

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

VOCATIONAL NURSING III

VNSG 1261_F1

GAYLE BLUM

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NOTE: This is an 8-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

This course integrates vocational nursing theories and the use of the nursing process in responding to the needs of the adult patient experiencing various health problems. In addition, this course will provide experience that will enable the student to participate in the role of provider of care and member of a profession.

Prerequisites and/or Corequisites:

Concurrent enrollment in VNSG 1510.

Course Notes and Instructor Recommendations:

None.

Instructor Information:

Instructor Name:	Carol Herdman	Johnny Montemayor	Elizabeth Painter	Gayle Blum
MCC Email:	cherdman@mclennan.edu	jmontemayor@mclennan.edu	epainter@mclennan.edu	giblum@mclennan.edu
Office Phone Number:	254-299-8366	254-299-8357	254-299-8298	254-299-8307
Office Location:	HPN 233	HPN 232	HPS 164	HPN 120
Office/ teacher Conference hours:	Posted	Posted	Posted	Posted
Other Instructor Information:	None	None	None	None

Required Text & Materials:

- DeWitt, Medical-Surgical Nursing: Concepts & Practice (4th ed.)
- DeWitt, Fundamental Concepts & Skills for Nursing (6th ed.)
- HESI Comprehensive Review for NCLEX-PN Exam (6th ed.)
- Mosby, Drug Guide for Nursing Students (14th ed.)
- Mosby, Dictionary of Medicine, Nursing & Health Professions (11th ed.)
- Saunders, Nursing Guide to Laboratory & Diagnostic Test (2nd ed.)
- Evolve PN Case Studies & Practice Tests
- Doenges, Nurses Pocket Guide Diagnoses, Prioritized Interventions & Rationales (15th ed.)

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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Methods of Teaching and Learning:

Instruction will include reading assignments, individual and group assignments and presentations, case studies, videos, direct patient care, and patient care plan preparation.

Course Objectives and/or Competencies:

Upon completion of VNSG 1261, the student will have had the opportunity to:

1. Discuss the care of patients with various disorders and illness. **C9, C14**
2. Identify the nursing care of patients throughout the life span. **C14**
3. Describe the relationship between emotional and physical illness. **C5-C8**
4. Discuss the factors involved in maintaining health and wellness for an individual throughout the life span. **C5-C8**
5. Identify symptoms and treatments for patients with common medical and surgical disorders. **C5- C8**
6. Identify nursing diagnoses for patients with common medical and surgical disorders. **C5-C8**
7. Discuss nursing interventions for identified nursing diagnoses. **C5-C8**
8. Introduce methods for managing stress in positive ways. **C3**
9. Utilize methods to improve time management. **C1**
10. Recognize appropriate diet therapy for patients with common medical and surgical disorders. **C5-C8**

Foundation skills are included in the above objectives.

Course Outline or Schedule:

Outline / schedule will be provided on first class day.

Course Grading Information:

No theoretical examinations for a course grade will be given. This course is pass or fail and the evaluation of pass or fail status will be based on the student's attendance and level of participation in the clinical setting. The instructor will evaluate the student at the end of each of the student's clinical rotation and feedback will be provided that will aid the student in successfully completing his course.

Differentiated Essential Competencies

- 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

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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.
- 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

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- 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.

Vocational Nursing Contact Hours and Absences

Absence from 25 percent (25%) of scheduled **lecture and/or laboratory** meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

- Theory

COURSE NAME	CONTACT HOURS	ABSENCE HOUR (25%)
VNSG 1327	48	12
VNSG 1423 (LEC)	32	8
VNSG 1423 (LAB)	96	24
VNSG 1119	16	4
VNSG 1122	16	4
VNSG 1509	80	20
VNSG 2510	80	20
VNSG 1330	48	12
VNSG 1334	48	12

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- Clinical

COURSE NAME	CONTACT HOURS	ABSENCE HOUR
VNSG 1360	272	27
VNSG 1260	144	7
VNSG 1261	144	7
VNSG 1262	144	7
VNSG 1263	144	7

A learning contract will be initiated once 7 hours of absence in any clinical or simulation class has been accrued. Clinical & simulation absences that exceed the maximum hours can result in dismissal from the Vocational Nursing Program.

❖ Clinical Evaluation Guidelines and Final Grade Criteria

Clinical evaluation is a teaching method used to assist the student in clinical practice, progression and enhancement. In order to provide the maximum learning experience, the faculty believes it is essential for the student to be actively involved in the identification of personal strengths, weaknesses and activities to promote or strengthen these attributes. The student's clinical progression throughout the program will be reviewed and considered in guiding and determining clinical activities in each course to assist the student in performing at the expected level of competency.

