Valley Baptist
Medical Center
School of Vocational Nursing

VOCATIONAL NURSING PROGRAM

Boggus Education Pavilion

ACADEMIC CATALOG & STUDENT HANDBOOK

Location:

Boggus Education Pavilion
2110 Benwood Drive
Harlingen, Texas 78550
Telephone: (956) 389-1721
http://www.valleybaptist.net/LVNSchool

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Valley Baptist Medical Center School of Vocational Nursing

VOCATIONAL NURSING PROGRAM

Academic Catalog & Student Handbook:

The policies, procedures, and information included in this catalog require continual review, evaluation, and approval. Therefore, the faculty and administration of the Valley Baptist Medical Center Vocational Nursing Program may find it necessary to revise or change policies, procedures, and general information during the school year. If this occurs, the students will be notified of such change(s) in the form of an amendment, which they must sign stating they have been notified and agree to the changes. All new or revised policies are posted in the school's office or are issued individually to students enrolled in the school.

Revised: 5/2023

Valley Baptist
Medical Center
School of Vocational Nursing

Vocational Nursing Program

ACADEMIC CATALOG & STUDENT HANDBOOK:

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GENERAL INFORMATION

Welcome

Valley Baptist Medical Center Vocational Nursing Program

We are delighted that you want to be a part of Valley Baptist Medical Center Vocational Nursing Program tradition of excellence!

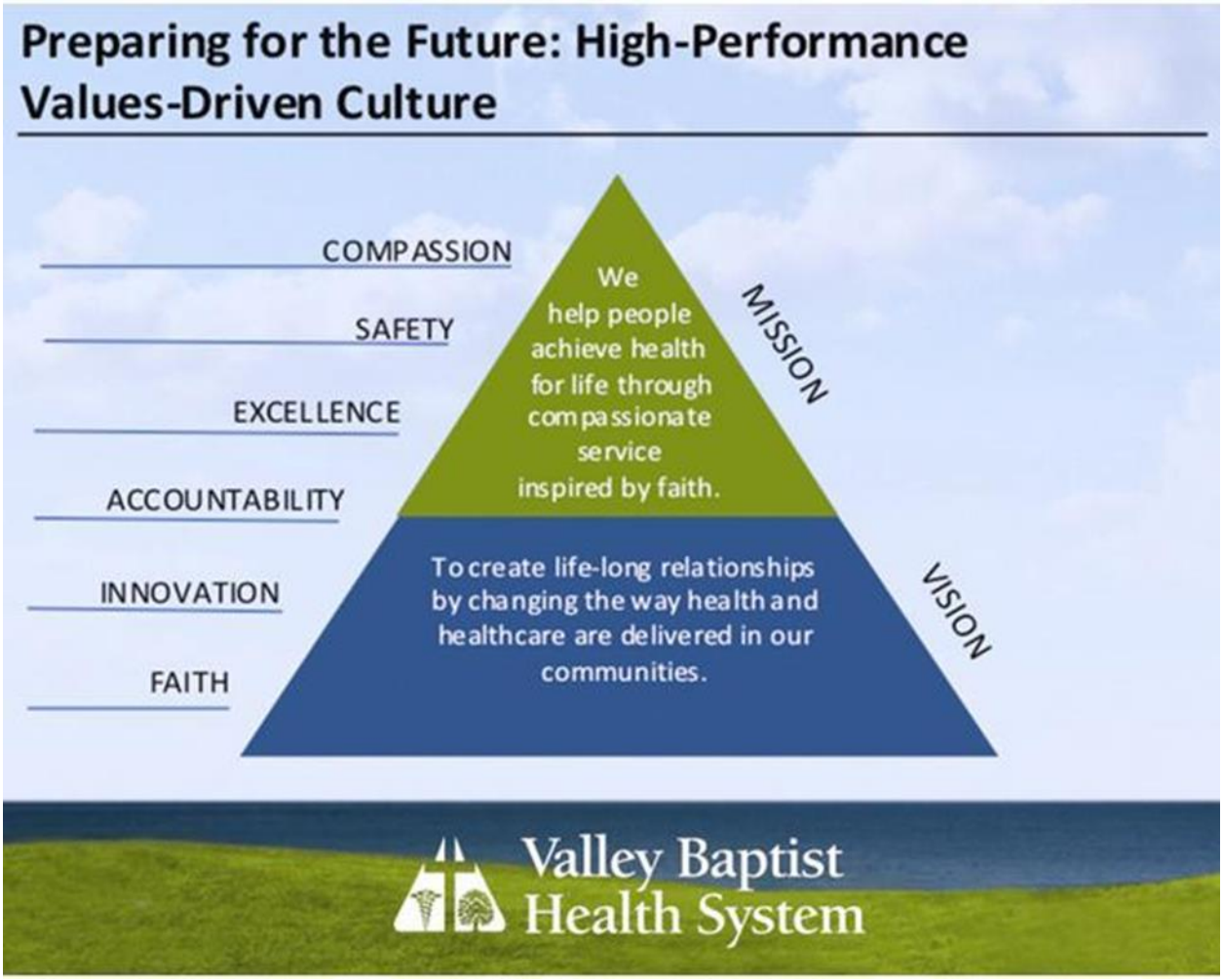
Since the 1950s, Vocational Nursing Education has been part of the Valley Baptist Health System mission in Harlingen, Texas. The Valley Baptist Medical Center Vocational Nursing Program is a place for excellent beginnings--the fundamental steps to get you started on a rewarding career.

The Vocational Nursing Program offers coursework that provides excellent preparation for a career as a vocational nurse. Through the use of classroom instruction, skills laboratory, computer laboratory, online resources, and clinical rotations, students are guided and prepared for clinical practice. Excellent faculty members enrich the learning experience with theoretical and clinical expertise. With their strong clinical and theoretical backgrounds, graduates are prepared with outstanding entry-level job skills and foundational coursework that pave the way for continued growth throughout their professional lives.

Your success starts here at Valley Baptist Medical Center Vocational Nursing Program. We are a premier component of the Valley Baptist Health System where learners and graduates are among the very best prepared health care professionals.

You're in good company. We welcome the opportunity to be part of your success!

Janis A. Baker RN, BSN
Valley Baptist Health System
Director, Vocational Nursing Program



Mission

Valley Baptist Health System helps people achieve health for life through compassionate service inspired by faith.

Minds + Hands Feet = That's VALLEY BAPTIST CARE

Tenet Health

MISSION

To provide quality, compassionate care in the communities we serve.

VISION

To consistently deliver the right care, in the right place, at the right time and to be a premier organization to work, where patient care and saving lives remain our focus.

VALUES

At Tenet Healthcare, our actions and behaviors define who we are, what we stand for and what we **CARE** about:

- **C**ompassion and respect for others and each other, supporting our communities and advocating for our patients
- **A**cting with integrity and the highest ethical standards — always
- **R**esults delivered through accountability and transparency
- **E**mbracing inclusiveness for all people in our workplace and in the communities we serve

Valley Baptist Vocational Nursing Program

Put nursing in your future! If you are an individual who is motivated, self-disciplined, responsible and enjoys helping others, consider becoming a nurse through our Program. Nursing is one of the fastest growing occupations that should continue to provide stable, long-term employment.

Valley Baptist Medical Center (VBMC) Vocational Nursing Program is a twelve-month program with both classroom and clinical components. We provide knowledge and learning opportunities that allow an individual to become a safe practitioner who is capable of meeting the basic needs of individuals with acute and chronic disorders.

VBMC Vocational Nursing Program is approved by the Texas Board of Nursing and is divided into 3 distinct levels. During these levels, students gradually learn theoretical concepts that will be used in the clinical practice of nursing and experience patient care opportunities that advance from the simple to the complex.

Graduates receive a Certificate of Completion and are prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The program's pass rate on this examination usually exceeds the state average. A Licensed Vocational Nurse (LVN) assumes roles and responsibilities for client care in a variety of hospital and community based settings, caring for patients of all ages with a variety of conditions, under the direction of a Registered Nurse or physician.

Valley Baptist Medical Center Vocational Nursing Program has given hundreds of Valley residents a unique opportunity to launch a new career in nursing.

Visit **http://www.valleybaptist.net/LVNSchool** for more information on how you can become an LVN and information on testing. If you have questions, please contact a program representative at (956) 389-1721.

Valley Baptist Medical Center
Vocational Nursing Program

History

Valley Baptist Medical Center Vocational Nursing Program has the distinction of being in operation since 1957. The first class enrolled ten (10) students with six (6) graduating and all passing the licensing examination. Many of the school's graduates continue to work at VBMC as LVN's in a variety of areas; many have pursued an RN education.

Program Approval

VBMC Vocational Nursing Program is approved by the Texas Board of Nursing. Graduates receive a Certificate of Completion and are prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The program's pass rate on this examination generally exceeds the state average.

Valley Baptist Medical Center School of Vocational Nursing is **"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."**
www.texasforce.org/careerschools

VBMC School of Vocational Nursing is approved by the Department of Veterans Affairs.

BOGGUS EDUCATION PAVILION

FACILITY

The Boggus Education Pavilion is the flagship of educational activity at Valley Baptist Medical Center (VBMC) - Harlingen. The Pavilion is named in memory of Jack Boggus, a dedicated Christian, community leader, and family man who died following a tragic accident in 1992. Jack was the son of Frank Boggus, who served on the Board of Trustees for the Valley Baptist Medical Center - Harlingen for many years.

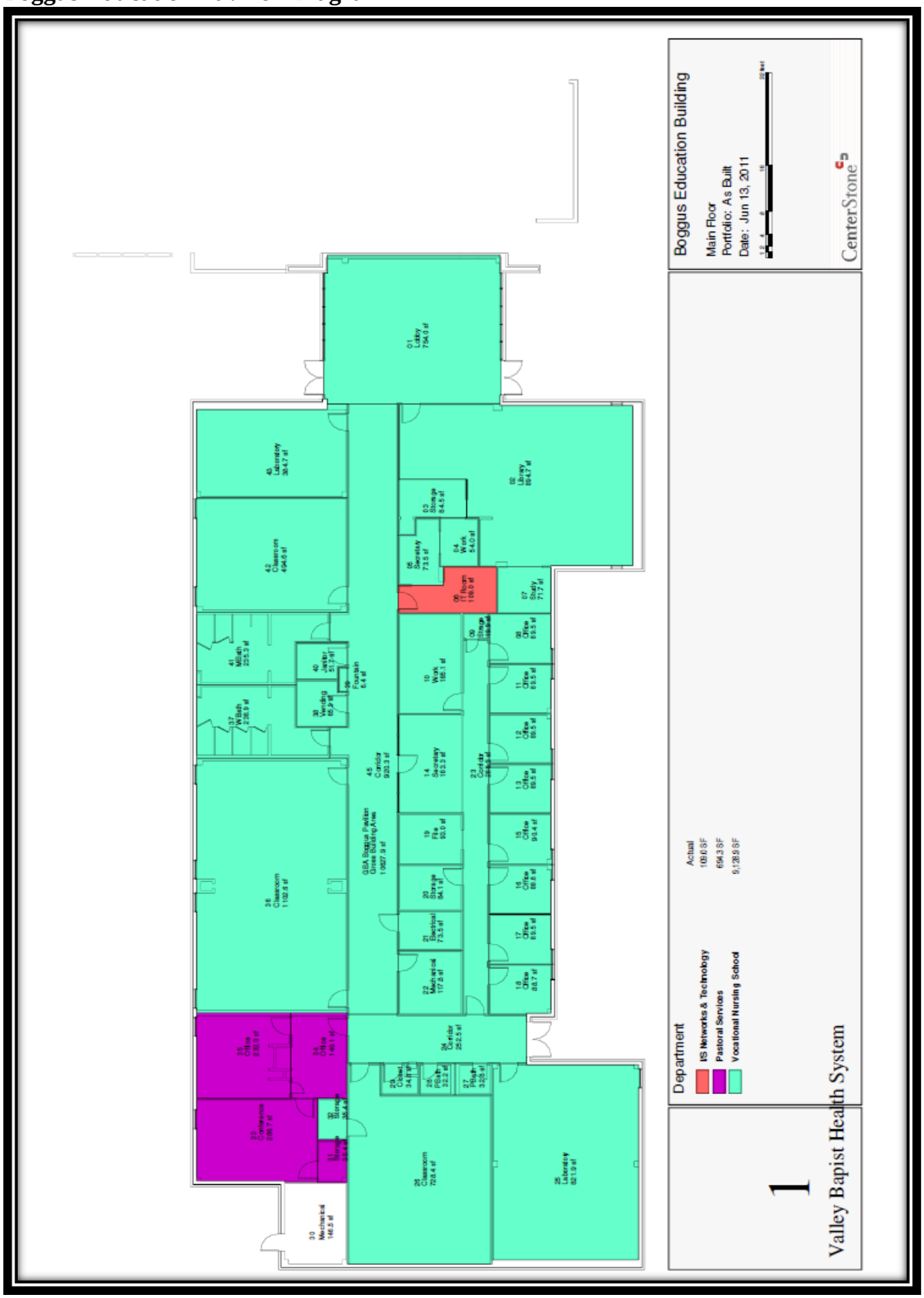
The lobby of the Pavilion displays a life size bronze statue created by Samuel Gore, Ph.D., Chairman of the Department of Art at Mississippi College. The statue was presented by VBMC's previous Chief Executive Officer, Ben McKibbens, and his wife Loren in recognition of all those men and women in the past, present and future who practice the healing art of the health professions.

The Pavilion contains the Breedlove Nurse Education Center, the Raimond Library, and the Thomas R. and Betty M. McKibbens Clinical Pastoral Education Center. The Valley Baptist Medical Center Vocational Nursing Program is located in the Breedlove Nurse Education Center, which is dedicated to Mrs. Lula Breedlove, the founder of the hospital's volunteer auxiliary in 1956. The Raimond Library is named in honor of Mr. & Mrs. Vance Raimond. Mr. Raimond, a long-time valleyite, was the founder of Valley Transit Company. He and his wife have generously supported VBMC and its commitment to the education of health professionals. Although currently not open for public use, this library has been expanded into a computer resource lab for VBMC nursing students.

The Thomas R. and Betty M. McKibbens Clinical Pastoral Education Center trains chaplains, pastors and others who minister to the needs of patients and their families in the health care setting through a one-year or two year structured program. Chaplain residents are selected to participate and come from all religious disciplines and geographical locations.

Also located in the Pavilion are classrooms, a patient care-training lab, and a student lounge. The Vocational Nursing Program's computer resource lab features twenty (20) computers with flat-screen monitors and was made possible through a generous donation from J. P. Morgan Chase.

Boggus Education Pavilion Diagram



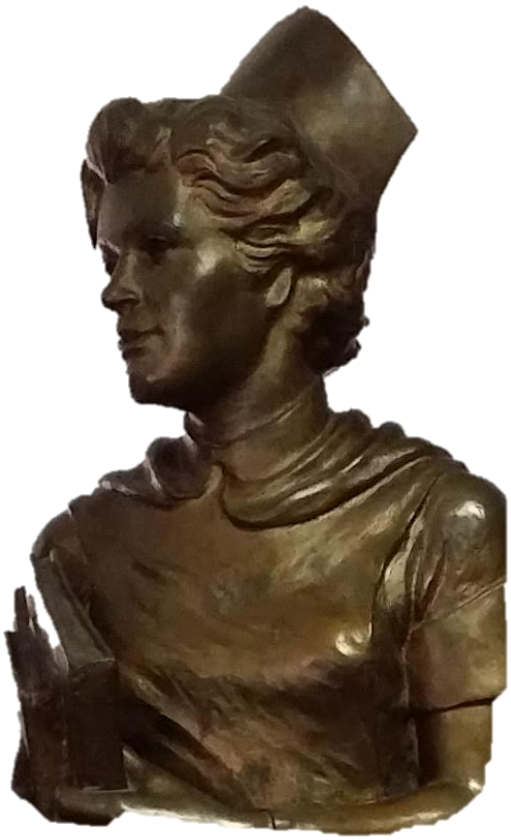
Description of Building, Facilities, Equipment, & Resources

The VBMC Vocational Nursing Program is located in the Boggus Education Pavilion at 2110 Benwood in Harlingen, Texas. Classrooms are spacious and designed to meet the needs of the student.

The school occupies 9,128 square feet and includes three (3) classrooms, one (1) student lounge, one (1) clinical skills laboratory, one (1) computer lab/reference area, eight (8) private offices, and a lobby. The maximum of fifty-five (55) enrolled students will receive lectures in a 1,102 square foot classroom. The classroom is furnished with individual desks and chairs for each student.

The computer lab/reference lab offers convenient access to online curriculum materials, productivity software, and Internet access. The collection of reference books and software is carefully selected to encourage, promote, and enhance learning and research. Students are taught how to access, evaluate, and utilize data from the resources provided. Additional services include printing capabilities of curriculum materials and other resources. The computer lab/reference lab is open for study and research during school hours. Holiday schedules and exceptions to regular hours are posted.

The Regional Academic Health Center (RAHC) library is also available for use by the students and is located in close proximity to the Boggus Education Pavilion. Reference material and computer resources may be used by showing the VBMC Student ID badge.



VHS Harlingen Hospital Company, LLC
(Owners of School)

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VOCATIONAL NURSING PROGRAM

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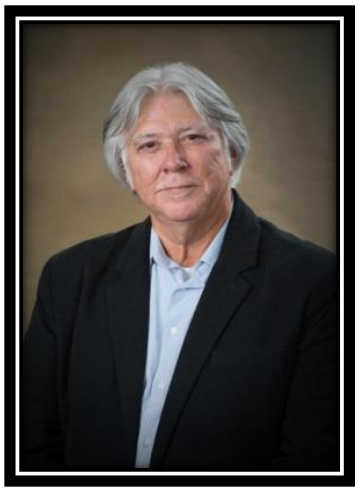

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PROGRAM PHILOSOPHY

The Vocational Nursing Program respects and supports the philosophy of Valley Baptist Medical Center and is consistent with the hospital's Mission and Vision. We believe that each person is unique with many interrelated systems, which are the result of a biological, social, psychological, cultural, and spiritual interaction, which influences health and behavior. We believe it is the right of the individual to be responsible for their own life choices including decisions regarding health, illness, recovery, and death.

The World Health Organization defines health as "a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity." We believe that nursing care is a service committed to promote a state of wellness and at the same time educate on the prevention of disease.

We believe that nursing roles and faculty functions are directed to establish safe, competent, and compassionate patient care. The graduate is educated utilizing increasing levels of critical skills based on the scope and standards of vocational nursing practice as delineated by the Texas Board of Nursing. The graduate, as a member of the health care team, is also prepared to serve others with compassion and dignity.

PROGRAM VISION

According to the Texas Board of Nursing – Nurse Practice Act, "Vocational nursing" means a directed scope of nursing practice, including the performance of an act that requires specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of vocational nursing. The term does not include acts of medical diagnosis or the prescription of therapeutic or corrective measures. Vocational nursing involves:

(A) Collecting data and performing focused nursing assessments of the health status of an individual;
(B) Participating in the planning of the nursing care needs of an individual;
(C) Participating in the development and modification of the nursing care plan;
(D) Participating in health teaching and counseling to promote, attain, and maintain the optimum health level of an individual;
(E) Assisting in the evaluation of an individual's response to a nursing intervention and the identification of an individual's needs; and
(F) Engaging in other acts that require education and training, as prescribed by board rules and policies, commensurate with the nurse's experience, continuing education, and demonstrated competency.
http://www.bon.texas.gov/npa1.asp#002

Our vision, along with the vision of VBMC, is to provide innovative quality education based on the philosophy, goals, and objectives of this program including the:

1. Preparation of students to be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

2. Preparation of students to function under the supervision of registered nurses and licensed physicians by providing basic nursing care as outlined in the scope of practice and standards of nursing care.

3. Preparation of students to function as members of the nursing and health care team that holistically meets the health care needs of the patient.

