be formally counseled when their hours of absence or frequency of tardiness are endangering their ability to meet clinical objectives and

therefore, pass the clinical course. In some situations, students can be withdrawn for poor attendance and must re-apply to the program later, on a space available basis. **Refer to Absence procedure policy page 36.**

SIMULATION LAB POLICIES AND PROCEDURES

The purpose of the Nursing Simulation Lab is to provide our undergraduate students an exceptional educational experience in a dynamic and diverse learning environment. We aim to provide high quality, evidence-based learning opportunities while promoting nursing student clinical competence.

Simulation

Simulation in nursing education is a teaching strategy to mirror real life situations and complement clinical education. High fidelity manikins, standardized patients, realistic equipment, and realistic environments are used to recreate the clinical environment to provide nursing students a controlled, risk-free environment to demonstrate psychomotor skills, teamwork, communication, and critical thinking. The use of simulation allows students to learn by doing and by reflecting on their experience.

Debriefing

Debriefing is arguably the most important component of a simulation experience. It is a process of examining both the actions and the meanings of actions during a simulation experience. It is learner centered and uses reflection to promote learning. The debriefing session is not for lecturing. The role of the debriefer is to guide students through the reflective process of debriefing in a structured manner. At Western Technical College BSN Nursing program, we utilize the Plus-Delta Debriefing method. The Plus/Delta model of debriefing emphasizes questions such as “What went well and what would you do differently next time?”; “What did you do well, and what did not go well, and why?”; or “What was easy and what was challenging for you?” This approach promotes learners’ capacity for a self-assessment (Cheng et al., 2021).

PLUS-DELTA Debriefing Tool	
PLUS This went well, do again	DELTA This did not go well, change

WT Nursing Simulation Lab Student Guidelines

Dress Code

Students are expected to comply with the dress code provided in the student handbook.

- Simulation days: clinical uniform and name badge
- Skills Lab: clinical uniform and name badge
- Health Assessment Lab: clinical uniform and name badge
- Students need to schedule a practice time with the course instructor for use of the simulation lab. An appointment is required.
- Practice times need to be scheduled by the morning prior to the day of the appointment to ensure faculty will be available.

Equipment Use

The equipment in the Nursing Simulation Lab has been selected to increase student learning, so care of equipment is expected.

- Only use approved supplies on the manikins or task trainers.
- Do not use ink pens or markers near the manikins or task trainers.
- Equipment is not to be removed from the lab.

Universal Precautions

All students should follow Universal Precautions against infectious disease while participating in clinical activities in the lab.

- All sharps must be disposed of in an appropriately labeled sharps container.
- Under no circumstances may sharps be removed from the Nursing Simulation Lab.

- All injuries, including “clean” needle sticks, should be reported to the faculty. A Student Accident Report form should be completed.

Conduct

- Professional conduct and communication are expected at all times in the Nursing Simulation Lab. Students will be participating in and observing others during simulation experiences. It is expected that all participants maintain a respectful learning environment.
- The Nursing Simulation Hospital should always be treated as a real clinical setting. We recognize the manikins are not real. However, all manikins and actors should be treated as if they are actual patients.
- Cellular phones may be used for clinical reference only and are not used in front of patients during your simulation day. Other non-instructional uses (social media, personal calls, messaging, emails, etc.) will not be permitted.

Confidentiality

- All simulation day information is considered confidential and is not to be discussed outside of the Nursing Simulation Lab.
- All participants in simulation scenarios are to be treated in a professional manner.
- No student performance information may be discussed outside of the Nursing Simulation Lab.

Student Evaluations

- Students will be given a survey after each simulation day which all students are expected to complete.

Nursing Simulation Lab Experiences

The nursing simulation lab provides opportunities for students to learn, practice, and demonstrate competency in technical procedures utilized in nursing practice and to engage in faculty directed patient care simulated scenarios which are geared to enrich clinical decision making, patient care, and the nursing role. The nursing laboratory is for use by students and faculty for scheduled class labs and is open for practice and remediation at scheduled times and by appointment. Individual and group practice times can be scheduled by designated nursing program faculty.