The clinical evaluation tool reflects the student's level of competency. Students will be evaluated on their learning rather than their mistakes. The final clinical grade will be determined from the student's performance during clinical rotations each semester. Credit or non-credit will be the final grade assigned for each clinical course.

Final Grade Criteria:

Credit:

On completion of the course the student will receive credit if he/she:

1. Performs at the expected level of competency or higher.
2. Attains goal(s) identified in any Plan(s) for Success.
3. Fulfills Learning Contract.

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Non-Credit:

The student will not receive credit if:

1. Criteria are not achieved at the minimum expected level or higher.
2. Plan(s) for Success are not attained.
3. Learning contracts are not fulfilled.

Plan of Success: A plan developed, written, and carried out by the student when clinical performance is below the expected level of competency. The instructor will provide guidance and assistance to the student in reaching the identified goal.

Learning Contract: A plan developed and written by the faculty when a student has been unable to achieve Expected Level of Competence Criteria through her/his own Plan(s) for Success.

❖ Preparedness for Clinical Lab

Preparation sheets have been developed to assist the student in preparing for the clinical assignment. The clinical instructor will check the prep sheet at pre-conference time.

If the student is unable to demonstrate such preparedness, the instructor will note this behavior on the Clinical Evaluation form.

❖ Clinical Related Problems

Repeated inappropriate behavior and unsafe practice are grounds for requesting that the student leave the clinical facility. If the problem is not resolved, the student can receive a clinical non-credit grade in the nursing course.

Some examples of inappropriate behavior and unsafe practice include but not limited to:

1. Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner.
2. Performing unsafe nursing care thereby causing physical injury or emotional stress to a client.
3. Failing to maintain patient confidentiality.
4. Falsifying any information concerning the client, staff and peer group.
5. Inability to perform skills learned in skills laboratory.
6. Performing skills that are not appropriate for level of practice.
7. Removing any items from a client's room or hospital without permission.
8. Any act that is identified as Unprofessional Conduct in RULE §217.12 of the Board of Nursing.

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The student is further expected to exhibit professional behavior in appropriate dress, attitude and conduct. Students will abide by hospital policies.

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

❖ Clinical Release Forms

Students must abide by rules and policies of clinical agencies where hospital lab assignments are provided. Since clinical affiliations are not liable for injuries or communicable diseases, students may be requested to sign and acknowledge liability release forms of area hospitals. Students must comply with policies of the clinical agency to remain in the program and clinical course.

❖ Clinical Visitation Policy

Students are not allowed to visit clients in the hospital on other units during clinical time. Students are not allowed to wear their uniform, lab coat or other emblems identifying them as a nursing student or become involved in performing client care when making a personal visit to a client in the hospital or other clinical agency at any time.

❖ CPR Certification

All students must complete an **American Heart Association, BLS, Health Care Provider**, CPR course, prior to enrollment in the Vocational Nursing Program, and must maintain this specific CPR certification during enrollment. Students will not be allowed into the clinical setting without American Heart Association, BLS, Healthcare Provider CPR completion and will be counted as absent or may be dropped from the course. (*No on-line courses will be accepted*).

❖ Drug Screens

All students admitted, re-admitted, or transferred, must have a 12 panel drug screen. This must be completed within 30 days prior to the first day of clinical. Students must provide a urine, blood, and/or breath sample when requested for the purpose of drug screening by an agency (testing laboratory) designated by the Vocational Nursing program. Students will also permit the agency to release the results of the drug screening to authorized McLennan Community College Vocational Nursing program faculty or Program Director. The Vocational Nursing program will maintain the drug screening results. All Vocational nursing students must have a negative drug screen within 30 days prior to the first day of clinical before full admission status is granted. Students will be given information on licensure information, eligibility requirements and “good professional character” requirements from the Board of Nursing (www.bon.state.tx.us). Students will be required to pay for the costs. Students will not be allowed to participate in clinical affiliations for 24 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.

❖ Impaired Student Policy & Procedure

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According to the Vocational Nursing Student Handbook, students “Attending clinical while under the influence of any substance affecting a student’s ability to respond in a reasonable and acceptable manner” is considered inappropriate behavior and unsafe practice and is grounds for having the student leave the clinical environment.

