Associate Degree of Nursing Program
Del Rio, Eagle Pass, Uvalde
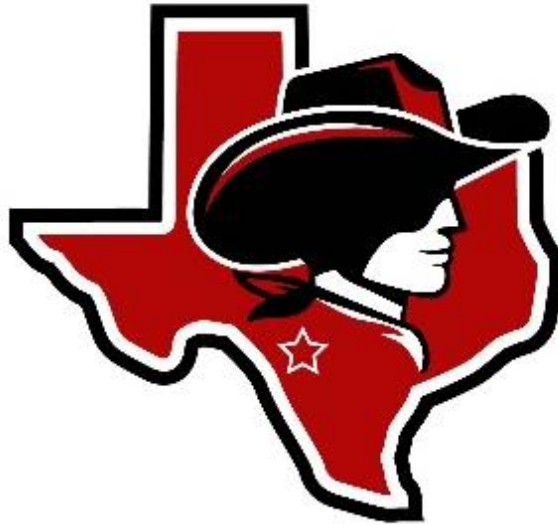
Nursing Student Handbook

2025-2026

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The Florence Nightingale Pledge

I solemnly **pledge** myself before God and in the presence of this assembly, To
pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous and
will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession
and will hold in confidence all personal matters committed to my keeping, and
all family affairs coming to my knowledge in the practice of my calling.

With loyalty, will I endeavor to aid the physician in his work and
devote myself to the welfare of those committed to my care.

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Table of Contents

Dear Students:

Welcome to the Southwest Texas College Associate Degree of Nursing Program. We are pleased that you have chosen to be a part of our college history. Advancing your professional goals is important to you, your family, and the community. We are happy to be a part of that endeavor. As Administrators at this college, we believe that our nursing curriculum will provide many opportunities to increase your knowledge and skills. We are proud to provide state-of-the-art equipment, including new simulation models. Our library offers current resources, including an information system that provides full-text access to numerous nursing and medical journals, enabling you to stay up-to-date with the latest information in the healthcare community.

A key aspect of your ongoing professional development is access to clinical resources. We are working collaboratively with local and neighboring hospitals, clinics, nursing homes, home health agencies, and physician offices to increase your awareness of health deviations and current treatment options. Personnel at each of these facilities are excited about participating in your learning experiences and are taking their time and effort to increase your potential. Physicians, physician assistants, nurse practitioners, staff nurses, and other health service providers will share information specific to your role. At the same time, they will provide an opportunity for you to observe their roles and the contributions they make to patient care.

Last, but not least, we have faculty members with varying backgrounds and experiences. Our focus is on providing students with faculty members who possess current knowledge, skills, and expertise in nursing. Several of the faculty members who will be teaching in the program hold full-time positions as nurse practitioners, clinical nurse specialists, nurse managers, and pharmacists.

After you have had sufficient time in the program, we would welcome the opportunity to receive evaluations and suggestions that can help us enhance our program to better serve your needs. Once again, thank you for choosing Southwest Texas College. We wish you the best of success as a registered professional nurse.

PREFACE

As an Associate Degree of Nursing (ADN) Program student, you are about to embark on a challenging and rewarding career. The standards that the Nursing profession sets are high. To help you learn and adjust to these standards, you should familiarize yourself with the policies and guidelines in this Nursing Student Handbook.

The Southwest Texas College (SWTX) Associate Degree of Nursing Student Handbook has been compiled by the faculty to provide guidelines for students enrolled in the ADN program. This handbook is intended as a supplement to the SWTX Student Handbook, serving to bridge the policies of the College with those specific to this program. The policies and procedures outlined in this handbook are designed to support the success of students. Specific information that will guide course activities is included in the course syllabus.

The ADN Program is a part of the Allied Health and Human Services Division of SWTX. Faculty members hired for the Associate Degree of Nursing Program meet the requirements of the Texas Board of Nursing and SWTX. Their purpose is to meet the course objectives and assist each student in achieving the program outcomes.

SWTX is dedicated to delivering high-quality educational programs that foster the development of successful healthcare professionals. The development of caring health professionals requires interactions with patients in hospitals and clinics, as well as varied patient services and academic settings, resulting in an educational environment with unique characteristics and potential for the learning process.

SWTX programs prohibit discrimination. Access to its programs or activities shall not be limited based on race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

If a revision needs to be completed, the students will be informed of the change, and the department will adhere to the updated policy and procedure.

The SWTX faculty and staff wish you success in pursuing your educational goals.
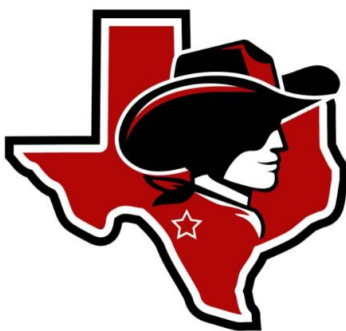
The SWTX ADN Program reserves the right to review and modify policies and curriculum as deemed necessary to meet current program objectives, without prior notice. The SWTX ADN Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparation of this handbook. Changes will take effect whenever the proper authorities determine and will apply to both prospective students and those already enrolled. Students accepted into these nursing programs of study agree to this upon signing the Student Handbook Acknowledgement form.