4. Preparation of students to practice in a nursing community environment.

Purpose of the Vocational Nursing Program

The purpose of the Vocational Nursing Program is accomplished through a process of transition from the simple to the complex in both theory and clinical learning opportunities. The program incorporates the following goals:

1. To provide knowledge and experience, through theoretical and clinical components, that will prepare graduates for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

2. To provide learning opportunities that will allow the individual to be a safe and competent practitioner, capable of meeting the basic needs of a client (patient), acutely or chronically ill, with predicable health outcomes in a structured health care setting.

3. To provide a learning environment in which the student can grow professionally and personally.

4. To cultivate an ability to work harmoniously with other members of the health care team to meet the holistic needs of the client (patient).

Conceptual Framework

The curriculum of the Vocational Nursing (VN) Program demonstrates the conceptual framework of health care across the life span. The student will progress through the curriculum by demonstrating increasing knowledge and skills according to the roles expected of the vocational nurse graduate. The program reflects the major roles of the vocational nurse identified in the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs. These competencies include Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The competencies are written to guide nursing programs to meet the approval criteria established

by the Board of Nursing (BON) and to ensure that programs prepare graduates to provide safe, competent care to the people of Texas. The DECs outline knowledge, clinical behaviors, and judgments necessary to meet the essential competencies, but it is acknowledged that not all competencies can be evaluated upon graduation. It is intended that the graduate vocational nurse will have received the educational preparation to demonstrate each competency, but it will not be reasonable to evaluate some advanced competencies until the nurse has transitioned into nursing practice.

The Texas Board of Nursing, Core Competencies of Graduates of Vocational Nursing Education, list entry-level competencies For a VN graduate.

I. Member of the Profession
   A. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
   B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
   C. Contribute to activities that promote the development and practice of vocational nursing.
   D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care
   A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
   B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
   C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
   D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
   E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
   F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
   G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
   H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. Patient Safety Advocate
   A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
   B. Implement measures to promote quality and a safe environment for patients, self, and others. 6 | Texas Board of Nursing

C. Assist in the formulation of goals and outcomes to reduce patient risks.
D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team

A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
D. Communicate patient data using technology to support decision-making to improve patient care.
E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
F. Supervise nursing care by others for whom the nurse is responsible.
G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

Advisory Committee

The Vocational Nursing Program Advisory Committee exists to assist and advise the Program Director, faculty, and staff in matters relative to the functioning of the program and student policies. Meetings are held annually and according to need.

The program faculty reserves the right and has the responsibility to refer any situation to the committee as deemed necessary.

The committee is obligated to review any situation brought before it and make appropriate recommendations. Student records are accessible to the committee for any situation.

Statement on Diversity and Non-Discrimination

Valley Baptist Medical Center (VBMC) Vocational Nursing Program is an equal opportunity educational institution and complies with all federal and Texas laws regarding affirmative action requirements in all programs and policies. In compliance with Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Older Americans Amendment of 1975, this institution does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in administration of its education policies, admission policies, and other school administered programs.

VBMC Vocational Nursing Program strives to create an environment for students and staff that is welcoming, inclusive, respectful, and free from discrimination, intolerance, and

harassment. The school does not permit the use of its facilities, equipment, or space to produce materials or engage in activities that inflict physical or emotional harm on students, faculty, or staff or that impede the right of individuals to work, learn, and participate in school programs and activities in violation of the United States Constitution, federal or state laws and regulations, and/or school policies

Disabled/Learning Disability Student

Postsecondary schools are not required to identify a student as having a disability or to assess their needs. If a student is disabled or has a learning disability, it is the student's responsibility to inform the school of the disability and need for an academic adjustment, request specific accommodations, and supply supporting professional documentation, and complete the school's Disability Request Packet. It is not enough to say you have a learning disability. Supporting documentation is required. The documentation must be specific about the accommodations the student needs.

The request for an adjustment should be completed as early as possible. The School of Vocational Nursing's Disability Request Packet must be submitted prior to any adjustment being granted. It is the student's responsibility to pay or find funding to pay an appropriate professional for an evaluation. The nursing school is not required to make adjustments or provide aids or services that would result in a fundamental alteration of the Vocational Nursing Program standards, or impose an undue burden on the Vocational Nursing Program. A postsecondary school does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices of services of a personal nature, such as tutoring and typing.

Protection under the Rehabilitation Act and ADA law is for qualified persons with disabilities. This means the applicant must be qualified to successfully complete the Vocational Nursing Program academic and clinical requirements and meet all objectives in order to be protected under the law. The applicant may have to prove they are qualified. Having a disability does not create absolute entitlement to a job or post-secondary education. In providing an academic adjustment a postsecondary school is not required to lower or substantially modify essential requirements

A student would be considered ineligible to participate in the program when his/her physical, emotional, and/or intellectual disability, and/or incapacitated state:

1. Prohibits the individual from being able to achieve the cognitive knowledge and/or manipulative skills required of a student in this program and of a practicing vocational nurse.
2. Creates a potential hazard to the student and/or recipient of health care services from the student.

Granting of the status of a disability is dependent on receipt of the Disability Request Packet and is not retroactive. Disability Request Packets are available in the school office.

https://ldaamerica.org/learning-disabilities-and-the-law-after-high-school-an-overview-for-students-2/
https://www2.ed.gov/about/offices/list/ocr/transition.html

Outstanding Overall & Clinical Achievement 2019

Outstanding Academic Achievement 2019

Outstanding Clinical Achievement 2018

PROGRAM AMOUNT

PROGRAM AMOUNT

Program Cost

Program tuition and fees are divided into scheduled payments throughout the year. Texas BON application fees and National Council for State Boards of Nursing examination fees are not included in the program cost. Payments can be paid with cash or credit card. Personal checks will not be accepted. Failure to comply with the payment schedule will place the applicant/student at risk of not being processed for enrollment or continuation in the program.

The Program is not approved to offer Federal Student Aid (F.S.A). However, the Program is approved by the Veteran's Administration for students who qualify for the G.I. Bill. Students may be eligible for assistance through Texas Workforce Solutions.

If any additional information is needed, contact a program representative at 956-389-1721.

Tuition and Fees

Tuition.....$9,885.00
Fees $2,315.00
Administrative Fee (non-refundable).....$100.00

*Other Fees

The following expenses are the responsibility of the student and are not covered in tuition and fees: Immunizations, any medical treatments for clearance, (Safran) MorphoTrust USA (Criminal Background Check), Basic Life Support training, health assessment, transportation, clinical site parking, shoes, books (textbooks, reference books, & PrepU), uniforms, replacement items, medical equipment, personal nursing assessment equipment, school supplies, ceremony fees, NCLEX-PN review course (NEC), Texas Board of Nursing Licensure application fee, NCLEX-PN examination fees, and testing site fees.

***Estimated Cost**	
Item	**Cost**
Books (if purchased in packages)	$995.63
Uniforms/Supplies	$350.00
Health Assessment	$60.00
Basic Life Support	$60.00
Criminal Background Check	$45.00
NCLEX Review Course	$200.00
Ceremonies	$100.00

*Purchase of these is the responsibility of the student. Estimates of costs have been provided but may be subject to change by vendors.

Scholarships

The Valley Baptist Legacy Foundation, no longer a part of Valley Baptist Health System, provides scholarships to qualified applicants who may apply for need-based and/or merit scholarships. Scholarship amounts are dependent upon Foundation funding levels and the number of qualified applicants. Students will be notified when new applications will be accepted.

The "Valley Baptist Medical Auxiliary" also provides scholarships and those applications will be made available to students. Information on other scholarship opportunities will be posted as it becomes available.

Note: Scholarships are typically only awarded at Progression and Graduation.

PROGRAM CALENDAR

PROGRAM CALENDAR

ACADEMIC CALENDAR

Level I

January – first or second Thursday ..... First Day of Class & Beginning of Level I
March (week one) ..... Beginning of Level I Clinical
March (week three) ..... *Spring Break
Good Friday ..... *School Closed
May – first Thursday ..... Progression Ceremony
May – first Friday ..... End of Level I

Level II

May – (week two - Monday) ..... Beginning of Level II
May – last Monday ..... *Memorial Day
July (week of July 4th) ..... *Summer Break
August (week two - Friday) ..... End of Level II

Level III

August (week three-Monday) ..... Beginning of Level III
September (first Monday) ..... *Labor Day
October (week three)..... *Fall Break (Faculty Inservice-TAVNE; tentative dates)
November (week three-Wed –Fri) ..... *Thanksgiving Break
December (week two – Monday)..... Graduation

*School Closed

LEVEL I – III

Level I (1)

January (week one) – May (week one)

Level II (2)

May (week two) – August (week two)

Level III (3)

August (week three) – December (week two)

NORMAL HOURS OF OPERATION

NORMAL HOURS OF OPERATION

Program: Academic & Clinical

Program hours of operation vary based on curriculum schedule. Typical hours of operation are 8:00 am - 4:00 pm or 9:00 am to 5:00 pm for class lecture and 6:45 am - 3:00 pm for clinical (Level I). Clinical hours vary in Level II and Level III based on the agency where clinical rotations are performed. Clinical rotations are performed two (2) days per week in Level I and three (3) days per week in Level 2 & 3. Clinical hours are organized to comply with Board of Nursing requirements as stated in Texas Administrative Code, Rule 214.

Office

The school office hours are 8:00 am – 4:30 pm Monday through Thursday and 8:00 am – 12:00 pm Friday.
The LVN School office is closed on holidays and has varied hours of operation during scheduled breaks.

Varied hours of operation:

- Spring Break
- Summer Break
- Fall Break

School office closed:

- Good Friday:
- Memorial Day:
- Independence Day:
- Labor Day:
- Thanksgiving: Wednesday, Thursday & Friday
- Christmas: December (week three) through January 2.

Classes and Clinical per Level

Class/lecture time is typically five (5) days a week, 8:00 am - 4:00 pm, or 9:00 am – 5:00 pm. Students are given a ten (10) minute break for every one (1) hour of scheduled lecture time. Students are allowed a one (1) hour lunch break on class days of at least five (5) hours duration. A Level curriculum calendar and detailed course schedule is available to the students prior to the beginning of each course or Level.

Clinical time is typically 6:45 am – 3:00 pm. Scheduled clinical time in Level II & III may vary to meet BON requirements and accommodate individual agency schedules. Students are given a 10-minute break and 30-minute lunch break for each eight (8) hours of scheduled clinical time. Students may not leave campus for lunch. Level I clinical days are two (2) days a week. Students are allotted clinical preparation time the day before the first scheduled

clinical day per week. Level II & III clinical days are typically three (3) days a week. Classes and Clinical per level are:

Level I - (18 weeks)

NSG 101: Foundations
NSG 102: Anatomy & Physiology
NSG 103: Fundamentals of Nursing I
NSG 104: Fundamentals of Nursing II
NSG 105: Pharmacology (Pharm)
CLN 101: Level I Clinical

Level II - (17 weeks)

NSG 201: Maternal-Newborn Nursing
NSG 202: Pediatric Nursing
NSG 203: Medical-Surgical Nursing I
CLN 201: Level II Clinical

Level III - (8 weeks)

NSG 301: Medical-Surgical Nursing II
CLN 301Level III Clinical with Role Transition

Note: Curriculum calendar will be distributed during orientation in December.

ADMISSION & ENROLLMENT POLICIES

ADMISSION/ENROLLMENT POLICIES

Valley Baptist Medical Center (VBMC) Vocational Nursing Program is an equal opportunity educational institution and complies with all federal and Texas laws regarding affirmative action requirements in all programs and policies. In compliance with Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Older Americans Amendment of 1975, this institution does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in administration of its education policies, admission policies, and other school administered programs.

General Requirements

Each applicant must be eighteen (18) years of age before graduation. Each applicant must take the current ATI-TEAS pre-entrance exam. The test must be taken at least one time at Valley Baptist. An official high school transcript or General Education Degree (GED) must be submitted with the admission application. Non-United States citizens must show proof of citizenship or hold a valid permanent visa from Immigration and Naturalization Service (INS). A medical background or health care classes may be helpful but are not required. Each applicant must complete a (SAFRAN) MORPHOTRUST USA Criminal Background Check (CBC) and must be cleared by the Board of Nursing prior to enrollment in the program. A health assessment must be completed at designated facility. The admission process consists of two stages.

Stage One:
Pre-Entrance Testing Process

The Pre-Entrance Packet will be available June through September online at https://www.valleybaptist.net/health-professionals/school-of-vocational-nursing. Registration for the Pre-Entrance Exam will begin in June. Registration and payment instructions for the TEAS test are listed in the Pre-Entrance Packet. Test dates and times are also listed in the Pre-Entrance Packet. The test registration receipt and/or confirmation, and the program registration form must be presented to the test proctor, before the test, to be allowed to take the online exam. The registration form must be completed and signed by the individual test taker and submitted to the proctor. Any person arriving 10 minutes after the test begins must reschedule.

The pre-entrance exam is the Test of Essential Academic Skills (TEAS). The exam is a 170 question TIMED test that measures basic academic preparedness in reading, math, science, English and language usage. The objectives assessed in the tests are those that nursing and allied health educators deem most relevant for measuring entry-level skills and abilities of program applicants. The test not only helps predict the performance of incoming

candidates, it also helps educators gain advance knowledge of the strengths and areas needing development of those that are accepted into the program.

Required: 1.) Before the testing date, register for the exam by following the directions listed in the Pre-Entrance packet. 2.) On the day of the exam, bring a valid picture ID, the receipt/confirmation form, and # 2 lead pencils. Failure to follow the instructions or comply with testing rules (written or verbal) will result in dismissal from the exam.

Test results are generated upon completion of the exam and will not be given over the phone. To retake the exam, a candidate must follow the same payment and registration process as the first time. Candidates must wait at least five (5) calendar days between pre-entrance exam attempts. Candidates may only take the Pre-Entrance Exam three (3) times in a calendar year. The highest score achieved will be considered for the application process.

To prepare for the pre-entrance exam, a study guide is available for purchase at the VBMC Gift Shop or www.ATItesting.com.

Qualification for Selection

Test of Essential Academic Skills (TEAS) test scores will be ranked as Acceptable and/or Borderline based on percentage scores received for Math, Reading, English, and Science as listed in the Pre-Entrance Packet.

Note: Obtaining an Acceptable TEAS score and progression to Stage Two does not guarantee admission to the Vocational Nursing Program.

The names of the top qualified candidates for the admission process will be posted in the VBMC Vocational Nursing Program, school office, by designated day. Once selected, candidates must attend a mandatory Information Session (a designated time slot will be posted by the candidate's name). At the information session, admission application packets, background checks, fees, and general information will be reviewed. Candidate interviews will be scheduled.

Stage Two:
Application Process

Applicants for admission to the VBMC Vocational Nursing Program are selected based on the pre-entrance test score, completion of the application, background check, interview, reference letters, essay, and health assessment.

Any applicant who previously attended VBMC Vocational Nursing Program or any other nursing program(s) must meet all admission requirements for the current application year, and give written authorization to request any additional information from previous schools or programs.

Final selection of candidates and alternates will be posted in November, in the school office. The date will be listed in the Pre-Entrance Test Packet.

Transfer Credits

- Previous education from other schools will be reviewed by admission committee.
- Previous Valley Baptist Medical Center Vocational Nursing Program students:
    - See Readmission process.

Background Checks and Fingerprinting: http://www.bon.texas.gov/students.asp

Criminal background checks are performed on all applicants for Licensure in Texas. A criminal background check must be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant, or results that were completed for another facility, even if the previous check was completed through the DPS and the FBI.

Criminal Background Checks

1. Due to strict qualifications for licensure, set forth by the Texas Board of Nursing (BON), and policies on employment by Valley Baptist, a criminal background check (CBC) is required. The CBC is processed through the Texas BON by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). Once the Texas BON receives the DPS/FBI CBC, the Texas BON will:
    a. Mail a postcard directly to the applicant who has a cleared CBC;
    OR
    b. Correspond with anyone who has a positive (hit) CBC and request a petition for a declaratory order;
    OR
    c. Correspond with the applicant who has a rejected fingerprint scan and request another one.

    Any applicant with a positive (hit) CBC is required to follow the directions from the Texas BON. Applicants must be cleared by Texas BON and submit their letter of clearance to the school to be eligible for admission.

2. The Texas BON, in compliance with the authority granted by the Texas Legislature, may refuse to approve persons to take the licensure examination who have been convicted or plead guilty or no contest (including deferred judgments) to a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such conviction or plea.

    The Texas BON review of applicants with eligibility issues can take three (3) to six (6) months.
    If you answer "**YES**" to any of the following questions, you may have eligibility for licensure issues.

    For any criminal offense, including those pending appeal, have you:
    A. been convicted of a misdemeanor?
    B. been convicted of a felony?

C. pled nolo contendere, no contest, or guilty?
D. received deferred adjudication?
E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
F. been sentenced to serve jail or prison time? court-ordered confinement?
G. been granted a pre-trial diversion?
H. been arrested or have any pending criminal charges?
I. been cited or charged with any violation of the law?
J. been subject to a court-martial; Article 15 violation; or received any form of military judgment/ punishment / action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

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

- *Are you currently the target or subject of a grand jury or governmental agency investigation?*
- *-Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?*
- *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic behavior, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

*Pursuant to Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466

Any questions or concerns related to the above information may be discussed with the Texas BON or VBMC Vocational Nursing Program Director or designee.

Information regarding Licensure of Individuals with a Criminal History (Texas Administrative Code, §Rule 213.28), and Declaratory Order of Eligibility for Licensure (Texas Administrative Code, §Rule 213.30) may be found on the Texas Board of Nursing Website at: http://www.bon.texas.gov/rr_current/213-28.asp and http://www.bon.texas.gov/rr_current/213-30.asp.

Admission Requirements: Post Applicant Selection

Application Information

Applicants must comply with all events, deadlines, requirements, and responsibilities for the current application year. If an applicant decides not to enroll, the applicant must submit a letter to the School Office or email the Office Coordinator of the school at Stephanie.Hamby@valleybaptist.net.

School Information

Valley Baptist Medical Center Vocational Nursing Program
2110 Benwood, Harlingen, Texas 78550
Telephone: 956-389-1721
Office Hours: Monday-Thursday, 8:00 am - 4:30 pm & Friday 8:00 am – 12:00 Noon.
Class hours are 8:00 am - 4:00 pm or 9:00 am – 5:00 pm. Clinical hours may vary but typically begin at 6:45 am and end at 3:00 pm.

Application

The Application and ALL required documents must be submitted to the School Office by The assigned date and time, listed in the application packet, to be eligible for enrollment. All items must be complete, accurate, and legible including:

Essay

- Topic: Will be assigned in pre-entrance packet.
- The essay must be: Typed, legible font (10 – 12), 1 ½ to 2 pages, and double-spaced.

Letters of Recommendation

- Two (2) letters of recommendation, written, and dated, within 30 days of application submission deadline, with original signatures (not a copy).

International Applicants

- All non-U.S. citizens must meet the same admission criteria as domestic applicants.
- All classes are conducted in English.
- All students must be able to adequately read, write, and speak English.
- If secondary school was completed outside the United States, transcripts must be translated and evaluated by an International Educational Evaluation Agency.
    - An official translated and evaluated transcript must be turned in with application.
- A copy of permanent visa/resident alien card must be submitted with application.

Veterans Administration Benefits (GI Bill®)

It is the responsibility of the applicant to verify eligibility status with U.S. Department of Veterans Affair Education. The school will complete the Certificate of Enrollment (VA Form 22-1999) and submit after the first day of class. The school will notify the Veterans Administration (VA) within 30 days if enrollment has ceased.
Each applicant eligible and using VA Benefits must submit no later than the first day of enrollment:

- A copy of DD-214
- Copy of Certificate of Eligibility
- Any Military transcripts (if applicable)
- Submit a written statement to use such entitlement

The educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. For successful completion of the program all monetary obligations must satisfied.