Faculty who suspect any student of attending clinical while under the influence of any substance affecting the student’s ability should abide by the following:

In the clinical environment whether on McLennan Community College campus or at affiliated clinical facility:

1. Notify Clinical Coordinator of occurrence. If unable to reach Clinical Coordinator, notify Program Director.
2. Notify campus police 299-8911 or facility security for assistance in maintaining a safe environment, if needed.
3. Faculty or designated professional is required to stay with student until Clinical Coordinator or Program Director arrives.
4. If student needs medical evaluation, student will be referred to the Emergency Department or call 911. Student will be responsible for charges incurred.
5. Have another professional witness student behavior. The witness will provide written documentation.
6. Student will not be allowed to void prior to specimen collection.
7. Student will not return to the clinical experience for the remainder of the scheduled clinical day.
8. Clinical Coordinator or Program Director will notify A&D Testing at (254)399-8378 to provide an on-site screening.
 - a. A&D Testing will perform a Rapid Screen and/or Alcohol Breath Analyzer at clinical site. Negative rapid screen results shall not be disclosed to student.
 - b. A&D Testing will send a specimen to lab confirm the results via 12 panel drug screen.
 - c. If Lab result is positive, Medical officer review will be obtained.
 - d. A&D Testing will send MCC VN an invoice for the services performed.
9. Following specimen collection:
 - a. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
 - b. Student shall be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.
10. For positive drug screen results:
 - a. Students must meet with Program Director and Clinical Coordinator.
 - b. Students will be withdrawn from nursing program.
 - c. Student will earn a ‘non-credit’ for the clinical course.

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- d. Students will not be allowed to participate in clinical affiliations for 24 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
 - e. Clinical Coordinator or Program Director will file complaint to Board of Nurses in compliance with Rules and Regulations defined.
 - i. BON Rule 217.12 Unprofessional Conduct #10 (d) A positive drug screen for which there is no lawful prescription
 - ii. BON Section 301.402 Mandatory Report by Nurse (b) A nurse shall report to the Board in the manner prescribed under Subsection (d) if the nurse has reasonable cause to suspect that: (2) the ability of a nursing student to perform the services of the nursing profession would be or would reasonably be expected to be impaired by chemical dependency.
 - iii. Complaint form located on Board of Nursing website at www.bon.texas.gov:
 - 1) Select Disciplinary Action
 - 2) Select How to file a complaint
 - 3) Select Individual complaint form or <http://www.bon.texas.gov/about/pdfs/cmplt.pdf>
 - f. Documentation regarding incident and lab results to be placed in student's administrative file in nursing program.
 - g. Report to be submitted to the following MCC personnel. Report must be hand delivered to the following. No electronic submission of report will be accepted.
 - i. Vice-President of Student Services
 - ii. Student services counselor
11. For negative drug screen results:
- a. Incidence to be reviewed with Program Director and Clinical Coordinator prior to next clinical day.
12. A student who refuses to provide a specimen upon request will be considered to have a positive drug screen and will be removed from the program and all items described in #10 will be followed.

❖ Criminal Background Checks

All students admitted, re-admitted, or transferred, must have a cleared criminal background check. Students will be required to pay for the costs. Students will be instructed prior to admission, the procedure to follow for obtaining a criminal background check. Students must indicate to the fingerprint company that it is for nursing, so that it will be initiated to the Federal Bureau of Investigations (FBI) linking system. The fingerprint process will initiate a criminal background check with results being sent to the Board of Nursing and will be kept on file at the Board of Nursing for future licensure. The blue clearance background card received from the Board of Nursing must be submitted to the Vocational Nursing office **PRIOR** to the first day of class. The information received from the criminal background check will determine the eligibility for full acceptance status into the Vocational Nursing program. All Vocational nursing students must have a clearance of a criminal background check before full admission status is granted.

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Students must be aware that results of the criminal background check history may bar them from full acceptance status into the VN program (see examples on www.bon.state.tx.us and www.bon.state.tx.us/disciplinaryaction/discp-guide.html). Students must report any and all arrests or convictions while enrolled in the program. If students exit from the program for any one long semester, the criminal background check process must be repeated.

❖ Due Process

Due process is the right of all students. The process ensures that any student, who feels that they have been unfairly treated, or that policy has been applied differently in their case than in others, may appeal decisions, which affect them. Any problems should first be discussed with the course instructor. If satisfaction is not reached, the student then may make an appointment with the course leader to meet with the teaching team. If satisfaction is not reached, the student may contact the Program Director, then the Chair of Nursing.

❖ Mandatory Reporting of Nursing Students

The Nursing Practice Act for the State of Texas requires that schools of nursing must report students suspected of being impaired by chemical dependency. The following section of the Nursing Practice Act states the requirement:

Sec. 301.404. Duty of Nursing Educational Program to Report.

(a) In this section, “nursing educational program” and “nursing student” have the meanings assigned by Section 301.402(a).

(b) A nursing educational program that has reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires.