The following regulations will be followed when utilizing the nursing laboratory:

1. Individual practice times and remediation are scheduled through the course faculty.
2. Students will not be allowed in the lab unsupervised. Only those currently enrolled in the nursing program will be allowed to utilize the lab.
3. If unable to keep a scheduled appointment, the student will notify the course faculty.
4. No food or drinks are allowed in the lab area.
5. Universal precautions must be adhered to in the lab setting, including the disposal of sharps in the properly labeled containers.
6. Coats, backpacks, and other personal belongings are not to be placed on the lab beds.
7. Equipment is put away after use. Equipment is utilized only for its intended purpose and treated with respect.
8. Lab equipment and supplies must remain in the lab.
9. Laundry is placed in the provided hampers after use. The laboratory is left clean, and all items are returned to their place upon leaving the room. The door is locked when not in use.
10. Students disturbing other students using the laboratory will be instructed to leave the area.

NOTIFICATION OF CLINICAL ABSENCE AND/OR TARDINESS

- Students are expected to arrive on time and be fully prepared to begin clinical duties at the designated start time.
- Students are required to notify the clinical faculty they will be absent or tardy. Students will report their absence or tardiness by contacting their clinical faculty by phone or email within the hour prior to the clinical start time.
- A student is considered tardy if they arrive 15 minutes or more after the designated clinical start time.
- Three (3) tardies of less than 15 minutes during a clinical rotation will be counted as one (1) clinical absence.

- If a student arrives 30 minutes after the scheduled start time, they will be marked absent for the day and dismissed from the clinical site.
- All instances of tardiness and absence will be documented by the clinical instructor and reflected in the student's clinical evaluation.
- Attendance at all skills laboratory classes is mandatory. If a lab session is missed, it is the student's responsibility to schedule a make-up lab with the faculty on their first day back to school. If more than one lab is missed, the student will receive an "unsatisfactory" for that lab and all subsequent labs missed and will therefore jeopardize their ability to pass the course.
- When absence of any clinical/laboratory activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of their return unless prior arrangements with the faculty have been made.
- Repeated tardiness may result in disciplinary action, up to and including failure of the clinical rotation, leading to course failure.

Return to School

1. Written verification permitting resumption of total nursing activity may be required from a physician following an absence of three or more days due to illness.
2. Missed learning activities may be rescheduled at the site or an alternate clinical activity assigned at the discretion of the faculty or dean. The student is, however, responsible for all material covered in clinical / laboratory.
3. Immediately upon return, the student has the responsibility to consult with the faculty regarding activities missed due to an absence or tardiness.

Some clinical courses require students to collect data on assigned patients prior to scheduled patient care time. The faculty may or may not be present during the pre-clinical data collection period. Students will be present at the clinical agency and assigned unit only for the time designated by the faculty for this patient care preparation. Information collected is kept confidential and used only for educational purposes. The student must wear a picture ID and a complete WT College nursing student uniform to research patient assignments. Absolutely no patient care activity is allowed during data collection periods.

The student may only introduce themselves to the patient, obtain permission to assist in their care, and inform them of their shift time. Specific faculty and clinical agency guidelines will be outlined during orientation to the clinical agency.

Students may be provided an orientation period to the assigned clinical agency. The instructor will provide information related to parking, general agency policies, agency policies for patient care, instructor and agency contact information, documentation system, medication administration system, confidentiality protocols, dress code, when meals and breaks are allowed, a tour, and introduction of key staff.

Physical Fitness / Pregnancy

It is essential that nursing students and clinical faculty are able to perform several physical activities in the clinical portion of the program. Students and faculty are not to enter clinical facilities with contagious conditions. A student may consult with the clinical instructor if they are unsure of a safety issue for the patient population. The school or clinical agency may ask for a medical release from a health care provider if an identified condition may cause a potential risk to the student, patients, or others. Examples: after surgery or accident, immunosuppression, pregnancy, back injury, etc.