Disclosure Forms and Background Check

The Texas Board of Nursing (TBON), Valley Baptist Medical Center Vocational Nursing Program, and assigned clinical facilities require a criminal background check (CBC). The Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) processes the CBC. Fingerprint scanning must be completed by (Safran) Morphotrust USA (**http://www.identogo.com)** or by calling **1-888-467-2080**.). The results are submitted directly to the TBON.

- This is mandatory for all applicants.
- Submit proof of completing the background check with your application.
  1. Blue postcard – stating, "Your file is cleared."
     OR
  2. TBON letter of clearance and copy of court document(s).
- Applicants accepted for admission must be cleared by the TBON.
- Cost of the CBC is the applicant's responsibility.

Record of Previous Education and Training

- All applicants are required to submit an **official** High School (HS) transcript
  OR
  Official GED scores and the HS transcript (if completed 10th grade or higher).
- Submission of transcripts and/or certificate of completion for all schools previously attended is required. E.g. college, technical, vocational, and other training programs.

Health Assessment

- Applicants are required to complete a health assessment at designated facility. The assessment must include: health history, seasonal influenza vaccine, blood work, drug screen, and Tuberculosis (TB) test.
- Current immunization record must be submitted to school office. Immunization record must show proof of completion of the following vaccines: Tetanus, Diphtheria (Td), two (2) doses of the Measles, Mumps, and Rubella (MMR), Varicella, and the *Hepatitis B series: three (3) doses.

    - NOTE: Hepatitis B Series: three (3) vaccine doses are required. Must show proof of the first dose by December. This may be obtained at the Health Department, or from the applicants Primary Physician. The second and third dose can be administered by Health Management (at cost to applicant), or Primary Physician. The series must be completed by May.

- The Chest X-Ray may be required if TB test is positive or if the applicant is a positive converter. Chest X-ray, and any immunizations required will be at applicant's expense.
- Applicant must disclose and provide proof of all medications prescribed by a physician.
- Positive drug screens are confirmed by a second laboratory. A confirmed positive will be referred to the Program Director and will be handled in a confidential manner. The applicant will be advised of the positive result and ineligibility for current enrollment.

    NOTE: *Any conditions found during the pre-enrollment assessment that require a physician consultation, will be discussed with the applicant. Before enrollment, the applicant is responsible to provide proof of a physician consultation and recommendations to Health Management.*

- Last day to pay and schedule assessment will be provided.
- Non-payment and/or completion after deadline will result in non-enrollment.
- Students must keep immunization record current to avoid clinical interruption.
- Covid 19: The LVN School will follow CDC and VBMC guidelines at all times, including vaccination and personal protective equipment requirements.

Basic Life Support

- The American Heart Association Basic Life Support (Health Care Provider) course will be offered on a designated Saturday after school begins. (See fees)
- If the applicant is currently certified by the American Heart Association and the certification will not expire during the school year, the applicant may be excused from the course. Applicant must submit a copy of current card with the application.

Tuition and Fee Payments:

- Failure to pay tuition/fees by scheduled deadlines will result in termination from the program.
- Payment location: VBMC – Harlingen East Tower Cashier's window
- Payment times: Monday – Friday 8:00 am – 4:00 pm.
- Payment methods: Cash, Credit Cards, or Cashier's checks. ***No personal checks.***

Uniforms

- VBMC School of Vocational Nursing does not provide student uniforms.
- Required uniform information will be provided to prospective students.
- The students must purchase uniforms on their own, through the chosen vendor.
- Any issues regarding uniforms and/or accessories must be directed to the chosen vendor.
- School Patch will be available to purchase at the schools chosen vendor.

Academic Catalog/Student Handbook, Textbooks, and Additional Handouts

- Academic Catalog will be distributed during the first mandatory enrollment information session in December. This is required reading.
- Handouts will also be distributed at the December information session.
    - Curriculum calendar, course schedules, etc.

Note: The student will be required to purchase two clinical reference books. Reference books are not included in cost of the program.

Orientation

- **MANDATORY: two (2)**

1. December: Information session date and time will be provided in admission packet.
   Boggus Education Pavilion
   Rooms 3 & 4

    - Payment due by 4:00 pm

2. January: Start date and time will be provided in Admission Packet.
   Boggus Education Pavilion
   Rooms 3 & 4

   - Payment due by 4:00 pm.

Assessment Tests/Remediation

Assessment Technologies Institute (ATI)

Assessment Technologies Institute (ATI) is an education-centered, results-focused organization that provides tools for knowledge assessment analysis, as well as remediation. Valley Baptist Medical Center Vocational Nursing Program utilizes ATI resources to assess student knowledge and mastery in various areas of nursing practice and provide resources for remediation. The ultimate goal of ATI exams is to assist in preparing tomorrow's nursing force for licensure and for safe, effective, entry-level practice and to comply with Texas Board of Nursing student assessment requirements. Cost of ATI exams and manuals is included in fees.

Prep-U

Lippincott, Williams and Wilkinson's (LWW) Prep-U is an adaptive quizzing engine that bridges the gap between what students know and what they do not know. Prep-U focuses study time with personalized, adaptive quizzes that move students toward a better grasp of the material—and better grades. Prep-U provides feedback about performance, broken down by topic, so the student knows where to focus study efforts. Prep-U personalizes quizzes to help each student learn more, and it gives instructors a window into students' progress-highlighting misconceptions, strengths, and weaknesses. Prep-U offers questions customized for each student's level of understanding, challenging them at an appropriate pace and difficulty level. PrepU not only helps students to improve their knowledge, but also helps foster their test-taking confidence.

Certificate of Recognition
Certificate of Recognition
Certificate of Recognition
Certificate of Recognition

VALLEY BAPTIST MEDICAL CENTER VOCATIONAL NURSING PROGRAM

VALLEY BAPTIST MEDICAL CENTER
VOCATIONAL NURSING PROGRAM

Program Description

The Vocational Nursing (VN) Program prepares students with entry-level skills for the practice of vocational nursing in the care of patients across the life span with commonly occurring health needs in a variety of health care settings. Some of these settings are acute care hospitals, long-term care, freestanding clinics, school health, home health, and doctor's offices. The program graduate will receive a Certificate of Completion and will be prepared to sit for the NCLEX-PN and the Texas BON Jurisprudence Exam. Upon passing both exams, the graduate may be granted a license by the Texas BON to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

Program Goals/Objectives

The goals/objectives of the VN program are accomplished through a process of transitioning from the simple to the complex in both theory and clinical learning opportunities. The program incorporates the DECs and the following goals/objectives:

1. Provide knowledge and experience, through theory and clinical components that will prepare graduates for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
2. Provide learning opportunities that will allow the individual to be a safe and competent practitioner, capable of meeting the basic needs of a client (patient), acutely or chronically ill, with predicable health outcomes in a structured health care setting.
3. Provide a learning environment in which the student can grow professionally and personally.
4. Cultivate an ability to work harmoniously with other members of the health care team to meet the holistic needs of the client.
5. Assist in promoting an environment conducive to the optimal achievement of patient self-care and function.
6. Apply the scientific principles from the biological, psychological, and sociological sciences when participating in planning and providing nursing care to individuals.
7. Utilize the nursing process to assist in the identification of patient needs, perform focused nursing assessments, participate in planning nursing care, participate in modification of the care plan, implement appropriate aspects of care, and assist in the evaluation of patient responses.

8. Provide direct basic care to multiple patients with predictable needs in structured settings.

9. Reinforce the teaching of specific information to patients and significant others that will help prevent illness and/or complications, maintain appropriate health status, and promote established rehabilitative measures.

10. Utilize a problem-solving approach to make appropriate judgments/decisions in nursing care situations that are safe and effective for patients, significant others, health care agencies, and self.

11. Utilize communication techniques for making observations, reporting and recording, and interacting with patients, significant others, and health care team members.

12. Assist in the coordination of care through effective use of organizational skills and identification of appropriate sources for referral.

13. Participate in activities that support improvement, safety, and cost effectiveness in health care settings.

14. Demonstrate accountability for actions in providing safe, competent, nursing care within limits of nursing knowledge, experience, ethical/legal guidelines, and standards of nursing practice.

15. Participate in activities that promote quality health care and the development of vocational nursing practice.

Program Design

The VBMC Vocational Nursing Program is a full-time day program that is twelve (12) months in length and designed to present theories, concepts, and skills utilizing a variety of teaching/learning methods.

The program is divided into 3 distinct levels. During these levels, students gradually learn theoretical concepts that will be used in the clinical practice of nursing and experience patient care opportunities that advance from the simple to the complex.

Methods of Instructional Delivery

Instruction is a dynamic, collaborative process that includes many formats for learning. Learning is provided in the traditional classroom using a variety of methods as well as laboratory and clinical settings, and selected online resources.

Valley Baptist Medical Center and other health care sites provide clinical experiences for students. Because of the professional nature of the program, VBMC Vocational Nursing Program does not provide self-directed study courses or distance education for students.

Course/Subject Descriptions

Level I

NSG 101: Foundations of Nursing

This course is designed to introduce the beginning vocational nursing student to concepts that form a foundation for the practice of nursing. Suggestions related to improving study skills will be included. Concepts that will enable the student to have a better understanding of his/herself, the nursing professional and his/her role as a member of the health care team will be presented. In addition, an introduction to topics related to broad concepts of patient care will be explored.
(Lecture (Lec.) 65.5 Clock (Cl) Hrs. / Lab 0 Cl Hrs. / Externship (Ext) 0 Cl Hrs.).
[Prerequisites: TEAS Pre-entrance Exam]

NSG 102: Anatomy and Physiology

A general course in human anatomy and physiology, designed to give a clear understanding of the normal body as a basis for understanding variations from the normal and to provide a basis for understanding disease processes encountered in nursing. The course demonstrates a transition from the simple to complex as related to concepts and systems.
(Lec. 80 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing]

NSG 103: Fundamentals of Nursing I

This course is designed to provide the vocational nursing student with both theoretical knowledge and practical experience related to the performance of those skills necessary for patient care. Skills are taught in a progression of the simple to the complex.
(Lec. 56 Cl Hrs. / Lab 33 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing]

NSG 104: Fundamentals of Nursing II

This course is designed to provide the vocational nursing student with both theoretical knowledge and practical experience related to the performance of those skills necessary for patient care. Skills are taught in a progression of the simple to the complex.
(Lec. 55 Cl Hrs. / Lab 36 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, and NSG 103: Fundamentals of Nursing I]

NSG 105: Introduction to Pharmacology

Provides the student with a basic introduction to drug classifications and provides a foundation for specific drug therapy, including nursing implications.
(Lec.46 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, and NSG 103: Fundamentals of Nursing I]

CLN 101: Clinical Level I

This is a health-related, work-based learning experience. It enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional to students on Medical-Surgical units in the hospital. The student will learn and perform basic nursing skills and procedures directed at providing safety, comfort, and hygiene for individuals needing assistance with their activities of daily living. The student will also learn and demonstrate skills in therapeutic communication, documentation, and data collection regarding the patient's basic human needs. Ethical and legal guidelines and beginning organizational skills are included. (Lec.0 Cl Hrs. / Clin Prep 15 Cl Hrs. / Ext 121.5, Cl Hrs.: 136.5 total Cl Hrs.). [Clinical Prep includes clinical orientation (rules/policies, schedule, computer, hospital), and patient selection/information.]
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing and NSG 102: Anatomy & Physiology]

Level II

NSG 201: Maternal-Newborn Nursing

This course is designed to introduce the vocational nursing student to the basic concepts and care related to the obstetrical patient, the newborn, and family planning. Normal and abnormal characteristics and care of the obstetrical patient and the newborn will be presented.
(Lec.51.5 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, and CLN 101: Clinical Level I]

NSG 202: Pediatric Nursing

This course is designed to introduce the vocational nursing student to the basic concepts and care related to the pediatric client. The primary focus will be on caring for the growing child from infancy through adolescence, and their family. The course will be structured by age groups. The discussion of each age group will include an overview of growth and development, medical and surgical conditions, and child health issues. Special considerations regarding pediatric procedures and end-of-life issues will be discussed.
(Lec.52 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, and CLN 101: Clinical Level I]

NSG 203: Medical-Surgical Nursing I

This course is designed to give the vocational nursing student a comprehensive understanding of the concepts of medical-surgical nursing and mental health including the definition and etiology of diseases/disorders, methods of diagnosis, signs and symptoms, treatment, and nursing care including aspects of pharmacology and nutrition. Emphasis is placed on the nursing process. The course is arranged so that presentation of systems progresses from the simple to the complex.
(Lec.60 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)

[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, and CLN 101: Clinical Level I]

CLN 201: Clinical Level II
This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The clinical professional provides direct supervision. This course introduces the vocational nursing student to advanced nursing skills for medical-surgical, maternal-newborn, and pediatric nursing. The student will learn problem solving, how to recognize deviations from normal structure and function, and how to apply the nursing process. The clinical experience in this level includes medication administration. Experiences are provided in various hospital/health care/community settings. The student acts in the role of provider of direct care with application of various concepts of vocational nursing.
(Lec. 0 Cl Hrs. / Clin Prep 14.5 Cl Hrs. / Ext 348.75, Cl Hrs. = 363.75 total Cl Hrs. = 316.75 total Cl Hrs.-includes Maternal-Newborn and Pediatrics) [Clinical Prep includes clinical orientation (rules/policies, schedule, computer, hospital, and special rotations information), and patient selection/information.]
[Prerequisites**:** Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, and CLN 101: Clinical Level I.]

Level III

NSG 301: Medical-Surgical Nursing II
This course is designed to give the vocational nursing student a more advanced understanding of the concepts of medical-surgical nursing and mental illness including the definition and etiology of diseases/disorders, methods of diagnosis, signs and symptoms, treatment and nursing care including aspects of pharmacology and nutrition. Emphasis is placed on the nursing process.
(Lec.132 Cl Hrs. / Lab 0 Cl Hrs. / Ext 0 Cl Hrs.)
[Prerequisites: Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, CLN 101: Clinical Level I, NSG 201: Maternal-Newborn Nursing, NSG 202: Pediatric Nursing, NSG 203: Medical-Surgical Nursing I and CLN 201: Clinical Level II]

CLN 301: Clinical Level III with Role Transition
This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The clinical professional provides direct supervision. This course allows the vocational nursing student to utilize advanced nursing skills for medical-surgical, maternal-newborn, and pediatric nursing. The focus is on assessment, medication administration, setting priorities, using the nursing process, and providing direct client care as well as assisting in coordination of care. Experiences are provided in various hospital/health care/community settings. The student participates in role transition, working directly with a licensed staff nurse.

(Lec.0 Cl Hrs. / Clin Prep 22 Cl Hrs. / Ext 306, Cl Hrs. = 328 total Cl Hrs.) [Clinical Prep includes clinical orientation (rules/policies, schedule, computer, hospital, and special rotations information), and patient selection/information.]
[Prerequisites**:** Successful completion of NSG 101: Foundations of Nursing, NSG 102: Anatomy and Physiology, NSG 103: Fundamentals of Nursing I, NSG 104: Fundamentals of Nursing II, NSG 105: Introduction to Pharmacology, CLN 101: Clinical Level I, NSG 201: Maternal-Newborn Nursing, NSG 202: Pediatric Nursing, NSG 203: Medical-Surgical Nursing I, CLN 201: Clinical Level II.]

Curriculum Plan

Level I: (18 weeks)			
Course	Lecture Hours	Lab Hours	Externship/Clinical Hours (Includes clinical prep)
NSG 101: Foundations of Nursing	65.5	0	0
NSG 102: Anatomy & Physiology	80	0	0
NSG 103: Fundamentals of Nursing I	56	33	0
NSG 104: Fundamentals of Nursing II	55	36	0
NSG 105: Introduction to Pharmacology	46	0	0
CLN 101: Clinical I			136.5
Sub Total Hours	302.5	69	136.5
Level II (17 weeks)			
NSG 201: Maternal-Newborn Nursing	51.5	0	
NSG 202: Pediatric Nursing	52	0	
NSG 203: Medical-Surgical Nursing I	60	0	Performed in Level 1, 2, & 3 Clinical
CLN 201: Clinical II			363.75 (Includes Maternal-Newborn and Pediatrics)
Sub Total Hours	163.5		363.75
Level III (8 weeks)			
NSG 301: Medical-Surgical Nursing II	132	0	Performed in Level 1, 2, & 3 Clinical
CLN 301: Clinical III with Role Transition			328
Sub Total Hours	132		328
Total Hours	**Lecture**	**Lab**	**Clinical**
	598	**69**	**827.75**
Total Curriculum Hours			**1494.75**
Total Number of Weeks			**49**

Successful Completion of the Program

Satisfactory academic and clinical progress is necessary in order to become a VBMC Vocational Nursing Program graduate. The following applies to all students enrolled:

1. Students must have a minimum grade of 77 in classroom performance (academic grades). Students must obtain a grade of 77 at the end of each academic course in order to proceed to the next academic course and continue in the program.
2. Students must have a minimum grade of 77 in clinical performance and successfully meet clinical objectives at the completion of each Level for progression to the next Level. Progress is evaluated and reviewed with students weekly.
3. Students must satisfy all attendance requirements. (See attendance policy)
4. Students must complete and submit all assigned course and clinical work to progress.
5. Students must complete all Assessment Technologies Institute (ATI) Practice and Proctored Exams and submit results.
6. Students must have satisfied all monetary obligations.
7. Students must complete the NCLEX-PN review course.
8. A final grade in any course, a final clinical average below 77 in any level, or failure to meet clinical objectives in any level will result in the student being terminated from the program.

Study, Lecture & Clinical Preparation Time

Students must take responsibility for learning. Students should discipline themselves to spend a minimum of two (2) to four (4) hours per day for the required preparation time, both class and clinical. A strong support system is important in order for students to devote the necessary time for learning. Working while in school is discouraged.

Computer Requirements

Lecture preparation requires students to access and obtain information from several computer resources. The student must have basic computer skills, a computer and printer, and an

internet connection. The student must be able to download and print using Microsoft Office Software (Word, Power Point, and Excel) as well as Adobe Acrobat Reader. A school computer lab is available for student use.

Transportation

Each student is expected to make appropriate transportation arrangements to be at school, for class and assigned clinical sites, as the schedule indicates.

Some clinical experiences require students to travel away from the VBMC campus. Each student is expected to provide his/her own transportation and expenses (i.e. meals).

Type of Diploma Awarded

Upon successful completion of the Vocational Nursing Program, the student will be awarded a Certificate of Completion and will be prepared to sit for the NCLEX-PN.

Dress Code

The dress code established by the VBMC Vocational Nursing Program will be followed by each student for the period of time enrolled in the program. Students should convey a professional image through proper dress, personal appearance, cleanliness, and neatness. Students are encouraged to keep an extra uniform available in case of unexpected situations. Students must wear the uniforms required by the school. All uniforms must be clean and wrinkle free.

General

1. Polos and/or uniforms are only to be worn during designated school (classroom/clinical) hours. Wearing polos and/or uniforms at any other time is considered unprofessional conduct.
2. Visible tattoos and other markings on the body must be covered at all times. (Sweatbands, Band-Aids, etc.).
3. Students must have proper equipment: Pen, pencil, stethoscope, penlight, scissors, etc.
4. Fanny packs may be worn with the uniform but must be approved prior to use.
5. A student dressed inappropriately may be sent home and given absent time.
    - Any reoccurrence will result in the student being issued a counseling.

Clinical

1. All students will wear the approved uniform top and uniform bottom. School patch must be visible at all times.
2. Appropriate undergarments must be worn under the uniform. A solid white t-shirt (long or short sleeved), with no design, must be worn under the uniform top.

Class

1. The following may be worn on days when there is class only (no clinical):
    a. School polo or uniform top with school patch
    b. Assigned uniform bottoms <u>OR</u>
    c. Designated pants/slacks
    d. School lab coat. (Class, clinical prep, and some clinical rotations.)
        i. If students are going to the hospital, the school lab coat must be worn.