❖ Clinical Requirements

1. At all times, uniforms and lab coats will be clean, freshly laundered and pressed if needed.
2. Uniforms will be worn only when students are engaged in nursing class activities and specified occasions of the college. Student will wear full uniform except in situations where they are specifically instructed not to do so.
3. The length of the skirt will be no shorter than knee length.
4. The color of hose to be worn with the uniform skirt will be white or neutral. Hose with runs will not be worn. White **socks or hose** will be worn with scrub pants.
5. Shoes will be kept in good condition, clean and polished.
6. MCC name badges will be worn on the upper left side of the uniform at all times during clinical.
7. Hair will be kept neatly arranged and away from the face. Students must select a hairstyle that will not fall forward or over the face while performing client care or clinical activities. Hair shall be neutral in appearance and without distractive colors and/or styles.

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Neutral barrettes the color of the hair will be acceptable. No bows are allowed. Sideburns will not extend below the earlobe. Neatly trimmed mustaches and beards will be acceptable. (Post conference is included in duty time).

8. The only jewelry that will be acceptable will be one simple ring or set and one small chain necklace. Those with pierced ears may only wear one pair of small metal studs or studs w/precious or semi-precious stones. Earrings shall not extend below the earlobe. Body piercing in other areas should NOT be visible. Tattoos must be covered according to agency policy.
9. Make-up will be applied in a manner that will give a natural look.
10. Fingernails will be kept smoothly rounded, sufficiently short, not to extend beyond the tips of the fingers. Nail polish may be worn only if in good repair without chipping. **No artificial nails are to be worn while providing direct client care.**
11. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances, colognes, or perfumes will be worn. Offensive body odors will not be tolerated.
12. Chewing gum or eating candy while on duty will **NOT** be allowed. Breath mint and breath spray permitted.

❖ Clinical Assignment Information

Clinical assignments will be made without regard to the sex and gender, disability, creed or religion, color, age, national origin or disease condition of the client. Therefore, the student will be expected to provide safe nursing care for any patient assigned to their level of responsibility.

Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Clinical assignments will be posted on assigned hospital units and occasionally outside instructor doors. You may review your assignments and chart the day before clinical. Proper clinical attire for such reviews include wearing a lab coat, uniform, and name badge for identification (NO BLUE JEANS, shorts, sandals, flip flops or other inappropriate attire.) Students are expected to demonstrate courtesy to staff needs for access to medical records and cortices, especially at change of shift times.

Students will be asked to leave the clinical floor if proper clinical attire is not worn.

❖ Clinical and/or Classroom Learning Contract

1. Learning contracts will be initiated when a student has missed 7 hours of clinical or has demonstrated behavior that is **detrimental** to patient safety.
2. A student who: uses abusive language, verbally and or physically threatens, intimidates, harasses, physically injures or coerces faculty or students in the Vocational Nursing Program during clinical or classroom setting will be removed from the Vocational Nursing Program.
3. Clinical evaluation will reflect absences (dates/times of absences) and the behavior of the student.

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4. Refusal to sign learning contract can result in being dismissed from the program
5. Plans of action on how to correct problem will be submitted to faculty or program director within 48 hours of the date of the incident.

❖ Clinical Attendance Policy

(Includes on-campus clinical, off-campus clinical, simulation lab, and other assignments)

Clinical experiences are treated like a professional job, are provided according to the Board of Nursing Rules and Regulations, and are in compliance with accrediting bodies. **The student is expected to have regular and punctual attendance to all clinical experiences as scheduled and is responsible for travel to the clinical experience.** According to our accrediting agencies, VNSG 1360 requires 272 clinical contact hours each semester. VNSG 1260, 1261, 1262 & 1263 require completion of 144 clinical contact hours each semester. Lunch time may not be counted as clinical hours, according to regulatory policy. Students must complete the designated hours in order to be successful in each course and progress to the next semester.

❖ Clinical Absences

(Includes on-campus clinical, off-campus clinical, simulation lab, and other assignments)