A physical examination not greater than 90 days old signed by a Medical Doctor, Physician Assistant, or Nurse Practitioner will be provided to the school within 30 days of the class start. All students attending the Western Tech College nursing program must meet the physical, mental and emotional fitness required of licensed nurses. Any changes to this must be reported immediately to the clinical instructor.

Students should understand that for their safety and patient's safety, the health care providers' restrictions / guidelines must be documented in the student record and followed. On occasion, the condition may interfere with the ability to meet clinical objectives, and the student may have to be withdrawn from a clinical course until the condition resolves.

Disclosure of a student's pregnancy is voluntary. However, because of the potentially dangerous situations the fetus could be exposed to the patient care setting, it is strongly

encouraged that the student declares the pregnancy immediately. Students who can successfully combine satisfactory school attendance with childbearing will not be prohibited from participating in the nursing program. However, the student must fulfill the same attendance and course requirements as any other student, as absences for prenatal appointments are not excused. No special clinical assignments can be made for the pregnant student. Special arrangements for maternity leave cannot be made for students. **(It is the student's responsibility to inform others in the clinical setting of her pregnancy to protect the fetus).**

Infection Control

The delivery of health care has always been associated with risks for the health care provider. With increasing concerns about the spread of infection and other health risks in the health care settings, it is imperative that nursing students are aware of safety practices and guidelines aimed at decreasing the risk of infection transmission.

Information on infection control including occupational exposure to blood borne pathogens and standard precautions is provided annually during the Community Wide Orientation prior to the first day of clinicals. A certificate is issued and must be provided to the designated personnel. Students are required to provide documentation of immunizations and TB test before participating in any laboratory or clinic activities.

Accident / Injury

To provide a clear mechanism by which nursing students can receive immediate evaluation, testing, initiation of necessary prophylaxis, and follow-up for exposure to blood and body fluids that may occur while in supervised educational experiences, the following procedure should be followed.

Any student or faculty having exposure (or possible exposure) to blood or other body fluid should follow the procedure listed below. The CDC defines exposure as:

1. a needle stick or cut caused by a needle or sharp that was or potentially contaminated with blood or body fluids (urine, saliva, sputum, vomitus, feces),
2. a splash to mucous membranes (e.g. eyes, nose, mouth) with blood or body fluids,

3. skin contact with prolonged exposure to blood or body fluids – especially when the skin is chapped, excoriated, or afflicted with dermatitis or somehow otherwise not intact.

Immediately:

- Wash/irrigate (eye) area thoroughly with soap and water. (Eye-water only).
- Identify source of contaminant (e.g. patient).
- Student will inform the faculty. If unable to **immediately** contact faculty, inform supervisor of the unit.
- Faculty will inform the appropriate clinical agency staff of the exposure.
- Faculty will investigate sources of exposure (e.g. patient) as soon as possible.
- Exposed individual will complete the college incident report and, if applicable, clinical agency incident report. Faculty may assist in generating the appropriate report.
- The exposed individual will be required to be seen immediately by the appropriate designated health care provider.

Ongoing Follow-up:

1. Designated health care provider will evaluate risk and initiate treatment as well as education and counseling. If the source person is HIV positive, or at high risk for HIV positivity, evaluation must be conducted within 3 hours of exposure.
2. The exposed individual will make appointments for all follow-up visits prior to leaving the designated health care provider.
3. The exposed individual will provide medical evaluation and release forms to the Dean or the Associate Dean.
4. The Dean/Associate Dean will file release forms in the student record.
5. The exposed individual may then return to laboratory or clinical activities.