Shoes

1. Athletic shoes and nursing clogs are acceptable if they meet the following criteria:
    a. Approved by faculty
    b. All leather athletic shoes
    c. Visible surfaces all white or with minimal light grey color
    d. Clean and in good condition
    e. Clogs must have a heel strap (no slides or slip-ons)
    f. Clogs must not have any holes/vents

2. Socks/Hose:
    a. Socks will be crew style, all white, and will come above the ankle
    b. Neutral colored or white hose can be worn

Identification

Students are provided a photo identification badge at the beginning of their education program. The school badge is required to be worn at all times when on campus or in hospital areas, including during all class, lab, and clinical hours.

1. School patch must be attached to the left and right sleeves of the uniform.
2. Students are issued a VBMC Identification (ID) Badge to be worn at all times, with the picture/name facing out and clipped to the uniform collar while on the hospital campus. The card will not be defaced in any way with stickers, pins, labels, etc. This is the only way to receive the employee discount in the cafeteria.
3. Students who lose the ID badge will be responsible for paying for a replacement ($10.00). A new ID badge must be purchased at Human Resources at designated time (Wednesday).

Lab Coats/Sweaters

1. The school lab jacket (hip length) is required, and must be neat and clean.
2. Any color sweater can be worn during class only.
3. The ID badge must be visible at all times.

Jewelry

1. Pierced earrings: No more than one pair is allowed, provided they are small stud (ball) earrings – white, gold, silver, or diamond-like only. Earrings must not be any larger than the size of a regular #2-pencil eraser and must not extend beyond the earlobe. No clip-on, dangle, or hoop earrings, ear gauging, or tunneling is permitted.
2. Watches, class rings, engagement, or wedding sets may be worn as long as they are not hazardous to the patient. Only one ring or ring set may be worn. It is recommended rings with stones not be worn.
3. Necklaces and/or religious medals may be worn but must not be visible. They must be kept under the uniform and/or t-shirt.
4. Visible body piercing (tongue, nose, eyebrow, etc.) other than one pair in ears will not be permitted.

Street Clothes

In order to maintain a professional image, the following standards will apply:

1. Low-heeled shoes.
2. Skirts must not be shorter than 2 inches above the knee.
3. Jeans or other denim clothing are not permitted other than special occasions and will be announced to the class by school administration only. When worn, they must be solid blue, not tie dyed, and must not contain any tears, holes, or patches.
4. Revealing attire will not be permitted (no revealing sleeveless, low cut, or midriff tops) at any time.
5. Caps or hats of any kind will not be worn inside the building.
6. Any student who is in violation of the Dress Code policy is subject to verbal warning/written counseling.

Grooming

Guidelines apply when in uniform for class and/or clinical:

1. Makeup must be conservative.
2. Body cleanliness is required, including oral hygiene, and daily bathing with the use of deodorant.
3. Hair must be clean and away from the face. Long hair must be restrained in a braid/ponytail, in a bun, and above the collar/neckline. Loose hair and/or loose ponytails are unacceptable. Hair may not be dyed unnatural colors. Bangs must be kept out of the eyes.
4. Clips, bobby pins, scrunchies, and elastic headbands are acceptable if they are simple and brown, tan, or comparable with hair color.
5. Men must be clean-shaven. If a mustache or beard is worn, it must be kept well groomed and sufficiently trimmed to be able to pass a N-95 fit test.
6. Perfumes and colognes are unacceptable.
7. Fingernails must be clean and trimmed short for aseptic and safety reasons. Only clear polish may be worn while in uniform/scrubs. Artificial nails are not permitted.
8. No gum is allowed in the clinical setting.

Valley Baptist Medical Center Appearance, Hygiene & Dress Code

Appearance and Hygiene

You are required to present a clean and neat appearance and dress according to the requirements of your position. When you are in the workplace, or representing the facility or company outside of the workplace, please remember the following:

- You are requested to be aware of and conscientious about your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfumes

or cologne is inappropriate. Your good judgment, with periodic assistance from peers and supervisors should, in most instances, be sufficient to define appropriate dress and hygiene.

- If you fail to follow personal appearance and hygiene guidelines, you will be sent home and directed to return to work in proper form. Under such circumstances, non-exempt employees will not be compensated for the time away from work. Students will receive absent time for time away from school or clinical.

- The facility reserves the right to determine the appropriateness of your attire and appearance and implement policies that are more specific. Continued failure to comply with this policy or your facility's policy may result in corrective action, up to and including termination.

Dress Code Policy

The personal appearance of employees and/or students contributes significantly toward the public impression of Valley Baptist Medical Center (VBMC) and its employees. All employees are expected to dress in a manner appropriate to their position and type of work always keeping in mind to dress in a safe, functional, and professional manner. Employees are at all times expected to practice acceptable standards of personal hygiene.

Although trends in fashion may change from season to season, acceptable dress is described in the guidelines below.

In certain classifications, employees, while on duty, shall wear uniform of a color, type, and design specified and/or approved by their manager or VBMC.

Guidelines

1. It will be the responsibility of the employee and/or student to purchase, wear and maintain in an acceptable manner, uniforms and work attire as prescribed by VBMC. While on duty, the employee and/or student is expected to wear clean, neat uniforms or work attire.

2. It is the responsibility of the department manager/director or their designee to ensure that employees/students are attired in a manner that will bring credit upon the employee/student, the department, and the Health System.

3. Footwear should be safe and comfortable and be:
    a. Clean, polished and in good condition.
    b. Appropriate to the work duties of the day.
    c. Professional looking tennis shoes are acceptable in certain areas.

   Footwear should <u>not</u> be…
    a. Extreme in heel height.
    b. Slippers.
    c. Sandals, open-toes, or open back when they create an unsafe condition.

4. Hosiery and/or socks and other undergarments should be worn as appropriate. Undergarments should not show through clothing.

5. Clothing should be the appropriate size, clean and in good condition. It should not be revealing in any way. Acceptable clothing includes:

    a. Business suits.
    b. Sports jackets.
    c. Blazers with coordinating slacks.
    d. Collared shirts.
    e. Pantsuits.
    f. Business dresses.
    g. Coordinated blouses and skirts.
    h. Blazers.
    i. Casual khakis or pants.
    j. Skirts no shorter than 2" above knee.

    Unacceptable clothing includes:

    a. Jeans and denim pants, skirts, or dresses.
    b. Tank tops.
    c. Jogging suits, sweatshirts, or sweatpants.
    d. Motorcycle leathers.
    e. Unusually baggy pants.
    f. Jumpsuits.
    g. Military-style fatigues.
    h. Spandex or Lycra exercise wear.
    i. Leggings or stirrup pants.
    j. Sundresses or "spaghetti strap" tops or dresses.
    k. Halter, tube, or midriff tops (unless worn with a jacket).
    l. Inappropriate headwear. Example: bandannas, baseball caps worn backwards or to the side.

Shorts of an appropriate length and style may be worn if they are part of a uniform approved by the department manager.

Employees/students are expected to arrive at the medical center dressed in an appropriate manner as defined in this policy. Employees on call may occasionally rush to the medical center and in their haste, fail to comply with this policy. This should happen rarely. On these occasions, the safety and well-being of our staff and our patients is the priority.

Employees/students are expected to comply with a request from Health Management, Infection Control or their manager to revise their dress or personal appearance for safety and infection control purposes.

Grievance Policy

1. The VBMC Vocational Nursing Program has established a process regarding issues involving interpretation or application of any school regulation/policy other than rules mandated by TWC &/or Texas Administrative Code and enforced by Texas BON &/or TWC.
2. Earned grades are final and may not be appealed.
3. The Grievance Process will be as follows:
    a. The student will first request a conference with the faculty.
    b. If the situation cannot be resolved with the faculty conference, the student will submit, within 3 days, a written description of the circumstances to the Program Director, or designee.
    c. The Program Director, or designee, will review the grievance and any relevant issues related to the student's status in the program. If the Program Director, or designee, deems necessary, the grievance will be referred to the Advisory Committee, or appropriate Administrative division for advisement and recommendations (e.g. Human Resources).
    d. The Advisory Committee may request a meeting with the student.
    e. The Program Director, or designee, will respond to the student in writing.
4. The Grievance Process does not apply to:
    a. Failure to meet academic requirements.
    b. Failure to obtain a 77 average and/or meet clinical objectives for each level.
    c. Any situation previously referred to the Advisory Committee.
    d. Grades are not negotiable.
5. If the grievance cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint.

    a. Unresolved complaints/grievances must be referred to:
    Assigned School Number is S4099
    Texas Workforce Commission
    Career Schools and Colleges, Room 226T
    101 East 15th Street
    Austin, Texas 78778-0001
    Phone: 512-936-3100
    http://www.texasworkforce.org/careerschoolstudents

Attendance Policy

General

1. Attendance must be adequate for the student to satisfy classroom and clinical learning objectives (required by Texas Board of Nursing) and to maximize learning.
2. Students are provided schedules. It is the student's responsibility to attend all classes and clinical rotations as assigned.
3. Any visit to the doctor's office should be made after school.
4. The VBMC Vocational Nursing Program will follow guidelines and recommendations from the Center for Disease Control (CDC) and VBMC regarding work restrictions for personnel/students with infectious diseases up to and including temporary online education.
5. Student requirements for missing school/clinical due to illness include:
    a. A doctor's verification of such a diagnosis and amount of time recommended away from patient and/or person contact will be required.
    b. The student should consult with the school office about attending classes if only patient contact is restricted.
    c. Based on duration and nature of any illness resulting in absenteeism, the school may require the student to bring a doctor's statement giving the diagnosis, any limitations, and permission for the student's return to school.
    d. Statement must be presented to the school office or faculty member **BEFORE** resuming school responsibilities on the day of return.
    e. A doctor's statement does not automatically excuse any absent time.
6. If the student is going to be absent or tardy, they must notify the school unless circumstances are extreme (e.g., involved in an accident; hospitalized and unable to call for self).
7. Voicemails and/or text messages should include student's name (first and last) and reason for the absence.
8. The student is responsible to complete all missed class and clinical work. Contact the school staff the first day back from any absence, regarding missed assignments and exams.
9. If the student reports to class and then leaves because of illness or another reason, the student must contact a faculty member and the school office before leaving campus.
10. A student whose enrollment is terminated for violation of the attendance policy may not re-enter the program before the start of the next grading period. (Next school year)

Reasons for termination: The lesser of any of the following will apply.

1. A student will be terminated if they exceed the allowable clinical absent time in any level.
    OR
2. Courses: A student will be terminated if absent for more than 25% of any course. (E.g. NSG 101: Foundations of Nursing Course is 65.5 hours. 25% = 16.4 hours
    OR
3. A student will be terminated if absent, without notice, for three (3) consecutive business

days.

OR

4. A student may be terminated for failure to pay tuition on time.

Classroom

1. Roll call will be conducted at:
    a. Beginning of each class hour in the am & pm.
    b. Student must be in their seat by the designated time to be counted present.
    c. Any student not in their seat by the designated time will be counted absent for that hour.
2. Tardiness is considered unprofessional conduct.
3. Scheduled versus Unscheduled absence(s):
    a. Scheduled absence(s): Absences that occur due to extraordinary circumstances (bereavement, family crisis, LOA, or other significant occurrence, outside the control of the student), that are known in advance and reported to the school office in advance of the absence. Does not include scheduled appointments.
    b. Unscheduled absence(s): Any absence not previously scheduled. (Student illness, etc.)
4. In anticipation of a Scheduled absence due to extraordinary circumstances, the student will schedule a meeting with a faculty member to determine methods for the student to meet the course objectives.
5. Missing any combination of two (2) class or lab activities in a course (which need not be consecutive) requires a meeting with a faculty member to determine methods for the student to meet the course objectives.
6. Absences totaling more than 25% of the total clock hours in a course, or 3 consecutive no-call- no-show absences, will result in termination from the course/program.
7. Missed examination(s):
    a. It is the student's responsibility to notify the instructor/school on the day of a missed scheduled examination(s) if going to be missed.
    b. If the student fails to take the responsibility to contact the instructor/school regarding the absence on the day of scheduled examination(s), in addition to the 10 point deduction for not taking an exam at the scheduled time, an additional 10 points will be deducted from the achieved grade,." (see c. below)
    c. Any exam not taken at the scheduled time will result in a 10-point deduction from the grade achieved. (Possible exceptions, a Scheduled absence(s), see #3 above.)
    d. The student MUST make arrangements with the School Staff to take any missed exam(s).
    e. The student MUST take missed exam(s) on the first day of return to class/clinical.
    f. If the student fails to take a make-up examination(s) on the day of return, ten (10) points will be deducted for each additional day the exam is not taken, up to a maximum of nine (9) business days (90 points), or before the end of the course, whichever comes first.
8. If behavior becomes disruptive to the learning environment, faculty reserves the right to ask a student(s) to leave the classroom or to remain outside the classroom. Student will be counted absent for the time not in the classroom.

Clinical

1. A maximum of three (3) absences is allowed in each level.
    a. Absence:
        i. Not attending clinical
        ii. Arrival on unit after 30 minutes of the designated time
            1) Student will be sent home
2. Three (3) tardies = one (1) absent day.
    a. Tardy:
        i. Arrival / clocked-in within 30 minutes of designated time
    b. Tardies are cumulative but tardies are not carried over to the next Level.
    c. When tardies result in an absent day, it will be applied to the Level in which it occurs.
3. When absent from clinical:
    a. The student must notify the school and instructor by phone or text message before 6:00 am.
    b. For Level II & Level III Special Rotation Clinical, students must also notify, by telephone, the Special Rotation Clinical unit.
4. If the student reports to a clinical area and then leaves because of illness or another reason, the student must contact a faculty member before leaving campus.
    a. Failure to do so will be considered abandonment of clinical duties and will result in a Disciplinary Counseling and possible termination.
    b. Student will be given an absent day.

Leave of Absence

A leave of absence (LOA) is defined as exceeding the allowable absent time in any given Level. Students in good standing may request a leave of absence for circumstances for serious health conditions, family crisis, or other significant occurrence outside the control of the student. See "Reasons A Leave of Absence (LOA) May Be Requested" below. The circumstances must be documented and show they have had or potentially may have an adverse impact on the student's satisfactory progress in the program. The letter requesting a Leave of Absence must include supporting documentation. The request must be submitted in writing in a timely manner to the Program Director. The Valley Baptist Medical Center Vocational Nursing Program reserves the right to refuse a leave of absence request. A leave of absence, if granted, is for a period not to exceed five (5) business days during level one and ten (10) days in either level two or three. Any student failing to return to school on the previously specified day set for the end of the leave of absence will be withdrawn from the program. Granting a leave of absence is at the discretion of the Director. No more than two (2) LOAs totaling a maximum of 5 days in level 1 or 10 days in level 2 or 3 may be granted in any school year. An LOA may only be used once in a school year. LOA days must be consecutive. A LOA ends on the student's day of return to the school.

Reasons A Leave of Absence (LOA) May Be Requested

1. The birth of a child or placement of a child with student for adoption or foster care.

2. A serious health condition that makes the student unable to perform the essential functions of their job (student role). **Certification will be required.**
3. A serious health condition affecting the students (Spouse, Child, or Parent) for which the student is needed to provide care. **Certification will be required.**
4. A serious illness or injury affecting the student's (Spouse, Child, or Parent, Next of kin), who is a covered service member of the Armed Forces, for which they are needed to provide care. **Certification will be required.**
5. A qualifying necessity because of the fact that the student's (Spouse, Child, Parent) is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. **Documentation will be required**.

A serious health condition is an illness, injury, impairment or physical or mental condition which involves in-patient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider and which does (or could if untreated) result in a period of incapacity.

Conditions for which cosmetic treatments are administered, routine dental, orthodontia or periodontal problems and illnesses such as colds, the flu, upset stomach, headaches, etc. are not ordinarily considered serious health conditions.

Students whose health status necessitates a leave of absence from the program are required to provide evidence of good health status and the ability to perform all expected duties in patient care settings when they return to their studies at the VBMC Vocational Nursing Program.

Students on reserve military duty or active military duty, or immediate family members of an individual on reserve or active duty status will not be counted absent or need to file an LOA for their time on active duty or returning from active duty, including transportation time. However, official documentation will be required to exempt the student from receiving absent time. The student must meet all academic and clinical requirements upon return.

The school is required to inform the U.S. Department of Veterans Affairs (VA) of any leave of absence by a student who is receiving VA benefits. The student status will be terminated at that time, but the student may be re-enrolled for VA benefits, effective the first day of class, upon return from a leave of absence.

If a student is not able to complete the clinical portion of the program by the date of graduation, due to a granted leave of absence in Level III, the student will be issued an "incomplete." The student will be allowed to return and complete clinical requirements provided:

1. All academic requirements have been met.
2. NCLEX-PN review course requirement is met.

All clinical requirements must be met by the end of Level I, the next school year. For exceptions to this policy, refer to Attendance Policy, total absent time allowed.

Satisfactory Academic/Clinical Progress

Grading System

General

1. Progress is evaluated at the end of each course. A grade of 77 or above is considered passing. Grades will not be rounded. E.g. 76.9 is failing.
2. The student is responsible to verify accurate calculations of all grades, to report any deviations, and keep track of all grades.
3. Grades will not be given verbally over the telephone, or through email or text messaging.

A = 90.00 to 100
B = 80.00 to 89.99
C = 77.00 to 79.99
F = 0 to 76.99

I = Incomplete
W = Withdrawn

Academic Courses

1. A final average in any course of less than 77 will result in the student's termination unless an individual qualifies for scholastic probation in Level I.
2. A course Exam Grade Report will be posted, in a designated area, by the end of the scheduled exam day (provided all unit/exam requirements have been met). The report lists all exam grades and cumulative average. A report is displayed for each course in progress. Each student is assigned a confidential ID number.
3. All examinations and/or quizzes are the property of the school.
    a. Students are not allowed to remove a test paper and/or answer sheet from the school office.
    b. Removal of a test paper, Scantron answer sheet, and/or grade report with answer key from the premises will result in a Disciplinary Counseling.
4. A student may choose to be exempt from the final exam in some courses. This is indicated on the specific course syllabus. The following stipulations apply:
    a. The student must have taken all unit exams at the scheduled exam time.
    b. The student must have an average of 90 or greater.
    c. The student must submit an exemption request, in writing, to the school office within 48 hours prior to the scheduled final exam date.
    d. The student's unit exam average will be substituted for the final exam grade.
5. Students are allowed approximately one (1) minute per question for completion of an exam.
6. Once an exam begins, students may not leave the classroom.
    a. If unable to comply, prior arrangements must be made with staff administrating the exam.
    b. If a student leaves during an exam and prior arrangements have not been made, the exam will be considered complete and will be submitted for grading.
7. **For courses utilizing PrepU**: All PrepU assignments will be considered a quiz grade. A mastery level will be assigned. If the student meets the assigned mastery level by the assigned date and time, the student will receive a quiz grade of one-hundred (100) for the assigned unit. If not, the student will receive a quiz grade of zero (0) for the assigned

unit. At the end of the course, all quiz grades will be averaged and will count as 10% of the final grade for the course.

Clinical

1. Clinical Evaluation
    a. Students receive a weekly evaluation grade, a mid-term evaluation average, and a final average for medical-surgical units Levels I, II, & III.
        i. A Disciplinary Counseling (Progress Report) will be issued for a weekly failing grade.
    b. Students receive a weekly evaluation grade and a final average for special rotations Levels II & III.
        i. A Disciplinary Counseling (Progress Report) will be issued for a weekly failing grade.
    c. The clinical evaluation identifies strengths, abilities, areas for improvement, and gives a measurement of student progress.
    d. A student must earn a minimum average of 77 and meet the clinical objectives for each level.
        i. Failure to do so will result in termination from the program.