MISSION, PHILOSOPHY, & VALUES

MISSION OF THE COLLEGE

Southwest Texas College enriches the lives and advances growth by educating our diverse communities.

MISSION OF THE ADN PROGRAM

The mission of the SWTX Associate Degree of Nursing Program is to prepare graduates who are competent, self-directed, technically skilled, invested in a lifelong pursuit of knowledge and personal growth, and committed to serving humanity by providing culturally relevant nursing care.

PHILOSOPHY

The Concept-Based Curriculum is the foundation for the ADN Program at SWTX. The Southwest Texas College nursing faculty believes that nursing education must be current, dynamic, and forward-thinking in preparing students for the evolving nursing needs of people in an ever-changing healthcare delivery system. The purpose is to prepare nursing students for entry into practice as professional nurses following the successful completion of the NCLEX-RN.

VALUES

The faculty holds the following beliefs:

Nursing faculty view the ***registered nurse*** **(RN)** as a key member of a multidisciplinary health team. The registered nurse has dependent, independent, and interdisciplinary responsibilities to deliver caring and quality nursing management to individuals, groups, families, and communities. Caring has attributes and features pertinent to the profession of nursing. Caring encompasses acts directed towards self and others that positively influence interactions between humans and the environment, thereby improving the human condition through growth and healing.

Nursing education supports the human capacity to care through the acquisition of knowledge and skills needed to fulfill one's professional role as a caring nurse. Nursing is both a science and an art that requires a dynamic learning program designed to provide comprehensive care and a continuum of wellness from illness to recovery for patients. The object is to achieve optimal health and quality of life. If recovery is not feasible, death with dignity is the goal. The nursing process encompasses preventive, therapeutic, and/or educative aspects, with consistent steps of assessment, planning, implementation, and evaluation to effectively meet the patient's or client's needs.

PROGRAM GOALS AND OBJECTIVES

PROGRAM GOALS

The goals of the Southwest Texas College Associate Degree of Nursing Program are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and differentiated essential competencies as prescribed by the Texas Board of Nursing (BON).
2. Provide instruction and clinical reasoning utilizing established evidence-based policies as the basis for decision-making in nursing practice.
3. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.).
4. Provide a quality learning environment that promotes critical thinking, enhances problem-solving abilities, and ensures technical competence.
5. Ensure that students are prepared to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) successfully.
6. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

PROGRAM OBJECTIVES

Upon completion of a nursing program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Board of Nursing for the State of Texas in a variety of health care settings.
2. Utilize critical reasoning, evidence-based practice, and cultural diversity knowledge and skills when assessing, planning, implementing, and evaluating patient care across the life span.
3. Engage in continuous improvement of cognitive, psychomotor, and psychotherapeutic abilities necessary to assess and provide safe and effective nursing care comprehensively.
4. Demonstrate caring behaviors and utilize teaching strategies that promote wellness, a healthy lifestyle, and recovery from illness.
5. Communicate and work effectively with patients, family members, and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the multi-disciplinary healthcare team.
7. Maintain competence upon becoming an RN through self-evaluation, peer review, and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Upon Completion of the Associate Nursing Program, the graduate will meet the Differentiated Essential Competencies (DECs) of Graduates of Texas as required by the BON.

PERFORMANCE STANDARDS

The following performance standards and activities have been identified as essential for successful admission, progression, and completion of the Associate Degree of Nursing program. Applicants to the program must be able to meet the following performance standards:

Functional Ability	Standard	Examples of Required Activities
Observation	Ability to actively participate in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess them for examination, diagnosis, and treatment. Such observation and information usually require functional use of visual, auditory, and somatic sensations.	• Visually discriminating incremental reading on syringes • Sphygmomanometers and other medical equipment • Visually discriminating between different colored objects • Discriminating between auditory stimuli • Perform a comprehensive assessment on patients
Gross Motor Skills	Gross motor skills are sufficient to provide the full range of safe and effective patient care activities	• Move within confined spaces such as a treatment room or an operating suite • Assist with turning and lifting patients • Administer CPR
Fine Motor Skills	Fine motor skills are sufficient to perform manual psychomotor skills	• Pick up and grasp small objects with fingers, such as an insulin syringe or pills • Perform tracheotomy suctioning, insert urinary catheter
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	• Walk and for extended periods; turn, position, and transfer patients. • Manually resuscitate patients in emergencies
Physical Strength	Physical strength sufficient to perform the full range of required patient care activities	• Push and pull 250 pounds • Lift/move heavy objects from 35 – 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist, and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	• Move around in the work area and treatment areas. • Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability is sufficient for physical monitoring and assessment of patient health care needs	• Hear normal speaking level sounds • Hear auscultatory sounds • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	• See objects up to 20 feet away • Visual acuity to read calibrations on a 1 ml syringe • Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	• Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	• Detect odors from the patient (foul-smelling drainage, alcohol breath) • Detect smoke