For a student to progress in the nursing program ALL clinical objectives must be satisfactorily met. If a student has extenuated circumstances on a clinical day, the student must notify their clinical instructor at least one hour prior to the scheduled clinical start time via text message or phone call to instructor's cell phone. The student may not ask a family member or friend to report the absence and the nursing faculty and clinical coordinator will determine what qualifies an "extenuated circumstance." (Examples of extenuating circumstances are acute illness of self or death of immediate family. Documentation of extenuating circumstance may be required.) Given the faculty has determined the absence is a result of "extenuated circumstance," and proper notice is given by the student per protocol, the student may be given an alternative assignment to assist in meeting clinical objectives. The alternative assignment will be determined by the clinical faculty and clinical coordinator, based on which objective/s were missed due to absence. Please note if a student is absent from clinical on a day in which there are no like alternative assignments the student may be withdrawn from the clinical course and may be unable to progress in the program. (Examples whereby like alternate assignments cannot be duplicated in the event of absence - demonstrating proficiency in administration of PO meds to an actual patient, collecting actual patient data for nursing process or other assignments.) In the event there is an alternative assignment offered, it will be proportional to the clinical day missed. A clinical day is defined as the experience assigned to the student for the day missed. As in a professional job and per Board of Nursing and accreditation protocol, the student is expected to be in the clinical agency prepared to begin assignment at the designated time. In summary, the clinical experience is treated like a professional job in which the student is expected to be prepared, arrive to clinical on time, contact MCC clinical faculty via text or call to cell phone if issues or absence is necessary and meet all clinical objectives in order to progress in the

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Vocational Nursing Program. Accrediting agency mandates from the Texas Board of Nursing, supersedes the MCC absence policy.

Clinical absences per course are as follows:

Clinical Course	Absences	Consequences
VNSG 1360	27 hours/semester	Initiate learning contract after 7 hours missed.
VNSG 1260	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1261	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1262	7 hours/semester	Initiate learning contract when 7 hours missed.
VNSG 1263	7 hours/semester	Initiate learning contract when 7 hours missed.

❖ Clinical Assignment Policies

Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Clinical assignments will be posted on assigned hospital units or at the discretion of the clinical instructor. You may review your assignments and client's charts the day before clinical.

Proper clinical attire for such reviews include: uniform, lab coat and name badge for identification. Students are expected to demonstrate courtesy to staff needs for access to medical records and kardexes. Students are required to adhere to HIPPA and patient confidentiality guidelines. Students will not copy any information from a patient's chart nor take any printed material outside of the facility. The misuse of personal health information can result in dismissal from the program.

❖ Continuation Policy

Credits for the certificate include a minimum grade of "C" or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of "C" (78) will be required for courses transferred or substituted to satisfy certificate requirements.

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A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

Withdrawal & Failures in the Vocational Nursing Program

- ✓ Failure of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ Withdrawal of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ One (1) course failure and one (1) course withdrawal of two program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.

Re-Entry or Re-Admission Into the VN Program

- ✓ Only one (1) course failure or one (1) course withdrawal may be repeated while in the VN Program. This course can only be repeated once.
- ✓ One (1) course failure or one (1) course withdrawal can be repeated once while in the VN program during a three (3) year period.
- ✓ A student who is unsuccessful due to one (1) course withdrawal or one (1) course failure may re-enter or re-apply to the VN program only one (1) additional time
- ✓ During a second re-admission/re-entry into the VN program; if the student is unsuccessful due to a withdrawal or failure (theory/clinical); the student must wait three (3) years from the exit date/year from the program before applying to the VN program as a new student.

(Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

Late Work, Attendance, and Make Up Work Policies:

The student will have missed 5% of the scheduled clinical hours when he/she has reached seven (7) hours of absence from this course. If the student is absent in excess of seven (7)

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hours the instructor may drop the student from the course. A Learning Contract will be initiated when absences reach 7 hours from a clinical course.

The student will be required to attend any scheduled hospital general orientation and scheduled unit orientation. If a student does not attend a scheduled general or unit orientation session, the student may not be allowed to practice at their assigned clinical site. The student will not receive credit for completion of VNSG 1260 if the student cannot practice at their assigned clinical site.

Student Behavioral Expectations or Conduct Policy:

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

❖ Required Verbal Announcement in Class

"If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements."

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

❖ Classroom Safety

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab or simulation area.

❖ Cellular Telephones & Personal Phone Calls

All cellular telephones must be turned off at the beginning of class. In the event of an emergency the Health Professions Secretary will notify the student. No personal calls will be accepted. (Health Professions Secretary – 254-299-8347.)

❖ Electronic Communication

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC’s policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college

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e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

❖ Privacy and Confidentiality

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

❖ Instructional Uses of E-mail

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on regular bases unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

❖ Appropriate Use of Electronic Communication

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

❖ Liability Statement

McLennan Community College, its staff and/or clinical facility and staff are not financially liable for illness, injury or medical expense that may occur in the Vocational Nursing Program. It is the student's responsibility to provide adequate health care by medical insurance or other means.

❖ "Subject to Change" Disclaimer

The policies, regulations, procedures and fees associated with the Vocational Nursing Program are subject to change without prior notice, if necessary, to keep College and Program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the Vocational Nursing Program reserve the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or the Vocational Nursing Program.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.