Academic Probation: Level I Only

If a student fails a Level I course, the student will be placed on academic probation provided the following criteria is met:

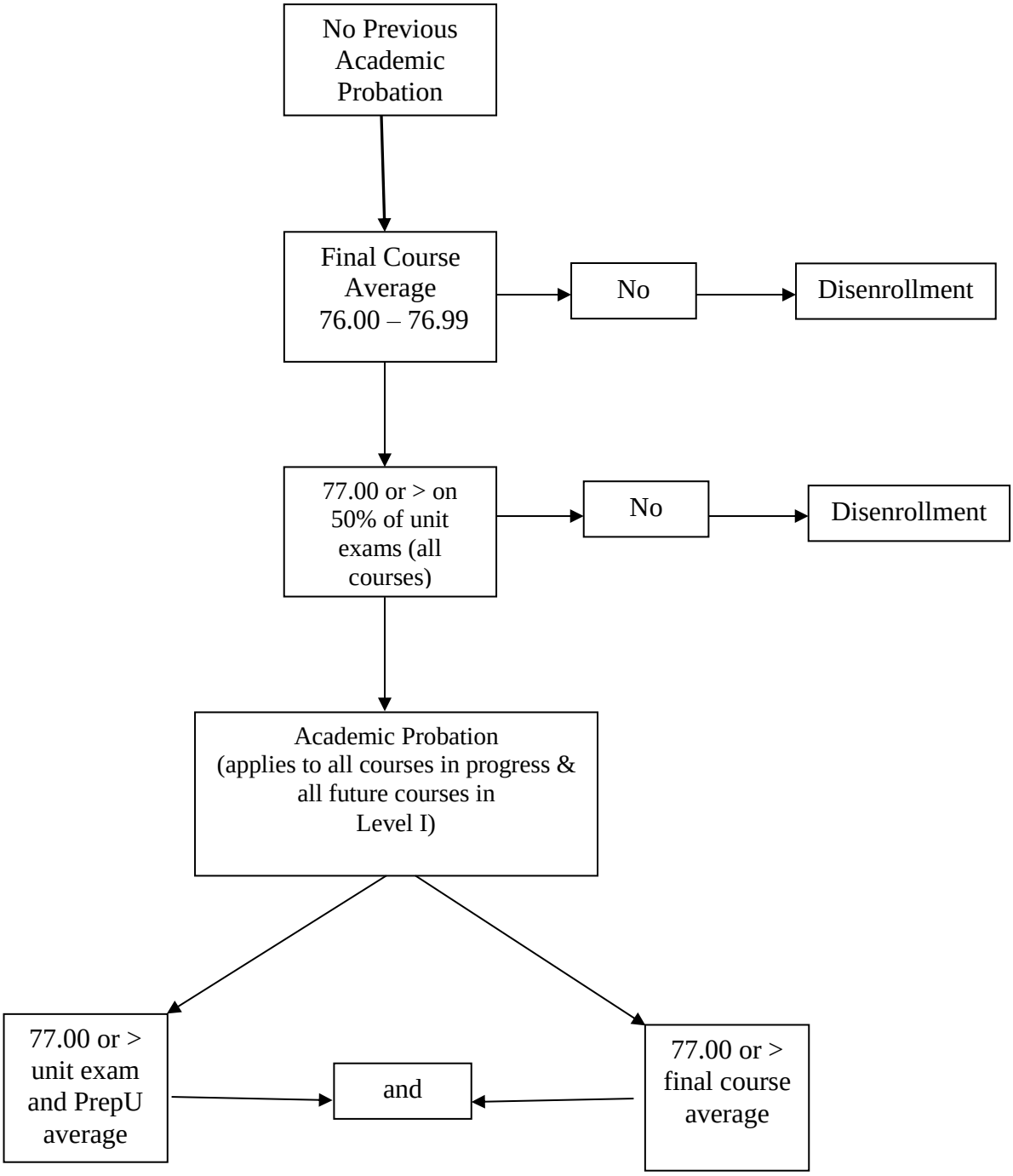
1. The student was not previously on probation. (Only once)
2. The students final average is 76.00 – 76.99. E.g. 75.9 DOES NOT qualify.
3. The student passed at least 50% of unit exams in all previous courses and all courses in progress.

Note: Scholastic Probation affects ALL courses in progress and ALL future courses in Level I.

Criteria (May be on probation only once)

1. Must have 77.00 or greater average on unit exams, including PrepU average if applicable, when going into Final Exam.
   AND
2. Must pass with at least a final course average of 77.00
    a. If the student does not meet the above criteria, automatic termination will be enforced.

ACADEMIC PROBATION
LEVEL I



Counseling / Remediation

1. Faculty members are available to assist in developing strategies to maximize opportunities for success in the program. Issues that may be addressed include but are not limited to:
    a. Time management, stress management, personal problems, management of home and school responsibilities, improvement in classroom, and clinical performance.
2. All students earning a failing grade (below 77.00) on an exam are encouraged to make an appointment with the faculty member in charge of student development or an instructor for an individual review of the exam.
    a. Students should schedule an appointment within one (1) day after exam is taken.
    b. Instructors are available by appointment. An appointment request must be submitted with appropriate time and date.

Clinical Probation

1. When a student's clinical performance does not satisfactorily meet the objectives/requirements of clinical assignments, the faculty will institute measures to assist the student to improve, which may include:
    a. Placing the student on clinical probation with an action plan.
        i. Clinical probation will be lifted if at the next clinical evaluation the student satisfies the objectives/requirements of the clinical assignment.
2. Student will receive a Disciplinary Counseling for a failing weekly clinical/special rotation grade.
3. The student who receives two (2) disciplinary counseling's related to clinical performance may be referred to the Program Director for review and recommendations that can include termination.
4. A student who does not satisfactorily meet the objectives/requirements of clinical assignments may be terminated from the program.

Dismissal

1. If a student on clinical probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student may be terminated from the program.
2. Any student who demonstrates unsafe practice may be terminated from the program. (See Disciplinary Counseling's)

Withdrawal/Termination and Clearance Process

Students may exit the school by withdrawal, dismissal, or graduation.

Student Official and Unofficial Withdrawal

1. A student is withdrawn from school if the student submits an official notification of intent to withdraw to the Program Director, Lead Instructor, or Office Coordinator, and completes the student clearance procedure.
2. Official notification must be in writing, and the student's last date of attendance is the official date of withdrawal.
3. The date of determination is the date the Program Director, Lead Instructor, or Office Coordinator is officially informed by the student that he/she is withdrawing.
4. A student who leaves school without providing notification to the Program Director, Lead Instructor, or Office Coordinator and without completing the clearance procedure is an unofficial withdrawal.
5. Under *Texas Education Code, Section 132.061(f),* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status.
    a. The student may attempt to reenroll the next school year provided:
        i. All admission requirements are satisfied including pre-entrance exam if a new version is being used.
        ii. The student withdrew in good standing.

Note: See Readmission Policy for additional criteria.

Reasons for Withdrawal/Termination

1. Any student absent for three (3) consecutive scheduled calendar days without notification is considered withdrawn. (School scheduled breaks of five (5) or more consecutive days are excluded from the return calculation as periods of nonattendance.)
2. A student is considered withdrawn and terminated from the program for not complying with the school's Attendance Policy.
3. A student is considered withdrawn and terminated from the program if absent for more than 25% of any course.
4. A student is considered withdrawn and terminated from the program if absent for more than three (3) clinical days in any Level.
5. A student is considered withdrawn and terminated from the program for failure to achieve an average of 77 or greater in any academic course or any clinical level, or for failure to meet clinical objectives in any level.
6. A student is considered withdrawn and terminated from the program for failure to make tuition payments by required date(s), unless prior arrangements have been made.

Mitigating Circumstances

1. The Program Director may waive probationary progress standards and/or excess absences for circumstances for serious health conditions, family crisis, or other significant occurrence outside the control of the student.

2. The circumstances must be documented and show they have had an adverse impact on the student's satisfactory progress in the program.
3. For a student to be considered for Mitigating Circumstances, a letter of appeal must be submitted to the Program Director within one (1) business day of the termination.
4. The letter of appeal must include supporting documentation as noted above.
5. The Program Director may submit the appeal to a committee consisting of the Program Director, Lead Instructor, and Faculty members. The Advisory Committee may also be consulted regarding the appeal.

Satisfactory Progress/Absence Determination Appeal

1. A student, who wishes to appeal a determination of unsatisfactory progress standards, or termination for absences, must submit a letter to the director within one (1) school day of notification of the determination.
2. The letter must describe the circumstances the student feels deserve consideration.
3. A committee consisting of the Program Director, Lead Instructor, and Faculty members will make an appeal decision. The Advisory Committee may be consulted regarding the appeal.
4. The committee will provide a written decision within five (5) school days.

Clearance Procedure

1. A clearance form is initiated by the Office Coordinator as soon as it is determined that a student is withdrawing or has withdrawn for reasons other than graduation.
2. When possible, a student should contact the Office Coordinator to schedule an appointment for an exit interview with the Program Director or a faculty member, and initiate the clearance process.
3. The clearance form and student ID badge are submitted to the Office Coordinator.
4. A refund calculation will be performed within forty-five (45) business days of determining the student's last day of attendance.
5. The withdrawn student will be contacted if either a credit balance exists on his/her account or a balance is due to the school.
6. Clearance for graduation requires settlement of all financial obligations.
7. The school will not release transcripts until the clearance process is completed and satisfactory settlement has been made for all obligations.

CANCELLATION AND REFUND POLICY

Enrollment in the VBMC Vocational Nursing Program is a contract binding the student for all charges for the entire academic period.

Upon acceptance into the program, the student accepts responsibility for payment of tuition according to the fee schedule.

If a student finds it necessary to withdraw from the program, a written statement of withdrawal must be submitted to the Program Director, Lead Instructor, or Office Coordinator to remain in good standing. This official withdrawal must be completed before any refund may be issued. Only tuition is refundable.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

    (a) The last day of attendance, if the student is terminated by the school;
    (b) The date of receipt of written notice from the student; or
    (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has

completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

7. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy For Students Called To Active Military Service.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
   (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Termination due to discontinuation of the program shall not relieve the VBMC Vocational Nursing Program of any obligation it may have to students under state and federal laws and/or the refund policy of the school. Students are entitled to a full refund for those classes taught by an instructor who was not an approved instructor. The exception would be an approved guest speaker invited by a course instructor.

The amount of tuition refunded will be calculated using guidelines and clock hours per level. The refund policy is based on the percentage of scheduled clock hours, through the last day of attendance bear to the total number of clock hours in the approved course of instruction. The school may retain $100 of tuition, and the minimum refund of the remaining tuition will be:

1. During the first week or one-tenth (1/10) of the course, whichever is less: 90% of the remaining tuition.
2. After the first week or one-tenth (1/10) of the course, whichever is less, but within the first three (3) weeks or one-fifth (1/5) of the course, whichever is less: 80% of the remaining tuition.
3. After the first three (3) weeks or one-fifth (1/5) of the course, whichever is less, but within the first quarter of the course: 75% of the remaining tuition.
4. During the second quarter of the course: 50% of the remaining tuition.
5. During the third quarter of the course: 10% of the remaining tuition.
6. During the last quarter of the course, the student is considered obligated for the full tuition.

If an additional refund is not due, the student is responsible for any remaining balance owed to the school. The effective date of termination will be the earliest of the following:

1. The last date of actual attendance if the student's enrollment is terminated by the school; OR
2. The date of receipt of written note from the student requesting to withdraw or when the student stops coming to school without benefit of formal withdrawal procedures; OR
3. Three (3) school days following the last date of attendance (no call, no show); OR
4. The date the student agreed to return to school from a leave of absence but failed to do so.

Refunds will be made within sixty (60) days after the effective date of termination.

The student is responsible to pay all fees including but not limited to: student uniforms, Texas Board of Nursing licensure application fees, and NCLEX-PN exam fees. Transcripts shall be available to prospective employers and to students upon request and without charge for the first copy. These amounts are not included in tuition and supply fees. The student will receive information regarding these items at the appropriate time during the program.

Failure to pay the school tuition and/or fees at the designated time may result in the student being terminated from the program.

Readmission (Based on space availability)

1. A student who withdraws in good standing is eligible for readmission the next school year, provided all admission requirements are met. (See #5, this section)
2. The student who leaves the Program before the completion of Level I must start at the beginning of the Program.
3. Students seeking readmission must take the required, current pre-entrance exam, be among the top scoring candidates, and meet all admission requirements for the current year, the school year the student is attempting to enter. (See admission section)
4. The individual may be eligible for readmission without repeating the pre-entrance exam if:
    a. The exam for the current year is the same as the one previously taken. (Current TEAS edition)
    b. TEAS test scores are within admission standards for the school year the student is attempting to enter.
    c. A new application is submitted with all required documents by a designated deadline.
    d. The total student admission cut score (TEAS, application, letters of recommendation, essay, interview) is within admission standards for the year the student is attempting to enter.
    e. All other requirements and/or instructions are satisfied.
5. A previous student may be considered for reenrollment into Level II or III providing they:
    a. Have successfully completed Level I and/or Level II – (the Level completed prior to withdrawal/termination).
    b. Contact the school office four (4) months prior to re-enrollment, unless terminated at the end of Level III, in which case a deadline for submission will be assigned.
    c. Take and pass all final exams for previously completed courses, with a grade of 77 or better. The final exam, for each course, must be scheduled, taken, and completed before the beginning of each course.
        i. If at any time, a student fails a final exam and wishes to continue in the program, the student must re-enter the program in its entirety, take, and successfully complete all current and future academic and clinical courses.
    d. Satisfactorily perform assigned skills.
    e. Request study material to aid in preparing for exams and skill performance.
    f. Satisfy all conditions of re-enrollment in a timely manner. (See #4 above).
    g. Attempt re-enrollment within one year of separation from the program.

6. Complete all admission criteria and enrollment forms (See pages 41 – 51). A previous student may attempt to reenter the program in to the level in which they exited one (1) time only. If they are unsuccessful, they must retake the pre-entrance exam, satisfy all admission requirements, and enter the program from the beginning.
7. Testing and enrollment fees will be charged. An updated health assessment and criminal history background check are required.
8. The school reserves the right to require the prospective student to repeat previously completed clinical rotations.
9. If a previous student withdrew because of medical reasons, a statement from the applicants attending physician indicating they are medically/emotionally capable of assuming the responsibilities and/or requirements of the program will be required.
10. Under *Title 40, Texas Administrative Code, Section 807.221-224*, a student terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed (may reenter next school year).
11. A student whose enrollment is terminated for violation of the attendance policy may not re-enter the program before the start of the next grading period. (Next school year).
12. A student who is terminated for violations of the Code of Conduct will be considered for readmission, pending review and determination of eligibility by Director and Faculty.
13. A student may enroll in VBMC Vocational Nursing Program a maximum of three (3) times, including attempted re-enrollment.

Progression and Graduation

Graduation and successful completion of program requirements is not a guarantee of passing the National Counsel Licensure Examinations for Practical Nursing (NCLEX-PN) or the Texas Board of Nursing Jurisprudence Exam.

Participation in ceremonies is contingent upon the student's successful completion of all classroom and clinical requirements, payment of any outstanding financial obligations, and submission of all required documents/assignments. Each event will be set and announced at the appropriate time. The student is expected to attend ceremonies unless there are extenuating circumstances.

The Progression ceremony recognizes the achievement of the student in satisfactorily completing Level I and is held once a year. The student is required to wear full student uniform. Date, time, and venue are dependent upon the number of students progressing to Level II and will be announced during Level I.

The Graduation ceremony recognizes the achievements of school graduates and requires a full white nursing uniform. The Graduation ceremony is held once per year. Date, time, and venue are dependent upon the number of graduates and will be announced during the school year. If a student is unable to complete the Program by designated time, or is unable to attend the graduation ceremony due to unforeseen circumstances, he/she may request to participate in the next year's graduation ceremonies. Certificates of Completion are presented when all graduation requirements are met.

Placement Assistance Policy

Valley Baptist Vocational Nursing Program does not offer job placement assistance.

Academic Transcripts

Transcripts are issued only at the written request of the student. Although faxed requests with the student's signature are accepted, telephone requests cannot be accepted. A minimum of 24 hours advance request time is required. Students should request transcripts well in advance of their need to allow time for mailed transcripts to reach their destinations. Official transcripts are issued in sealed envelopes. Transcripts will not be issued for anyone who is delinquent in financial obligations to the VBMC Vocational Nursing Program.

Transcripts will be available to prospective employers and to students upon written request and without charge for the first copy.

Cellular or Wireless Communication Devices

When used responsibly, technology is an essential part of todays' learning environment. When used inappropriately, technology may degrade the learning environment. This policy covers the use of when and how wireless communication devices and/or electronic devices may be used by students when on the school's campus or in any clinical setting.

Communication devices include, but are not limited to: cell phones, tablets, laptop computers, etc.

Use of Wireless Communication Devices in Classroom and Clinical Settings

1. Class lecture/presentation
    a. Communication devices or any electronic device must be turned off during class time.
        i. If heard or seen during class, this will be noted as unprofessional behavior.
        ii. If any electronic device is used during class, permission from instructor must be obtained prior to use. (Laptop, recorder, etc.)
    b. Texting during class is strictly prohibited and will be noted as unprofessional behavior. (See Code of Conduct)
    c. If a phone call must be taken during a class period due to family crisis/illness, the student is expected to notify the instructor before the beginning of lecture. The student is expected to place the phone on vibrate and quietly leave the classroom when taking the call.
2. Examination/quiz periods
    a. To maintain academic integrity during testing periods, use of these devices will be prohibited.
    b. All cell phones or other wireless devices must be turned off during the entire testing period, no exceptions.
    c. Students in violation of this policy will receive a minus five (-5) for the examination/quiz (first occurrence), & a minus ten (-10) for the examination/quiz (for subsequent occurrences) and issuance of a counseling.
3. Clinical settings
    a. Cell phones and other electronic devices **are not permitted** to be turned on during clinical.
        i. If heard or seen, this will be noted as unprofessional behavior.
        ii. If a phone call must be taken during clinical due to family crisis/illness, the student must notify the instructor before the beginning of clinical. The student is expected to place the phone on vibrate and quietly leave the clinical area when taking the call. (Make sure your patient is covered)
        iii. The student may communicate with the clinical instructor on their personal cell phone for specific clinical externships only.
        iv. Students may text faculty only if requested by the faculty member.
            1. All other texting is prohibited.

4. Camera features
    a. To maintain academic integrity and privacy of patients, camera features **may not** be used in the classroom or in any clinical setting.
5. Bluetooth devices must be removed before entering all classroom and clinical settings.

Note: Violations are considered unprofessional behavior/conduct and will result in issuance of a counseling. Repeated violations of this policy may result in termination from the program.

Laptop Computers/Tablets

It is recognized that use of laptop computers/tablets assist and support student learning. Laptop computers may be used in the classroom setting within the following guidelines:

1. Class lecture/presentation
    a. If any electronic device is used during class, permission from instructor must be obtained prior to use. (Laptop, recorder, etc.)
    b. Use of the laptop to legitimately take notes or access faculty notes or handouts is permitted.
        i. Any other use including, but not limited to, accessing personal email, messaging, playing games, and accessing non-course related websites is strictly prohibited.
        ii. Students observed to be accessing unauthorized websites will be asked to turn their computers off and place them beneath the desk or turn them in to the school office.
            1. This will be noted as unprofessional behavior.
2. Examination/quiz periods
    a. Laptop computers will be turned off and placed beneath the desk.
        i. Students in violation of this policy will receive a minus ten (-10) for the examination/quiz (first occurrence), & a minus twenty (-20) for the examination/quiz (for subsequent occurrences) and issuance of a counseling.
3. Clinical settings
    a. Laptop computers/tablets are not permitted in the clinical setting.

Note: Violation of the above policy may result in issuance of a counseling and/or termination from the program.

Personal Contact Information

Emergency Situations during School Hours

If a student needs to be contacted during class or clinical hours for a family emergency, the student should inform others to contact the school office. (956) 389-1721. For exceptions, please refer to Cellular or Wireless Communication Devices section.