Functional Ability	Standard	Examples of Required Activities
Emotional/ Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior are essential to assume responsibility and accountability for one's actions. Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, and co-workers to achieve a positive and safe work environment. Follow instructions and safety protocols. Honesty and integrity beyond reproach	• Establish rapport with patients, instructors, and colleagues. • Respect and care for persons whose appearance, condition, beliefs, and values may conflict with their own • Deliver nursing care regardless of the patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and workgroups • Establish and maintain therapeutic boundaries • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all patient care responsibilities • Adapt rapidly to a changing environment/stress • Exhibit ethical behaviors and exercise good Judgment
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect, and body language	• Give verbal directions to or follow verbal directions from other members of the healthcare team, and participate in health care team discussions of patient care • Elicit and record information about health history, current health state, and responses to treatment from patients or family members • Convey information to patients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner • Recognize and report critical patient information to other caregivers
Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability are sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis	• Calculate appropriate medication dosage given specific patient parameters • Analyze and synthesize data and develop an appropriate plan of care • Collect data, prioritize needs, and anticipate • reactions • Transfer knowledge from one situation to another • Accurately process information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals.
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	• Comprehend spatial relationships to properly administer injections, start intravenous lines, assess wounds of varying depths, etc.
Clinical Reasoning	Ability to reason across time about a patient's changing condition and/or changes in the clinician's understanding	• Evaluate patient or instrument responses, synthesize data, and draw sound conclusions
Flexibility	Adapt to the Nursing Department course scheduling policy	• Available to work the hours of an assigned schedule, which could include any shift and day of the week

DIFFERENTIATED ESSENTIAL COMPETENCIES FOR GRADUATES OF TEXAS NURSING PROGRAMS

Texas Board of Nursing 2021

The Differentiated Essential Competencies (DECs) were designed to guide pre-licensure nursing education programs in preparing graduates to enter nursing practice as safe, competent nurses, as well as to provide a baseline for the nursing knowledge, skills, abilities, and judgment among graduates from Texas nursing programs in the healthcare setting. It is acknowledged that not all competencies can be evaluated upon graduation from a nursing program; however, the graduate will have received the educational preparation necessary to demonstrate each competency. As the novice nurse gains practice experience, the entry-level competencies acquired through education will continue to develop as the nurse demonstrates an expanding level of expertise.

The legal scope of practice for licensed nurses in Texas is dependent upon the educational preparation in professional and graduate nursing education programs. RNs provide a wide range of nursing care through the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

DECs of graduates of Texas Nursing Programs include 25 basic competencies within the four nursing roles and describe the required outcomes for RN education with progressive differentiation of competency levels for each educational level.

Further delineation of the competencies is expanded through sub-competencies, accompanied by required subject content (Knowledge) and expected Clinical Judgments and Behaviors. Texas-approved nursing education programs are necessary to operationalize the DECs in the curriculum, ensuring that graduates are educated to carry out the competencies. The competencies for each educational level build upon the competencies from the previous level.

- ➢ Member of the Profession: listed as the primary role to focus on the profession.
- ➢ Provider of Patient-Centered Care: emphasizing patient-centered care and their families.
- ➢ Patient Safety Advocate: based upon promoting high-quality nursing care and a safe environment for patients, self, and others.
- ➢ Member of the Health Care Team: relates to the nurse's participation in the patient, family, and health care team.

Each core competency is further developed into specific knowledge areas and clinical judgments and behaviors, based on these areas of knowledge. Redundancy is intentional, allowing each section under a role to stand alone. Competencies for each level of educational preparation are presented in a table format. The competencies are differentiated and progressive by educational preparation. The scope of practice and competency level may be compared across the table.

The competencies outline a set of outcomes expected of nursing education programs to ensure that newly licensed nurses enter practice with a knowledge base and a range of skills, including decision-making abilities, for safe practice. As the practicing nurse gains experience and perfects nursing skills and clinical judgment, their competencies continue to grow as they move from novice to expert.

Any redundancies across the initial competencies are intentional, allowing the competencies under each role to stand alone as performance characteristics. Some competencies are identical for each educational level since the exact expectations apply to all licensed nurses, such as the standards for safety. Differences in competencies among educational levels reflect their respective assignments, level of autonomy in planning and practice decisions, required supervision, administrative roles, leadership responsibilities, and capacity for evaluation of care and caregivers.