STUDENT PERFORMANCE AND COMPETENCE

The faculty believes that the physical and emotional welfare of patients and their families is the highest priority in the clinical learning environment. In addition, students must

consistently demonstrate physical and mental competence, adherence to agency and college policy, and compliance with the standards of the nursing profession. Therefore, a student may be dismissed from the clinical setting by the instructor or the dean if the student:

- Demonstrates clinically unsafe nursing practice, which jeopardizes or has the potential to jeopardize patient welfare. A student who has demonstrated clinically unsafe behavior will be relieved of clinical responsibilities and referred to the program director.
- Fails to properly perform skills previously learned. This may result in the student being sent to the campus skills lab to demonstrate and be re-evaluated for proficiency.
- Fails to follow the direction of licensed health care providers, including an instructor, staff nurse, physician, etc.
- Demonstrates behaviors that jeopardize or potentially jeopardizes the operations and management of the health care facility. This behavior may be related to many factors: e.g. physical or mental health problems, knowledge deficits, problem-solving skills deficits, anxiety, use of chemicals, etc.

The student will report to the dean and will not be allowed to return to the clinical agency until counseling has been completed and documented. The student will be given clear direction and guidelines for expected behavior and performance criteria during the counseling. If the student is not compliant with the directives of the college and agency, they risk clinical failure or dismissal from the program and will not be eligible for readmittance to the program at a later date.

CLINICAL PERFORMANCE EVALUATION

Student clinical performance requires frequent monitoring, guidance, and feedback for the learning process to progress. Nursing students can expect to be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining a student's ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are

required to acknowledge reading the evaluation by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for all clinical courses. All clinical nursing courses require a rating of “satisfactory” on all clinical objectives as well as a “74.5%” average.

If a student demonstrates continuing clinical deficiencies, they risk failure in the course. The faculty will identify and document unsafe behaviors as well as counsel to the student regarding unsafe clinical performance. Students will be given direction (counseled) for how to improve their performance and meet the clinical objectives. The purpose for the counseling is to change behavior and improve performance, so the student can be successful in the course.

If there is no improvement documentation from faculty and written evaluations will be presented to the student in an advising session and may result in the student being dismissed from the clinical course even before the course is completed. The student will have an opportunity to respond to the circumstances resulting in suspension or dismissal by submitting any relevant data pertaining to their performance.

Clinical failure may result in permanent dismissal from the school.

LABORATORY SKILLS EVALUATION

Selected courses in the program have a corresponding skills laboratory component. The student must achieve a 74.5% or higher grade and demonstrate competency in skill performance to pass the skills component of the course. Students are provided the skills competency checklists, lab preparation assignments and guidelines for documentation in their skills lab packets at the beginning of the course. Skills faculty will review the expectations for skills lab in detail and provide a calendar of all skills laboratory assignments with competency performance dates and due dates for assignments.

Appendix A

Request for Course Re-enrollment for Nursing Courses

Western Technical College: Bachelor of Science in Nursing (BSN)

Request for Course Re-enrollment for Nursing (NURS) Courses.

To: Admission, Progression and Graduation (APG) Committee.

From: _____
Name Student ID #

Phone Number Student e-mail address

What semester are you? (Circle one) 4th 5th 6th 7th 8th

Which cohort are you in? _____

I am requesting authorization to re-enroll in the nursing course(s) (circle selected courses):

4 th Semester	5 th Semester	6 th Semester	7 th Semester	8 th Semester
NURS 2200	NURS 3300	NURS 3340	NURS 4370	NURS 4390
NURS 2400L	NURS 3500L	NURS 3440L	NURS 4370L	NURS 4410
NURS 2210	NURS 3270	NURS 3250	NURS 4460	NURS 4250
NURS 2230	NURS 3384	NURS 3150L	NURS 4460L	NURS 4380L
		NURS 3320		

- I failed/withdrew from this course (state which semester) for the following reason(s):
- To be successful in the requested course this time, I am planning to [BE SPECIFIC]:

Refer to Re-enrollment for Nursing Courses Policy, page 24.