Home Address, Telephone Number, and Email Address

Students must keep their address, telephone numbers, and email address up to date by notifying the Office Coordinator. The school must know at all times the students' emergency contact information. Students must be able to receive and retrieve telephone messages. Students' must have a valid email address on file with the school.

Change of Name

Students must notify the Office Coordinator in writing immediately of any name change.

Other Important Items

Jury Duty

Students receiving a summons for jury duty should request statutory exemption from serving, as jury duty may inhibit the student's ability to complete the program as planned. A letter of full-time status will be furnished to the student upon request. Students not receiving an exempt status will have their situation considered individually.

Pregnancy

Valley Baptist Medical Center and Valley Baptist Medical Center Vocational Nursing Program are committed to providing the safest and healthiest environment possible for all students, patients, visitors, and health care workers. Pregnant health care workers are at no greater risk of acquiring infectious diseases than are their co-workers.

Exposure to certain diseases, however, can result in serious harm to the fetus. Valley Baptist Medical Center has enacted guidelines for all health care workers, including students. Students who become pregnant should notify the school as soon as possible. The school assumes no responsibility for any fetal damage that may occur during a pregnancy. Department-specific precautions related to pregnancy will be discussed prior to clinical experiences.

Note: The student **will be required to obtain** a statement from the primary health care provider, within five (5) business days of notification, stating limitations, if applicable, and clearance to perform clinical duties without restriction.

SAFETY

SAFETY

Campus Safety

Safety regulations apply to the campus of the Valley Baptist Medical Center Vocational Nursing Program and other Valley Baptist sites and properties.

Safety should never be taken for granted. To ensure a safe environment, each student should be aware of the policies and procedures of the school and clinical departments. In addition, each student must be familiar with his/her personal safety responsibilities. Students must notify a faculty or staff member of any potentially hazardous or unsafe condition as soon as possible. VBMC has a security officer available around the clock. In addition, surveillance cameras are strategically located around VBMC grounds.

Any student who may be concerned about personal safety is encouraged to talk with the department manager or seek assistance from a security officer. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the security officer, school administrative staff, and/or the Harlingen Police Department in a timely manner.

Fire Plan/Safety Plan/Disaster Plan

1. The student will receive instructions on VBMC's fire, safety, and disaster plan and policies as part of the orientation to the program. Students are to follow VBMC policies for any "Code" that may occur.
2. It is the responsibility of each student to know VBMC's emergency phone extension, where the fire extinguishers and alarms are found on each nursing unit, and what their responsibility is in case of a fire or fire drill.
3. VBMC's emergency number is ext. 11200 and is reserved for TRUE EMERGENCIES ONLY such as fire, cardiac arrest, etc.
4. During an anticipated disaster, students who are on campus will be assigned to duties within their capability if they are able to stay. Students not on campus during an anticipated disaster should stay home unless contacted by a faculty member.

Parking

Students are issued a parking tag that will serve as parking permits for both the school campus and other Valley Baptist Medical Center properties. When on campus, students are required to display the tag in the front window of vehicle with parking number facing out.

At all times, students are expected to park in designated student parking and maintain up-to-date vehicle information on file. The student is expected to comply with parking rules by parking in designated areas and display the appropriate permit. Security may issue citations for violations. These will be reported to the Program Director or designee for follow up.

Gun Law

It is a violation of Valley Baptist Medical Center policy to possess any firearm or other deadly weapon on hospital or school property, even if the person holds a valid Texas concealed weapons license. Students/employees are not permitted to bring weapons onto school/hospital property, including in vehicles parked on school/hospital property.

Sexual Harassment (Adapted from VBMC/HRA Policy)

1. It shall be the policy of VBMC and VBMC Vocational Nursing Program that behavior of a sexual nature by students toward other students, patients, or hospital staff has no place and will not be tolerated. Sexual harassment is unlawful and such prohibited conduct exposes the VBMC and VBMC Vocational Nursing Program, as well as the individual involved, to significant liability. Students should treat individuals respectfully and with dignity in a manner so as not to offend.

2. Definitions:

    a. Sexual harassment, as defined by the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature where:

        i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's acceptance or rejection of such conduct.
        ii. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. Any act of sexual harassment or inappropriate behavior of a sexual nature should be reported immediately to the Program Director or a faculty member. The documented claim will be investigated, including recommended actions, and will be referred to VBMC Human Resources Administration if applicable.

4. Any claim of sexual harassment will be held in strictest confidence and will only be communicated to others on a "need to know" basis. Retaliation against the individual filing a claim is **NOT** tolerated.

5. Violations of this policy by a student will result in a written counseling, with possible probation during the Program, or immediate termination from the Program.

Smoking

1. Valley Baptist Medical Center is a smoke-free environment.
2. Smoking is not permitted on any Valley Baptist property.

Drug and Alcohol Policy

1. **Policy**

   The Valley Baptist Medical Center Vocational Nursing Program is committed to the safety of its patients, visitors, employees, students and therefore, will take appropriate precautions to prevent injury and loss of life and/or property, which may result from student use of unlawful drugs or alcohol.

2. **Communication of Policy**
   a. Applicants to the Vocational Nursing Program will be advised in writing of the policy.
   b. The student will be advised of the policy at the new student orientation and in the Student Handbook.

3. **Definitions**
   a. "Alcohol" means ethyl alcohol (ethanol) and includes all beverages, mixtures, or preparations, which contain ethyl alcohol.
   b. "Drug" means any substance that has mind or function altering effects upon the human body, or that impairs one's ability to safely perform his/her work. Specifically including, but not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal of State law, all "synthetic" or "designer" drugs, all "look-alike" drugs, and all drug paraphernalia.
   c. "Possession" means to have on one's person, in one's personal effects, in one's vehicle or under one's control.
   d. "Sale" or "Distribution" means any exchange, transfer, conveyance, or sharing of alcohol or drugs whether for money or otherwise.
   e. "Under the influence" means that condition wherein any of the bodies sensory, cognitive, or motor functions or capabilities are altered, impaired, diminished, or affected due to alcohol or drugs. "Under the influence" also means the measurable presence of alcohol or drugs within the body.
   f. "Use" means consuming, ingesting, drinking, injecting, inhaling, smoking, or otherwise using any drugs or alcohol.

4. **Prohibitions**
   a. No student shall report to school or remain on campus while under the influence as defined herein.
   b. The use, possession, distribution, or sale of any drug or alcohol by a student while on Valley Baptist property or any school clinical site is prohibited.

   However, it shall not be a violation of this Policy for a student with a current and valid prescription for a drug to use, possess, or be under the influence of such drug in the manner and for the purposes prescribed, as long as such use does not affect the student's performance or create a risk to the safety of the student or to others. A student is responsible for learning the possible effects of prescription and non-prescription drugs they use while engaged in school activities and must notify a faculty member of such use

and the possible side effects of such drugs or medications. All prescriptions must be in the student's name, be less than one year old, and must be carried in their original container. The Valley Baptist Medical Center Vocational Nursing Program may, at their discretion, require the student to refrain from clinical rotations while under the influence of any drug or medication, or require such student to obtain written authorization from a physician in order to attend/participate in clinical.

5. Drug and Alcohol Testing

The Vocational Nursing Program reserves the right to require urinalysis or other drug or alcohol screening of a student at any time and on any student under any of the following conditions:

a. In connection with the overall performance of their Drug and Alcohol Abuse policy;
   OR
b. On a periodic basis;
   OR
c. Where reasonable suspicion exists that the student is using or is under the influence of a drug or alcohol;
   OR
d. Where in the sole opinion of VBMC Vocational Nursing Program circumstance or conditions justify such testing;
   OR
e. In connection with a physical examination;
   OR
f. After any "near-miss" incident, (any incident, which, if it had proceeded to a reasonably possible and more serious level of development, would have had the potential for personal injuries, property damage, or liability, claims).

A student is required to consent to such testing as a condition of continued enrollment and a student's refusal to consent to such testing may result in disciplinary action, including immediate termination from the program.

A student whose test results indicate a blood alcohol concentration, which equals or exceeds 0.04 % (i.e. 04 gram of alcohol in 100 milliliters of blood) shall be conclusively presumed to have been under the influence of alcohol at the time the sample was taken. The existence of this standard shall not preclude the Vocational Nursing Program that a student with a lower or undetermined blood alcohol concentration is under the influence of alcohol, nor shall it limit the Vocational Nursing Program to discipline or disenrollment a student for using or possessing alcohol regardless of the amount.

A student whose urinalysis results are positive for the presence of any drug or its metabolites shall be conclusively presumed to have been under the influence of such drug at the time the sample was taken. The term "positive" means that a measurable amount of a prohibited substance was present in the urine sample. A student may, at the time he/she is requested to furnish a urine sample, but not thereafter, offer a blood sample for testing. If VBMC agrees to permit the blood test and, if the results of the test prove to the

satisfaction of VBMC that the student was not under the influence of a drug, VBMC may, at its option, disregard the urinalysis results for disciplinary purpose. If the blood test results are consistent with the student's having been under the influence of a drug, VBMC and/or the Vocational Nursing Program may rely on either test or both the urinalysis and blood test results for disciplinary purposes.

6. Searches

The Valley Baptist Medical Center Vocational Nursing Program reserves the right to search students and may, from time to time and without prior notice, conduct searches for drugs and alcohol on their premises and property. A search can include, but not be limited to purses, briefcases, lunch boxes, personal effects, backpacks, and baggage, student vehicles located on VBMC property, packages and containers brought onto or removed from VBMC property.

All students are required to cooperate in the conduction of such searches and are required to consent to such searches as a condition of continued enrollment. Any student's refusal to consent may result in disciplinary action, including immediate disenrollment.

The Valley Baptist Medical Center Vocational Nursing Program also reserves the right to use additional measures as deemed necessary.

7. Treatment Programs

While VBMC does not sponsor or endorse any specific drug treatment programs, such programs are available in the community. Affected students are encouraged to seek assistance for themselves and their dependents.

8. Education and Training Programs

VBMC does not require participation in drug abuse education and training programs. However, such programs are available in the community.

9. Disciplinary Action

Any student violating this Drug and Alcohol Abuse Policy will be subject to disciplinary action, including immediate disenrollment, even on first offense.

STUDENT HEALTH

STUDENT HEALTH

A. If a student is injured or has an accident while on duty, the required form(s) will be completed and a faculty member or the school office notified promptly.

B. Any student injured during a clinical rotation, regardless of the nature of the injury, will be seen by a VBMC Health Management Nurse and/or Emergency Department.

C. Any student who becomes ill while on duty may be referred to VBMC Health Management for consultation or a private physician.

D. A student who is referred to VBMC Health management for consultation on **non-related circumstances,** and is encouraged to seek additional health care, will be responsible for the expenses of such care.

E. The student **will be required to obtain** a statement, including diagnosis, applicable time frame, relevant information and the approval to continue in the program, from the primary health care provider for any medical and/or surgical condition which could:

1. Affect the student's ability to complete the learning objectives for either classroom or clinical.

2. Place the student and/or patient at risk for health or safety. Examples of these situations include, but are not limited to, surgery, pregnancy, illness, or injury.

F. Absent time for students who are referred to the Health Management Nurse, for situations that occur during clinical or classroom time will be considered on an individual basis related to the circumstances and outcome.

G. The student **WILL NOT** approach a physician for a medical consultation while in a clinical area.

H. Any student who is not able to fulfill the objectives of class and/or clinical due to a condition verified by a physician's statement is subject to disenrollment from the program.

I. A record of any medications being taken by the student MUST be on file.

J. Infectious diseases requiring restrictions (as per VBMC/HRA Policy)

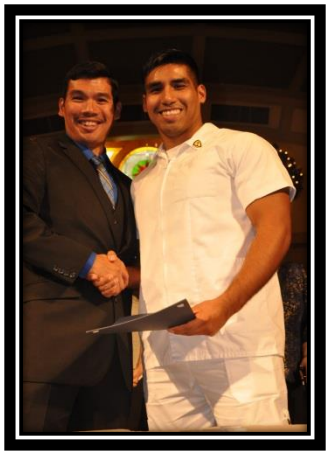
1. Policy:
   Any student with an infection known to be caused by any of the following organisms will notify the Program Director or a faculty member promptly.

2. Procedure:
   The student will be advised to consult a health care provider for care and recommendations. Direct patient contact should be avoided while in the infectious stage for any of the following, but not limited to:

a. Tuberculosis
b. Staphylococcus – skin, upper and lower respiratory tracts
c. Streptococcus – Group A and B skin and respiratory tracts
d. Hepatitis
e. Salmonella, Shigella Gastroenteritis
f. Mycoplasmas (respiratory tract)
g. Infectious Mononucleosis
h. Measles
i. Mumps
j. Influenza
k. Chicken pox or Shingles
l. Students with open lesions or weeping dermatitis
m. Immune deficiencies

3. A student with any possible infectious disease will report to a faculty member before patient contact and will be referred directly to VBMC Health Management.

STUDENT RESPONSIBILITIES & OBLIGATIONS



STUDENT RESPONSIBILITIES AND OBLIGATIONS

Code of Ethics for Nursing Students Revised 2001

The following Code of Academic and Clinical Conduct was proposed and adopted by National Student Nurses' Association, Inc. at their 49th Annual Convention in Nashville, TN.
http://www.nursing.emory.edu/_includes/documents/sections/student-life/nursing-students-ethics-code.pdf

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Bill of Rights

The Valley Baptist Medical Center Vocational Nursing Program will not discriminate in its admission policy against any individual regardless of race, religion, gender, age, marital status, national origin, or disability (if able to meet all objectives).

1. During the educational process of becoming entry-level health professionals, students have the right and obligation to experience independent and self-motivated learning.
2. With the student's right of freedom to learn also comes the responsibility to use this information for the benefit of others through teaching and practice, in accordance with the Health Insurance Portability Act (HIPAA).
3. Students have input into courses through confidential course evaluations.
4. Students' permanent educational record information and the conditions of disclosure are covered by the Family Educational Rights and Privacy Act (FERPA).
5. A code of conduct is published in this catalog.
6. Students have the right to privacy and respect of their personal lives as long as behavior is in keeping with professional roles.
7. Students are responsible for abiding by the rules regarding safety.
8. Students will receive informative or disciplinary counseling regarding class or clinical performance. These sessions will be documented.

Witnessing Signatures on Documents

According to the Valley Baptist Medical Center policy, students may not sign as witness of signatures for patients and/or their families.

Students in Clinical Assignments

Students are responsible for their own transportation to and from clinical sites and for any parking fees associated with the facility.

The health and safety of patients, students, and faculty associated with educational activities of the students must be adequately safeguarded. All activities required in the program must be educational and students must not be substituted for staff.

Confidentiality

1. All information about a patient's condition is confidential. Refer to "Conduct/Behavior Consequences.'

2. The student must sign a Confidentiality Statement upon enrollment in the program. Any breach of confidentiality can place the student at risk of termination from the program

3. Confidentiality related to the access of patient records, both paper and electronic, is also the responsibility of the student.

4. Nothing with patient information may be taken out of the hospital/school.

5. Some assignments require research of patient information. All identifying patient information must be omitted or removed prior to submission

CODE OF CONDUCT

CODE OF CONDUCT

Professionalism

Professional health education has the responsibility for assisting students in developing a commitment to the profession and following a professional code of behavior. The Valley Baptist Medical Center Vocational Nursing Program emphasizes this commitment to the profession and presents opportunities for professional growth within and beyond the educational setting. A framework of professional behavior, based on legal, ethical, and moral standards, is presented to the student at increasingly complex levels throughout the curriculum. Students must integrate the professional code of behavior into their professional practice.

1. Definition: Professional character is the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of professional and generally accepted standards, including but not limited to behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

2. **Board of Nursing (BON) Rule: Good Professional Character**

   Texas Administrative Code
   Title 22: Examining Boards
   Part 11: Texas Board of Nursing
   Chapter 213: Practice and Procedure
   Rule §213.27: Good Professional Character

   https://www.bon.texas.gov/rr_current/213-27.asp

   (a) Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.
   (b) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.
   (c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. When evaluating the

rationale connection between the relevant conduct and the ability to effectively practice nursing, the Board will consider the following factors:

(1) whether the individual will be able to practice nursing in an autonomous role with patients/clients, their families, significant others, healthcare professionals, and members of the public who are or who may become physically, emotionally, or financially vulnerable;

(2) whether the individual will be able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;

(3) whether the individual will be able to make appropriate judgments and decisions that could affect patients/clients and/or the public;

(4) whether the individual has exhibited an inability to conform his/her behavior to the requirements of the Nursing Practice Act, Board rules and regulations, including §217.11 (relating to Standards of Nursing Practice) and §217.12 (relating to Unprofessional Conduct) of this title, and generally accepted standards of nursing practice; and

(5) whether the individual will be able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions, when such disclosure could enhance the health status of patients/clients or the public and/or could protect patients/clients or the public from an unnecessary risk of harm.

(d) Actions from Other Jurisdictions A certified copy of the order of the denial, suspension, or revocation or other action relating to an individual's license or privilege to practice nursing in another jurisdiction or under federal law is conclusive evidence of that action.

Source Note: The provisions of this §213.27 adopted to be effective October 29, 2015, 40 TexReg 7403; amended to be effective February 25, 2018, 43 TexReg 863

3. Conduct
    a. Students are responsible for knowing and adhering to the contents and provisions of the contents and provisions of applicable rules and regulations (Valley Baptist Medical Center/Valley Baptist Medical Center Vocational Nursing Program). When the student is assigned to a non-Valley Baptist Medical Center clinical rotation, the student is expected to comply with the rules and regulations of that organization.
    b. Students shall obey the law, show respect for authority, shall abide by all applicable BON Rules and Regulations regarding nursing practice, and observe correct standards of conduct including but not limited to legal, moral, and ethical behavior.
    c. Prohibited behavior/conduct which may result in issuance of an informative and/or disciplinary counseling and subject the student to possible termination from the program includes but is not limited to:
        i. Above listed statements.
        ii. Any conduct noted as unprofessional conduct/behavior.
        iii. Gambling: As described by local, state, and/or federal statute or code.
        iv. Alcohol and narcotics use.
        v. Disorderly conduct:
            1. Behavior of a boisterous and tumultuous character.
            2. Interference with the peaceful and lawful conduct of persons.

3. Violent and forceful behavior.
4. Behavior involving abuse or assault.

vi. The student or groups of students may not willfully engage in disruptive activity or attempt to disrupt a lawful assembly/meeting/lecture.
    1. Willful and malicious behavior that interrupts the speaker of any assembly/meeting/lecture or impairs the right of others to participate in such assembly/meeting, including insubordinate behavior.
    2. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway preventing access to individuals.

vii. Falsification or fabrication of any documents, records, or information.

viii. Refusing to pay or failing to pay a debt, such as loans, fines, or other charges.

ix. Representing or attempting to legally bind the Valley Baptist Medical Center Vocational Nursing Program without authorization.

x. Misuse of any equipment or property.

xi. Weapons possession or use.

xii. Hazing: Defined as any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student or employee, endangering the mental or physical health or safety of the individual.

xiii. Abandonment of patient responsibilities.

xiv. Dishonesty.

xv. Violation of confidentiality, including photocopying patient documents, information, taking photographs, removing documents from the school and/or hospital, and postings on internet social networking sites.

xvi. Other forms of conduct on Medical Center property (or any other area that is part of a student's role) which would be regarded as illegal, immoral, improper, unethical, insubordinate (disobedient to authority) or otherwise inappropriate.

xvii. Any form of soliciting personal gifts or tips from patients, their families, or staff.

xviii. Unauthorized sales and/or solicitation by anyone for any purpose.

xix. Theft.

xx. Violations of hospital or school regulations, policies, procedures, or standards of practice/care.

xxi. Inability to adequately and/or accurately utilize the nursing process, consistent with the level of training, that may be required to stabilize a patient's condition or prevent complications.

xxii. Inability to accurately or intelligibly report/document a patient's status to the proper individual including falsifying or misrepresenting the truth.

xxiii. Assuming inappropriate independence in actions or decisions, that shows a lack of good judgment.

xxiv. Performing or attempting to perform nursing techniques and/or procedures without the instructor's permission.

xxv. Inability to recognize own limitations, level of competence and/or legal responsibilities.
xxvi. Inability to accept moral, ethical, and/or legal responsibility for actions.
xxvii. Inability to perform nursing care in a responsible manner.
xxviii. Delegating nursing care functions/responsibilities to a person who lacks the ability, knowledge, and/or judgment.
xxix. Verbal and/or written derogatory statements about patients, VBMC, School, Program, faculty/staff, and/or students. This includes postings on internet social networking sites. (Facebook, MySpace, Twitter, YouTube, etc.)
xxx. Approaching a physician for a medical consultation while in a clinical area.
xxxi. Failing weekly clinical grade and/or average, and/or failure to meet clinical objectives.