Appendix B

Western Tech BSN Nursing Program

Academic Support Plan

Student _____

Faculty _____

Date _____

Beginning Date of Plan: _____

Ending Date of Plan: _____

Brief Description of the concern(s): _____

I. Nature of the Concern:

Supportive Evidence of Concern (attach document)

- ☐ A. Academic failure
- ☐ B. Absenteeism (class/lab/clinical)
- ☐ C. Tardiness (class/lab/clinical)
- ☐ D. Disruptive behavior (class, lab or clinical)
- ☐ E. Unprepared for clinical
 - ☐ 1. unsatisfactory plan for client care
 - ☐ 2. did not research client problems or medications
- ☐ F. Unsafe clinical practice
 - ☐ 1. did not demonstrate mastery of basic skills
 - ☐ 2. could not calculate medication dosages, IV rates, heparin drips, etc.
 - ☐ 3. is unable to communicate clearly in or understand English
 - ☐ 4. other _____
- ☐ G. Noncompliance with Western Technical College Nursing Department dress code, personal hygiene and/or appearance
- ☐ H. Deficiencies in Behavioral Expectations as outlined in the Student Nurse Handbook (attach specific behavioral infraction(s))
- ☐ I. Did not follow up on remediation recommendations
- ☐ J. Lacks professional behavior(s)

- ☐ K. Deficient in written and/or computer assignments
- ☐ L. Deficient in health requirements/policies
- ☐ M. Removed from clinical area by agency/facility personnel
- ☐ N. Absent from required meetings/sessions/assignments
(test prep, test review, tutoring, conferences, etc.)
- ☐ O. Displays communications skills or techniques that do not adhere to therapeutic communication, accountability, honesty, or other display of disregard for following policies, or standards
- ☐ P. Other (please specify)

II. Requirements for overcoming the concern(s): check all that apply

- ☐ **Improvement of study habits**
 - ☐ Score _____ or greater on _____ unit exam(s)
 - ☐ Attends assigned _____ tutoring and _____ test review
 - ☐ Identifies key concepts in _____ unit
 - ☐ ATI content mastery _____ scores above cut-off _____ %; and completes remediation _____
 - ☐ Assumes personal responsibility for intellectual and personal growth by demonstrating intellectual inquiry, creativity, and originality
 - ☐ Develops and utilizes critical thinking skills and clinical judgment skills in the cognitive, affective, and psychomotor domains
 - ☐ Identifies 'learning' is the independent, self-motivated process of seeking, acquiring, synthesizing, and evaluating new knowledge
 - ☐ Actively involved in the learning process, open to new experiences and willing to undergo the process of change
 - ☐ Other _____
- ☐ **Seek advising for personal issues**
 - ☐ Identify appropriate resources _____
 - ☐ Follow-up with plan to manage personal issues _____
 - ☐ Other _____
- ☐ **Reduce outside work (employment) hours**
 - ☐ Shares work schedule with advisor
 - ☐ Identifies methods to reduce work hours
 - ☐ Examines available community resources/referral(s)

- ☐ Other _____
- ☐ **Improve writing/computer skills**
- ☐ _____ passing/satisfactory score on written assignment(s)
 - ☐ Shares examples of writing, research, and method to obtain info
 - ☐ Identifies plagiarism, will not plagiarize
 - ☐ Will not be dishonest in written assignments (no cheating)
 - ☐ Other _____
- ☐ **Improve verbal and communication skills**
- ☐ Utilizes medical terminology in communication
 - ☐ Utilizes therapeutic communication skills
 - ☐ Identifies methods to improve communication skills
 - ☐ Follows classroom, lab, clinical conduct policies
 - ☐ Adheres to ANA Code of Ethics and Western Technical College Code of Conduct
 - ☐ Adheres to Confidentiality (HIPPA)
 - ☐ Honest in communication
 - ☐ Comprehends information so as to summarize, analyze, evaluate, and apply to a specific situation
 - ☐ Able to communicate information in an accurate, correct, and understandable manner
 - ☐ Identifies applicable teaching and learning principles
 - ☐ Accurately utilizes information systems, technology, &/or media
 - ☐ Applies and demonstrates developmentally appropriate health teaching
 - ☐ Demonstrates collaboration among multidisciplinary members of the health care team
 - ☐ Provides care for a culturally diverse society by communicating an awareness of personal cultural influences, the client's cultural influences, and how cultural influences affect personal health care decisions, lifestyles, behaviors, and beliefs
 - ☐ Interact appropriately with individuals/families/groups
 - ☐ Documents/reports nursing observations, assessments, interventions, and clients' responses to health care, appropriately and accurately
 - ☐ Utilizes principles of effective communication through appropriate channels of communication, information systems, and effective communication techniques
 - ☐ Develop, demonstrate, and effectively use socially acceptable, professional interpersonal skills in communicating, decision making, managing, and interacting with others
 - ☐ Demonstrates flexibility and appropriateness interacting with others
 - ☐ Demonstrates active listening skills
 - ☐ Identifies verbal and non-verbal interactions that could lead to conflict
 - ☐ Identifies and interacts appropriately with individuals from varying cultural, social, developmental, and intellectual backgrounds
 - ☐ Other _____

- ☐ **Improvement of time management skills**
 - ☐ Utilizes calendar, or other method to demonstrate time plan
 - ☐ Completes a time log for _____ hours or _____ days
 - ☐ Review log with advisor
 - ☐ Identify areas where productivity will be evident
 - ☐ Demonstrates responsibility for personal actions
 - ☐ Other _____

- ☐ **Development of professional behaviors**
 - ☐ Identify professional versus unprofessional behaviors
 - ☐ Write paper on professional behaviors and values
 - ☐ Follows ANA Code of Ethics and Western Technical College Code of Conduct
 - ☐ Demonstrate professional behaviors_____ (specify on addendum)
 - ☐ Demonstrates accountability in the application of nursing theory to clinical practice
 - ☐ Demonstrates accountability for personal actions
 - ☐ Accountable for providing safe effective nursing care. Demonstrates and practices under the standards of nursing practice and policies
 - ☐ Practices as a health care team member within the role of student nurse
 - ☐ Exhibits legal and ethical behaviors in all professional activities
 - ☐ Adheres to Nursing Department dress code
 - ☐ Other _____

- ☐ **Adherence to ANA Code of Ethics and Western Technical College Code of Conduct, Honesty, Behavioral Expectations and Standards of Nursing Practice**
 - ☐ Does not display incidence of disruptive behavior
 - ☐ Adheres to classroom, lab, and clinical conduct policies
 - ☐ Honesty in personal and professional interactions
 - ☐ Demonstrates safe and effective nursing practice
 - ☐ Demonstrates competence in practice
 - ☐ Follows ANA Code of Ethics and Western Technical College Code of Conduct

- ☐ **Prepare for clinical**
 - ☐ Develop a satisfactory client care plan
 - ☐ Demonstrate safe clinical practice
 - ☐ Accurate calculation of medication dosages
 - ☐ Communicate clear and concise in English
 - ☐ Understand directions, explanations and carry out interventions
 - ☐ Compliant with dress code, hygiene, and personal appearance
 - ☐ Performs and demonstrates in accordance with behavioral expectations

List: _____

 - ☐ Complete remediation activities
 - ☐ Complete written/computer assignments
 - ☐ Complete health status requirements
 - ☐ Demonstrates professional behavior(s)

- ☐ Attends required meetings/sessions/assignments
- ☐ Integrates shared and unique physical, emotional, intellectual, social, cultural, and spiritual components of a client
- ☐ Demonstrates the transfer of knowledge in the provision of nursing care
- ☐ Incorporates characteristics of the client through knowledge of natural and behavioral sciences when using the nursing process, and communicating
- ☐ Uses critical thinking and problem-solving by applying knowledge from natural and behavioral sciences and nursing theory by carrying out the nursing care
- ☐ Use health promotion to understand the normal physiological functioning
- ☐ Identify social aspects, ethnic, cultural, and spiritual needs of client
- ☐ Provide safe effective nursing care based on standards of nursing practice and policies
- ☐ Practice as a health care team member within the role of student nurse
- ☐ Exhibit ethical behaviors in all professional activities
- ☐ Demonstrate accountability for personal actions and level of preparation
- ☐ Develop plans of care inclusive of health promotion interventions, planning for cultural needs
- ☐ Perform competent nursing care and practice by integrating knowledge, attitude, and skills needed to perform a specific function.
- ☐ Other _____