Academic Integrity

The Valley Baptist Medical Center Vocational Nursing Program expects all students to demonstrate high standards of honesty and professional conduct. Any form of academic dishonesty is considered a serious offense for which disciplinary penalties, up to and including dismissal from the program can be imposed. Student(s) involved will receive a zero for the exam. Academic dishonesty is defined as cheating, plagiarism, fabrication, or otherwise obtaining grades under false pretense. Any work turned in must be entirely the work of the student submitting the work.

Cheating is defined as an individual or group activity for the purpose of dishonesty obtaining and/or distributing testable information prior to, during, or after an examination. Examples of cheating include, but are not limited to:

1. Obtaining or providing unauthorized information during an exam, test, or assignment through verbal, visual, or unauthorized use of books, notes, texts, other student exams, and other materials;
2. Obtaining or providing information concerning all or part of an exam or test prior to or after an exam or test;
3. Taking an exam or test for another student, or arranging for another person to take an exam in one's place;
4. Altering or changing test answers after submittal for grading, altering, or changing grades after grades have been awarded, or attempting to alter or change other academic records once, they are official.

Plagiarism is defined as any attempt to represent the language, ideas, thoughts, or work of another as one's own. Any student assisting in the act of plagiarism by allowing his/her work to be submitted by another may be subject to disciplinary procedures.

Fabrication is the presentation of invented or fictitious information. Fabrication includes, but is not limited to, submission of clinical patient information for which care was not rendered by the student and/or creation of fictitious citations or references in a bibliography.

Anti-Harassment

Valley Baptist Medical Center Vocational Nursing Program has a zero-tolerance policy against harassment of any kind. The school fully supports the laws prohibiting harassment including harassment because of age, race, religion, color, national origin, ancestry, citizenship status, gender, marital status, veteran status, medical condition, or disability. The school strives to maintain a workplace and educational environment free of unlawful harassment whether or not directed towards or based upon a protected category. Discrimination based on sexual orientation is prohibited.

This policy applies to employees, students, and members of management, applicants, contractors, visitors, customers, clients, and others in the school environment. No conduct constituting harassment, by any student or other individual, will be tolerated. This includes sexual harassment and/or actions of a hostile environment nature. Any student or other individual who believes he/she has been treated in a manner inconsistent with this policy or is aware of conduct prohibited by this policy should immediately notify the Program Director. If the student believes he/she is being treated unfairly or discriminated against, the student may initiate the grievance process. If the prohibited behavior involves a Valley Baptist Medical Center employee, the appropriate department director will be notified with possible notification to the Human Resources Employee Relations Representative. Prompt reporting of possible harassment is essential so a prompt response can be initiated to prevent problems from escalating.

Allegations of harassment are serious. Upon learning of conduct that may constitute harassment, a thorough investigation will be conducted. If inappropriate conduct is found to have occurred, corrective action will be taken.

Neither student nor employee who, in good faith, reports conduct in violation or who otherwise participates in any investigation of harassment will be subject to retaliation.

Sexual Harassment/Hostile Environment

Sexual Harassment and/or Hostile Environment include but are not limited to:

Sexual Harassment: Unwelcome sexual advances; Requests for sexual favors; Other verbal or physical conduct of a sexual nature.

1. **Verbal:** Offensive jokes of a sexual nature that insult, provoke, or degrade any individual; Offensive comments of a sexual nature concerning someone's body or dress; Sexual remarks and insinuations; Threats based on giving or withholding sexual favors; Offers of rewards for sexual favors.
2. **Non-Verbal:** Obscene or offensive gestures; Altered calendars, cartoons, photographs, and other visuals; Letters, emails and websites.
3. **Physical:** Unwelcomed touching; Deliberate offensive contact; Touching of one's own body in a sexually suggestive way.
4. **Quid Pro Quo-"This for That**:" Submission to such conduct is made implicitly or explicitly and is based on a term or condition of an individuals' employment or participation in a university sponsored educational program or activity; Could also mean submission or rejection on the basis for employment or academic decisions.

Third Party Sexual Harassment: Sexual behavior not directed at me, but becomes part of my environment.

Sex-Based Harassment:

1. "It's a guy thing."
2. "It must be that time of the month!"
3. "Good ole boy's club."
4. "Women can't drive."
5. Discrimination based on sexual orientation is prohibited.

Hostile Environment: Severe and pervasive; Interferes with an employee's ability to perform his or her job; Interferes with a student's/employee's ability to learn or participate.

1. Sexual comments
2. Repeated requests for dates or sex
3. Noises, kissing sounds, whistles
4. Comments about one's physical attributes

Reporting An Incident of Harassment or Sexual Harassment

Any student or employee who feels that he or she has encountered, experienced, or witnessed harassment or sexual harassment should **immediately report** the incident(s) to his/her immediate **department supervisor, his/her department manager, or the corporate compliance manager**, in writing.

VBHS Anti-Harassment policy strictly prohibits "any conduct that constitutes harassment of any kind and to discipline, including immediate discharge of any student or employee who has committed such conduct."

Non-Fraternization Policy

The faculty and staff of VBMC LVN School are required to uphold its mission of providing a quality higher education for its students. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession. In order to promote the efficient and fair operation of the school and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, faculty are strictly prohibited from fraternizing with students.

It is the policy of the VBMC LVN School that faculty should NOT fraternize on a personal level with patients or students during assigned academic field placements on or off campus, including social media.

Selected examples of fraternization include, but are not limited to:

- After hours personal contact with student or patient such as going to a home
- Personally meeting, advising or assisting a student or patient outside of school hours or school/hospital grounds
- Communication via social media i.e. Facebook, Twitter, etc.
- Inappropriate touching or gestures
- Flirting
- Dating
- Pursuing to date
- Pursuing or having romantic or sexual relationships with students

Upon receipt of a written complaint, the Director, or designee, will initiate an investigation. Following the completion of an investigation, appropriate corrective measures, if warranted, will be taken.

Social Media

The emerging availability of social networks represents a powerful new tool for communications, marketing, work collaboration, and customer interaction. Valley Baptist Medical Center is built around innovation in the delivery of health care and, as an innovator, open exchange among each other, with our patients, and between our physicians, staff, and students can catalyze and inspire change and motivate invention.

At the same time, because these tools are new, it is important to share an understanding of the basic "rules of the road" for their use, the manners, and customs of social media sites, and some special considerations based on our roles as health care providers.

Five Rules

1. Be polite – When communicating through new media, imagine you are having a face-to-face conversation.
2. Think of the consequences – Your comments on a social media site become permanent and an indisputable record of what you wrote. In addition, your comments can be instantaneously sent to anyone.
3. You do not speak for Valley Baptist Medical Center or the Valley Baptist Medical Center Vocational Nursing Program unless authorized to do so.
4. Always identify yourself – Use of pseudonyms and anonymity undermines trust, encourages irresponsibility, and facilitates unethical behavior.
5. Be mindful that inappropriate, unethical, or illegal personal behavior on the Internet, whether you identify yourself as a Valley Baptist Medical Center staff or student, or not, can negatively affect your career.

All Valley Baptist Medical Center Vocational Nursing Program students are expected to review and adhere to the full Valley Baptist Medical Center policy and procedure, available on the Valley Baptist Medical Center Intranet under Policies.

Bullying/Cyberbullying

The Valley Baptist Medical Center Vocational Nursing Program strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of the school to maintain an educational environment in which bullying and cyberbullying in any form is not tolerated.

Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student or faculty/staff member. Bullying/Cyberbullying includes, but is not limited to: verbal or written harassing, teasing, intimidating, threatening, or terrorizing another student or a faculty/staff member by way of a technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs), which has the effect of:

1. Physically, emotionally, or mentally harming a student or faculty/staff member;
2. Placing a student or faculty/staff member in reasonable fear of physical, emotional, or mental harm;
3. Placing a student or faculty/staff member in reasonable fear of damage to or loss of personal property;
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying and cyberbullying are hereby prohibited. Anyone who engages in bullying or cyberbullying shall be subject to appropriate discipline. Students/faculty/staff who have been bullied or cyberbullied, or who are aware of bullying or cyberbullying, shall promptly report such incidents to any VBMC Vocational Nursing Program faculty or staff member. Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

Neither student nor employee who, in good faith, reports conduct in violation or who otherwise participates in any investigation will be subject to retaliation.

Information System Security

The duplication of copyrighted material is not allowed except as provided by the U.S. Copyright Law's Fair Use Standards. Unauthorized peer-to-peer file sharing and unauthorized use of the school's technology system(s) (electronic devices, Wi-Fi, etc.) will not be tolerated. Students who violate policies may be subject to disciplinary action and/or termination from the program.

Safe, Ethical, Professional Conduct in the Clinical Setting

Faculty plan student clinical rotations to provide experiential learning opportunities that will best meet student learning needs. Students are expected to enter the clinical setting fully prepared to provide care for their assigned patients. All clinical procedures are to be performed safely, in accord with standards and standardized procedures, and within the student's scope of practice.

Unprofessional conduct within the patient care/clinical areas includes, but is not limited to:

1. Verbal or physical abuse of patients;
2. Intentional performance of an act that will injure or cause undue distress to a patient;
3. Falsification, fabrication, or misrepresentation of any information recorded in a patient's medical record;

4. Falsification, fabrication, or misrepresentation of any information concerning a patient's health status reported to any of the nursing staff members, the attending physicians, the patient, or the patient's family;
5. Violation of a patients' right to privacy or confidentiality as defined by the Health Insurance Portability and Accountability Act (HIPAA). Formal discussions of patient cases for learning purposes will be presented in clinical and classroom areas with considerations incorporated to protect the patient's rights.
6. Taking any drug that has been prescribed and charged to a patient for the student's own use or the use of others;
7. Misuse of any equipment or property of the hospital or patient;
8. Being in the clinical area while under the influence of alcohol or any drug including prescribed medication that will have detrimental effects on the student's behavior or ability to reason;
9. Unsafe clinical practice as designated by specific policies and procedures.

Addressing Violations of the Code of Conduct

General Procedures

1. **Provisions**
    a. Students are expected to comply with the policies and regulations of the VBMC Vocational Nursing Program. This code sets forth a description of the standards of conduct to which students must adhere and the penalties that may be imposed for the violation of those standards.
    b. Violations to the Code of Conduct will be investigated by the Program Director. In the event the violation involves provision of unsafe care to patients, the Program Director may suspend the student from the clinical setting pending the outcome of the investigation.
    c. The Program Director will appoint a designee to act in their absence.
    d. The Program Director may take immediate interim disciplinary actions, including suspending the right of a student to present on campus, if it is determined a situation exists requiring immediate action to preserve the educational environment.
2. **Application**
    a. The code applies to individual students and states the roles of students, faculty, and administrative members of the VBMC Vocational Nursing Program in disciplinary procedures.
    b. The VBMC Vocational Nursing Program has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated Valley Baptist Medical Center, any other assigned clinical site, or the VBMC Vocational Nursing Program policies or regulations and said violation occurred at

any Valley Baptist Medical Center or other assigned clinical facility and/or sponsored function.

3. **Investigative Procedure**
    a. The Program Director or designee receives information that a student has allegedly violated policy or regulations.
    b. The Program Director or designee will investigate the alleged violation.
    c. The Program Director or designee will notify the student of the investigation.
    d. After completion of the preliminary investigation, the Program Director or designee will conference with the student on the findings.
4. **Administrative Disposition of a Violation**
    a. The Program Director or designee will advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.
    b. The Program Director or designee will prepare a written summary (Informative Counseling and/or Disciplinary Counseling), of each administrative disposition of a violation and have the student sign the summary.
        i. The original will be placed in the student's record.
        ii. The student will receive a copy.
        iii. The student retains the right to initiate the VBMC Vocational Nursing Program Grievance Policy.
5. **Authorized Disciplinary Counselings (the following are not listed in priority or sequential order)**
    a. Warning – a written informative counseling
    b. Final warning – indicates that further violations will result in dismissal from the school
    c. Dismissal (expulsion/termination) from the school
    d. Temporary withholding of transcript or Certificate of Completion
    e. Bar against readmission
    f. Restitution – reimbursement for damage to or misappropriation of funds or property. Reimbursement may be actual monies or appropriate service to repair or otherwise compensate for damages.
    g. Suspension of specific privileges
    h. Denial of Certificate of Completion – may be imposed for any length of time, up to and including permanent denial

    Note:

    1. A Disciplinary Counseling Report (Progress Report) will be issued for a failing clinical grade (units and special rotations)
    2. Any occurrence of unprofessional behavior/conduct may result in issuance of a Counseling.
6. **Any situation that severely threatens patient safety, exhibits a lack of moral character, demonstrates an extreme lack of professionalism or good judgment, and/or is a violation of School/Hospital policy, may result in immediate termination from the program, regardless of status in the program.**

STUDENT INVOLVEMENT

STUDENT INVOLVEMENT

Student Body

All students in the Valley Baptist Medical Center Vocational Nursing Program are members of the Student Body.

Student Representatives

Student Representatives will be chosen from the Student Body. Nominees for Student Representative will be obtained by nomination, second, and majority vote of aye from members of the Student Body. Nominees will be given a minimum of one week to campaign for election as a Student Representative. The Student Body will vote and a minimum of three (3) Student Representatives and one (1) alternate will be elected by majority vote.

1. Student Representatives will represent the Student Body at scheduled Faculty/Staff meetings and community functions.
2. Student Representatives will conduct a class meeting prior to scheduled Faculty/Staff meetings. A scribe will take meeting notes.
3. Student Representatives will conduct a class meeting at least once monthly.
4. Student Representatives will present Student Body issues/concerns at scheduled Faculty/Staff meetings.
5. Faculty/Staff will inform Student Representatives of issues/concerns with Student Body.
6. Faculty/Staff will discuss issues/concerns and inform Student Representatives of findings.
7. Student Representatives will inform Student Body of findings regarding student body issues/concerns as well as Faculty/Staff issues/concerns regarding Student Body.

Community Service

In order to fulfill our responsibilities as a faith based organization, students will serve as community resources by participating in a minimum of two (2) community service activities, per Level. Each community service activity must be at least two (2) hours in length. Community service activity hours may include but are not limited to: American Cancer Society Relay for Life, American Heart Association Heart Walk, United Blood Services Blood Donation, Ronald McDonald House Volunteer hours, and other outreach services as approved.

HONEY COMB
Cheerios
Toasted Oats
KiX

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Problem Solving
Systems Thinking
Critical Thinking
Cognitive
Lateral Thinking
Entrepren-eurship
Excellence
Organizing
Leadership
Influence without authority
Negotiation
Conflict Management
Cross Cultural Sensitivity
Collaboration
Communication
Curiosity
Ideation
Innovation
Creativity
Visualisation
Empathy
Emotional
Adaptability
Self-awareness
Resilience
Citizenship
Social & Civic Engagement
Environment & Sustainability
Gender Harmony & Equity
Health & Wellness
(c) Khel Planet

Corn Flakes
Cheerios
CRISPY FLAKES

Raisin Bran
Kashi
Corn Flakes
Life

FINANCIAL INFORMATION

Financial Information			
Items	**Tuition**	**Other**	**Total**
Assessment Technology Institute (ATI)-CARPs		$1,000.00	$1,000.00
Level I Fee		$405.00	$405.00
Administrative Fee (non-refundable)		$100.00	$100.00
Course-NSG 101: Foundations	$435.00		$435.00
Course-NSG 102: Anatomy & Physiology	$530.00		$530.00
Course-NSG 103: Fundamentals of Nursing I	$590.00		$590.00
CLN 101:Clinical I	$900.00		$900.00
Course-NSG 104: Fundamentals of Nursing II	$600.00		$600.00
Course-NSG 105: Pharmacology	$305.00		$305.00
Level II Fee		$405.00	$405.00
Course-NSG 201: Maternal Newborn Nursing	340.00		$340.00
CLN 201: Clinical II	2,400.00		$2,400.00
Course-NSG 202: Pediatric Nursing	345.00		$345.00
Course-NSG 203: Medical Surgical Nursing I	400.00		$400.00
Level III Fee		$405.00	$405.00
Course-NSG 301: Medical Surgical Nursing II	875		$875.00
CLN 301: Clinical III	2165		$2,165.00
Total Amounts	**$9,885.00**	**$2,315.00**	**$12,200.00**
Tuition and Fees	**Due**		**Amount**
Payment #1	12/8/2022		$1,505.00
Payment #2	1/5/2023		$435.00
Payment #3	1/23/2023		$1,120.00
Payment #4	2/27/2023		$900.00
Payment #5	3/27/2023		$905.00
Payment #6	5/1/2023		$1,275.00
Payment #7	6/12/2023		$1,280.00
Payment #8	7/24/2023		$1,335.00
Payment #9	8/28/2023		$1,150.00
Payment #10	9/25/2023		$1,150.00
Payment #11	10/16/2023		$1,145.00
		Total:	**$12,200.00**

- **Level Fees and Tuition must be paid by the scheduled due date.**
- **Failure to pay by the scheduled due date may subject the student to dismissal from the program.**

Additional Expenses

Other Fees

The following expenses are the responsibility of the student and are not covered in tuition and fees:

- Immunizations, any medical treatments for clearance, (Safran) MorphoTrust USA, Basic Life Support training, health assessment, transportation, clinical site parking, shoes, books (textbooks, reference books, & PrepU), uniforms, school patch, replacement items, medical equipment, personal nursing assessment equipment, school supplies, ceremony fees, Texas Board of Nursing Licensure application fee, NEC fees, NCLEX-PN examination fees, and testing site fees. Purchase of these is the responsibility of the student.
- Estimates of costs have been provided but may be subject to change by vendors.

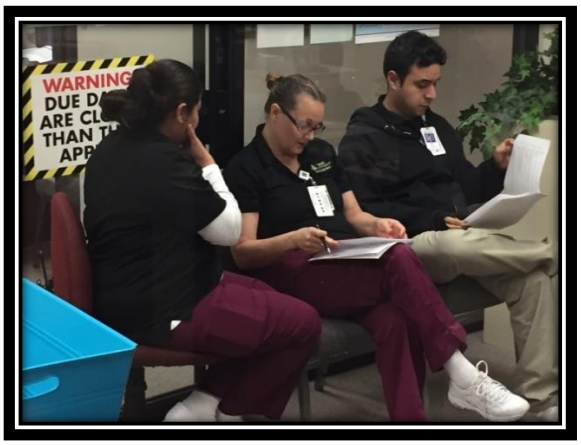
Licensing Examination and Testing Center Fees

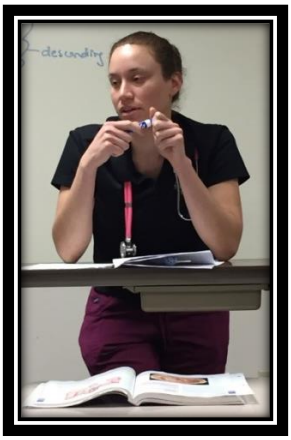
Costs associated with examination and licensure are determined by the Texas Board of Nursing and Pearson Vue and may be subject to change. These costs are not included in the student's program tuition and fees. Examination and licensing fees are the responsibility of the student.

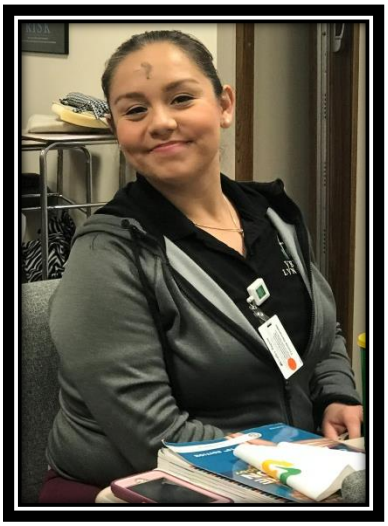
The information contained in this catalog is true and correct to the best of my knowledge.

Janis A. Baker RN, BSN
Director
Valley Baptist Medical Center Vocational Nursing Program

STUDENT LIFE







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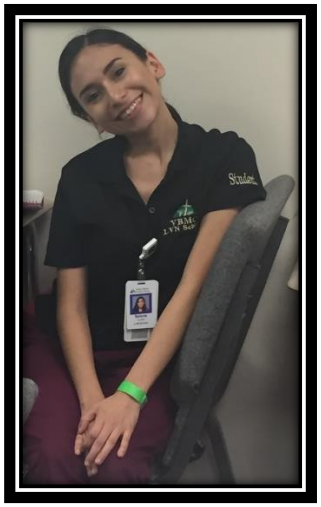

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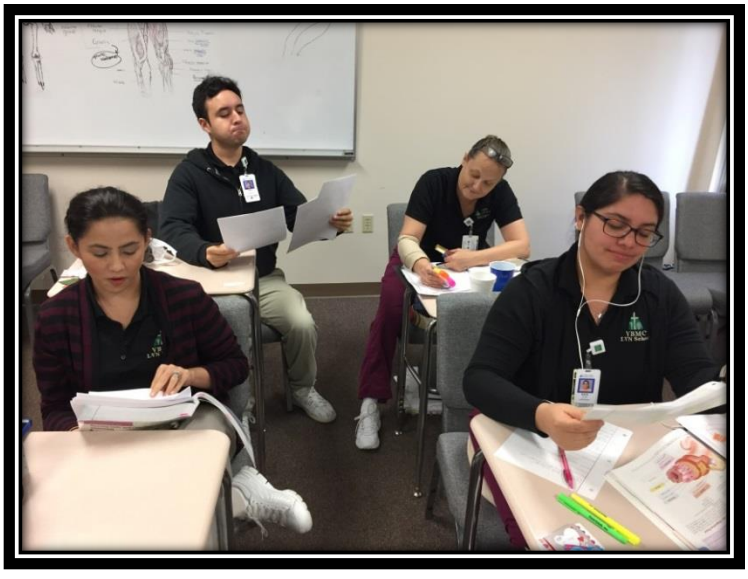

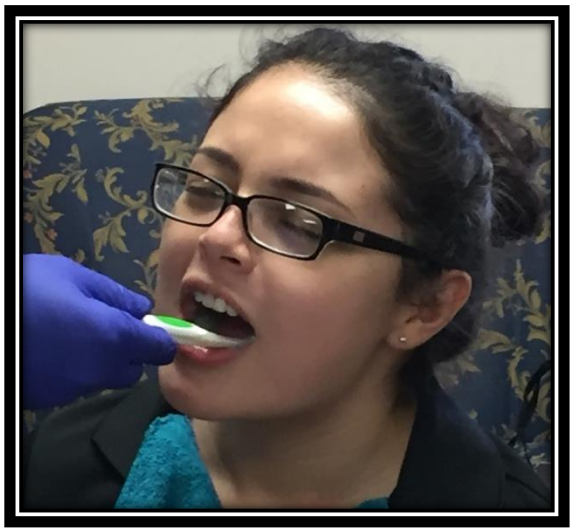

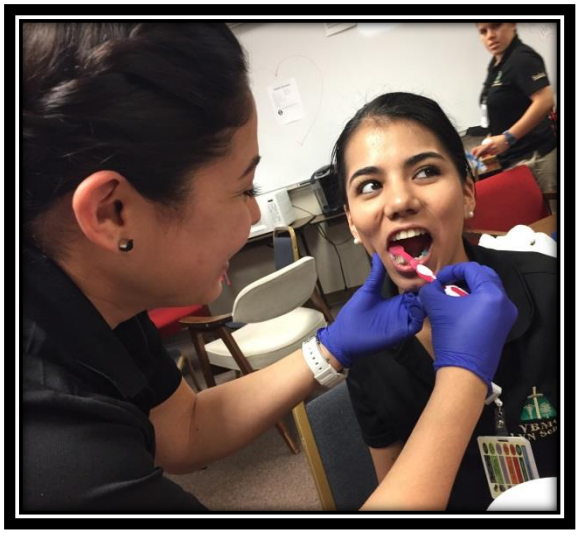

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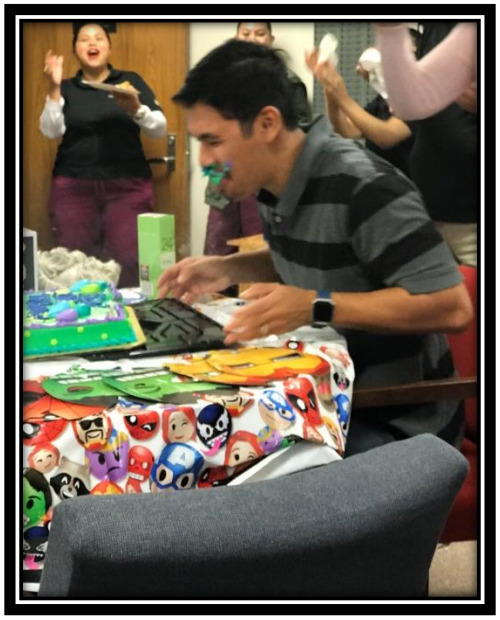
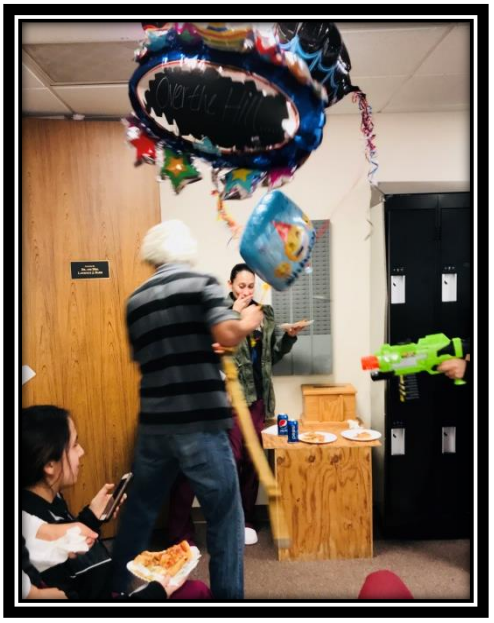
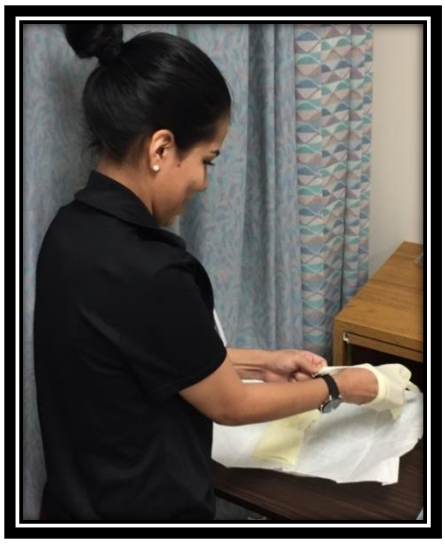
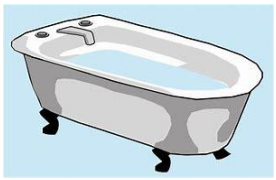
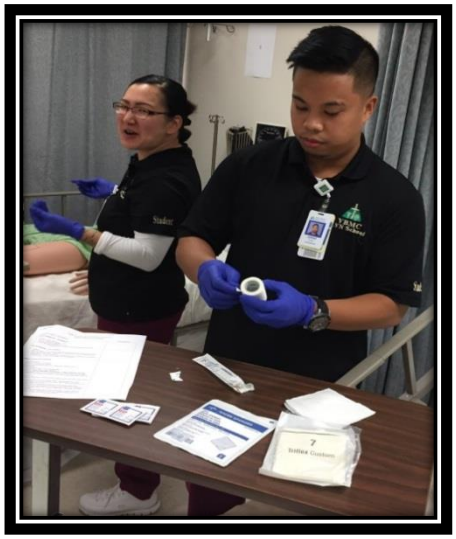


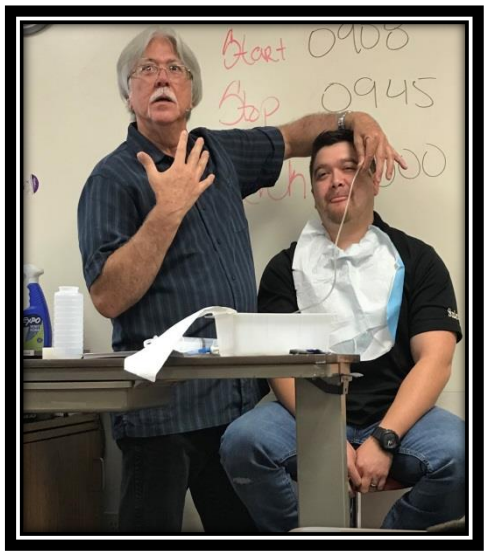
HAPPY
BIRTHDAY







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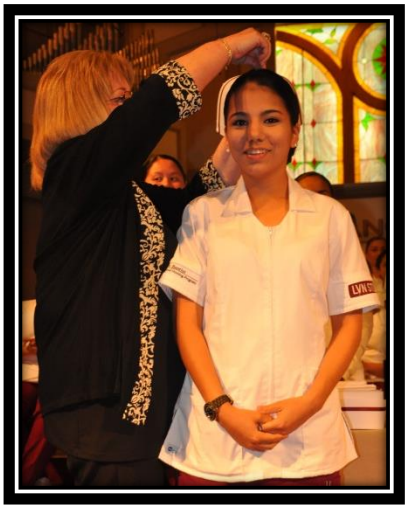
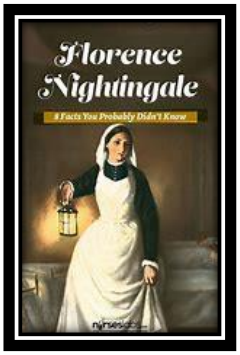
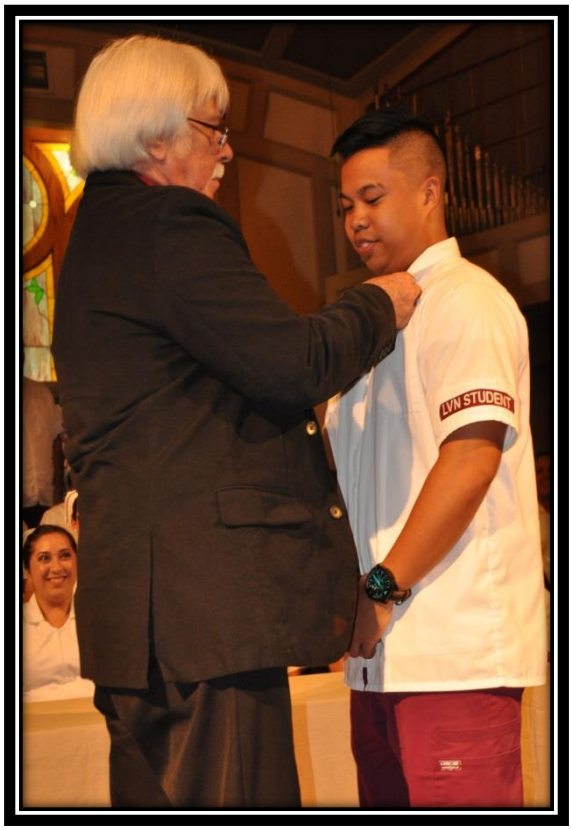



Florence
Nightingale
8 Facts You Probably Didn't Know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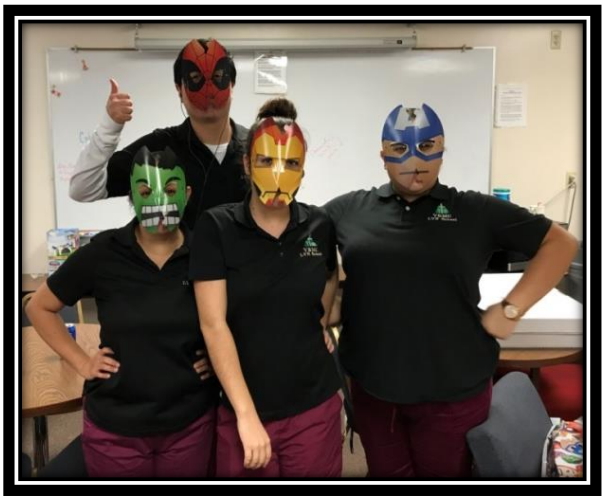
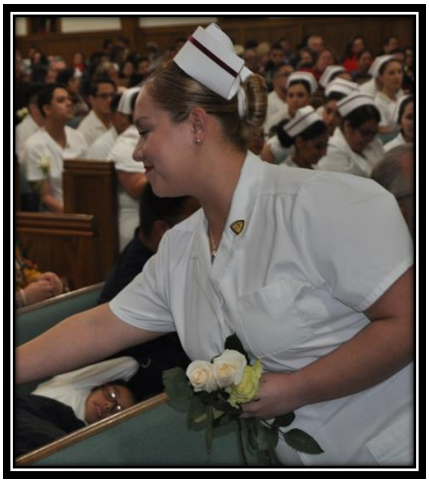
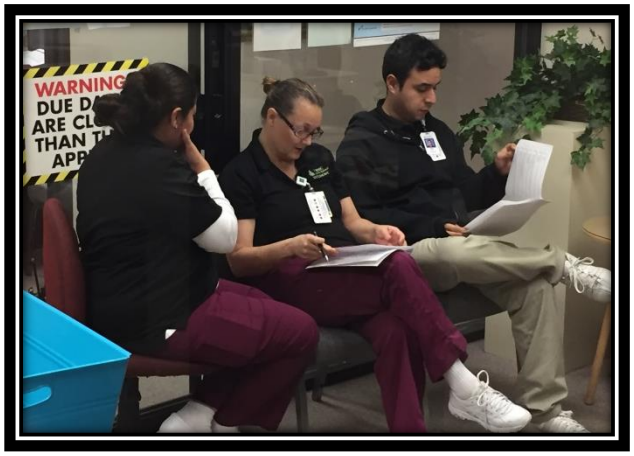


PRACTICE MAKES PERFECT!

Scholarships



thank you



NCLEX

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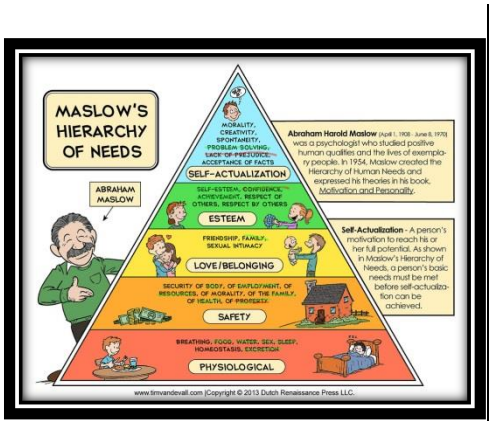
MASLOW'S HIERARCHY OF NEEDS
ABRAHAM MASLOW
MORALITY, CREATIVITY, SPONTANEITY, PROBLEM SOLVING, LACK OF PREJUDICE, ACCEPTANCE OF FACTS
SELF-ACTUALIZATION
SELF-ESTEEM, CONFIDENCE, ACHIEVEMENT, RESPECT OF OTHERS, RESPECT BY OTHERS
ESTEEM
FRIENDSHIP, FAMILY, SEXUAL INTIMACY
LOVE/BELONGING
SECURITY OF BODY, OF EMPLOYMENT, OF RESOURCES, OF MORALITY, OF THE FAMILY, OF HEALTH, OF PROPERTY
SAFETY
BREATHING, FOOD, WATER, SEX, SLEEP, HOMEOSTASIS, EXCRETION
PHYSIOLOGICAL
Abraham Harold Maslow (April 1, 1908 - June 8, 1970) was a psychologist who studied positive human qualities and the lives of exemplary people. In 1954, Maslow created the Hierarchy of Human Needs and expressed his theories in his book, Motivation and Personality.
Self-Actualization - A person's motivation to reach his or her full potential. As shown in Maslow's Hierarchy of Needs, a person's basic needs must be met before self-actualization can be achieved.
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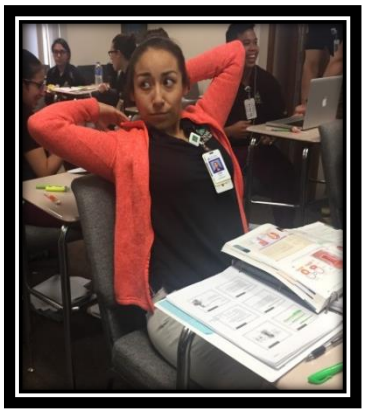
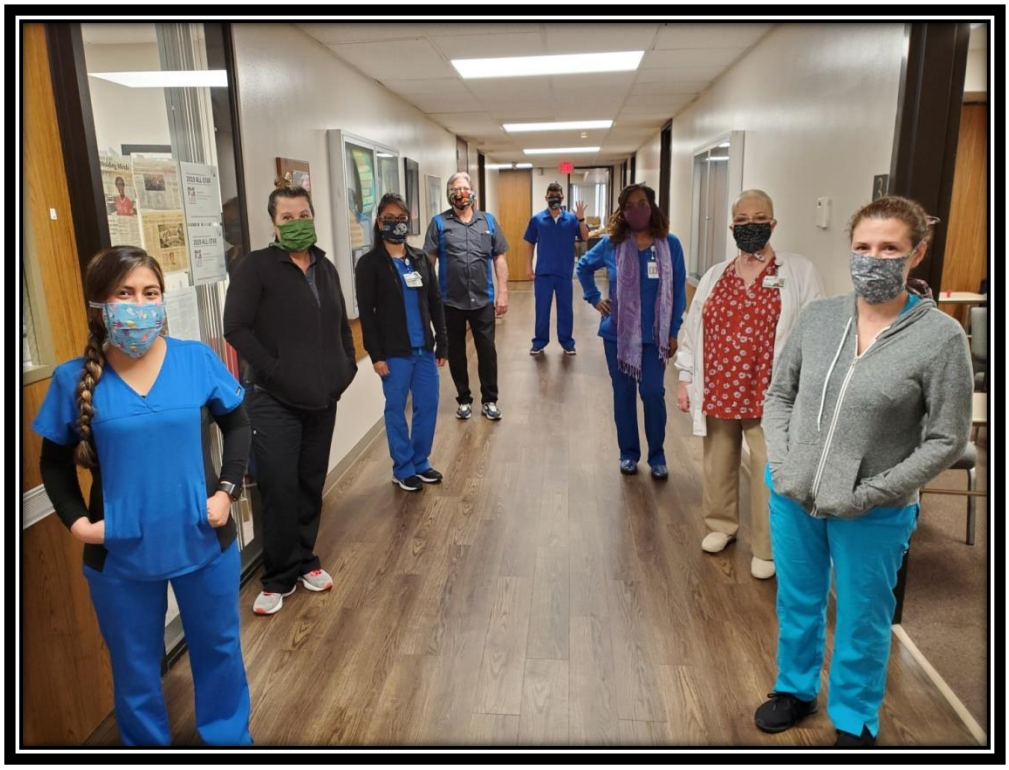


Community Service

SAFETY FIRST…ALWAYS!