III. Requirements for overcoming the concern(s): (check all that apply)

- ☐ Improves of study habits
- ☐ Seeks advising for personal issues
- ☐ Reduces outside work hours
- ☐ Improves writing/computer skills and techniques
- ☐ Improves verbal and communication skills
- ☐ Demonstrates competent, ethical, legal, and effective nursing practice/care
- ☐ Improves time management skills
- ☐ Develops and demonstrates of professional behaviors
- ☐ Adheres to ANA Code of Ethics and Western Technical College Code of Conduct, Honesty, Behavioral Expectations and Standards of Nursing Practice

IV. Contractual limitations/obligations:

- ☐ Will not be tardy or absent from clinical, lab or class
- ☐ Will not sleep during class
- ☐ Wears proper attire according to Western Technical College Nursing Department dress code and brings appropriate equipment
- ☐ Attend college laboratory simulation lab for remediation for the following _____
- ☐ Submit accurate written assignments, plans of care, and journals (etc.)
- ☐ Attend counseling sessions for behavioral issues

- ☐ Must attend remediation, preparatory and/or review sessions
- ☐ Have physical or psychological evaluation by health care professional and submit documentation
- ☐ Will demonstrate professional, ethical, legal behaviors in all personal and professional interactions
- ☐ Will communicate professionally, effectively, and knowledgeable
- ☐ Will demonstrate competent, safe nursing care
- ☐ Will adhere to policies and expectations of college and nursing program
- ☐ Other: _____

V. Other General Requirements or Comments: _____

VI. Possible Consequences:

- ☐ Initiation of (circle one)
- ☐ Continuation of plan _____ date
- ☐ Termination of plan _____ date
- ☐ Course failure _____ date
- ☐ Withdrawal from program _____ date
- ☐ Other: _____

VII. Signatures

After the development of the plan, the instructor(s) and student will sign below:

Student signature _____ Date _____

Print Name _____

Faculty Signature(s) _____ Date _____

_____ Date _____

Director Signature _____ Date _____

VIII. Faculty Notes on Progress

When a plan is instituted, the student and faculty should meet on a weekly basis to evaluate progress.

Date	Note	Student Initials	Instructor Initials

IX. Outcomes

Plan:

Date of evaluation _____

- ☐ Termination of Plan
☐ Continuation of Plan
☐ Course failure
☐ Program withdrawal
☐ Other

- X. **Signatures:** Once outcomes of the plan have been met, designated faculty and the student will sign below:

Student signature _____

Date _____

Print Name _____

Faculty Signature(s) _____

Date _____

Date _____

Dean/Associate Dean Signature _____

Date _____

Date _____

Western Tech College
School of Nursing
Student Acknowledgement Form

I (print name) _____, have read and understand the information contained in the Nursing Program Student Handbook.

I have been provided online references to the following Texas Board of Nursing rules regarding eligibility to take the licensing examination for registered nurses:

Texas Occupations Code Sections 301.252, 301.257, and 301.452 through 301.469.

Texas Administrative Code Sections 213.27 through 213.30.

The contents of the Handbook have been discussed with me by the nursing program faculty.

My signature on this page is an acknowledgment that I will abide by the rules, regulations and standards set forth in this Handbook and the College Catalog.

I understand that by law, all information obtained while providing nursing services or any information learned while working and studying in a health care facility will remain confidential always. This includes anything from a patient record or oral information obtained. Making photocopies of patient records, tape recordings, audio recordings and photographs are not allowed. If these items are found, I may be terminated from the program.

I understand that a copy of this acknowledgment page with my signature will be placed in my student academic record.

Student Signature

Date

Nursing Faculty Signature

Date