The DECs are helpful as a basis for curriculum in nursing programs, as well as for orientation and internship programs for practicing nurses in healthcare settings, and for the creation of evaluation tools for nursing education and practice. The DECs are consistent with Board Position Statements, Rules and Regulations, Education Guidelines, and other Board documents.

Texas Board of Nursing, Differential Essential Competencies (DECs) of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (January 2021).

PROGRESSION OF CONCEPTS – REFLECTION OF GUIDELINES

COLLEGE MISSION → Enrich lives → Excellence → Inclusivity → Opportunities → Full Potential

NURSING MISSION → Current Interactive Integrative Education (Built on Educational, Clinical & Life Experiences) → Concept-based Patient Care → Life Long Learner → Professional Practice

PHILOSOPHY CONCEPTUAL FRAMEWORK → Evidence Based Practice, Critical Reasoning, Ethical/Legal, Therapeutic Communication, Conceptual Pathophysiology, Cultural Diversity → Clinical Experiences → Continued Professional Growth

DEC'S → Member of the Profession → Provider of Patient Centered Care → Patient Safety Advocate → Member of the Health Care Team

PROGRAM OBJECTIVES BY NO. → No. 1, No. 2, No. 4 → No. 3, No. 5 → No. 7 → No. 6, No. 8

ACTUALIZATION / UNIT ACTION PLAN → Professional Growth, Organizational Growth → Pass NCLEX-RN, Registered/Vocational Nurse → Progress toward BSN, Meet Professional Goals → Socio-economic Achievement

ENDORSEMENTS, CONTROLLING AGENCY, APPROVAL, STANDARDS OF APPROVAL, AND LICENSING AGENCY

ENDORSEMENTS

The SWTX ADN program is an integral part of the Allied Health & Human Services Division. Nursing students enjoy the same rights and privileges as other college students and observe the same rules and regulations as stated in the college catalog.

CONTROLLING AGENCY

The controlling institution is Southwest Texas College.

APPROVAL

The Associate Degree of Nursing Program is approved by the Texas Board of Nursing, the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges, and the Texas Workforce Commission.

STANDARDS OF APPROVAL

 The annual review and evaluation for renewal of the certificate of approval by the Texas Board of Nursing ensures adherence to established standards.

LICENSING AGENCY

Southwest Texas College will direct the Associate Degree of Nursing Program according to the standards adopted by the Texas Board of Nursing.

FACULTY PHONE NUMBERS

Director:	
Amanda Hadley, MSN, RN	830-591-7256
Campus Coordinators:	
Stephanie Gray, MSN, RN – Eagle Pass	830-758-5062
Rolando Lira, MSN, MACE, RN – Del Rio	830-703-1503
Peter Salazar, BSN, MBA, RN, CDCES – Uvalde	830-591-7391
Administrative Assistants:	
Norma Diaz – Eagle Pass	830-758-5070
Veronica Fosbenner, BA – Uvalde	830-591-7320
Lizet Medrano, AA – Del Rio	830-703-1581
Nursing Faculty:	
Richard Briseno, ADN, RN – Uvalde	830-591-7384
Janna Calk, MSN, MA, RN – Del Rio	830-703-1503
Cindy Castillo, MSN, RN, CA-SANE – Uvalde	830-591-7217
Sonia Cruz, MSN, RN – Eagle Pass	830-758-4139
Francisco Garcia, BSN, RN – Eagle Pass	830-758-4155
Patricia Garcia, MSN, FNP, RN – Uvalde	830-591-7230
Maria Kuykendall, MSN, RN – Eagle Pass	830-758-5066
Maria Martinez, MSN/ED, RNC-OB, C-EFM – Uvalde	830-591-7218
Shayla Ostrosky, MSN, RN – Del Rio	830-703-1567
Melissa Sanchez, MSN, RN – Del Rio	830-703-1596
Sonia Tovar, ADN, RN – Eagle Pass	830758-5063
Virginia Valle, MSN, RN – Uvalde	830-591-7332
Kathy Zaske Merenda, MSN, CNE, MEDSURG-BC, RN – Del Rio	830-703-1508
SIM Coordinator:	
Raul Valdez, ADN, RN	830-591-7316
Clinical Teaching Assistants:	
Jamie Bonnes, MSN, FNP, BC – Del Rio	830-703-1581
Jose De La Cruz, BSN, RN - Uvalde	830-591-7320
Benedict Diongzon, BSN, RN – Uvalde	830-591-7320
Megan Villanueva, MSN, RN – Del Rio	830-703-1581

CLINICAL SITES

Hospitals:	
Dimmit Regional Hospital	830-876-2424
Fort Duncan Regional Medical Center	830-773-5321
Medina Regional Hospital	830-741-4677
Uvalde Memorial Hospital	830-278-6251
Val Verde Regional Medical Center	830-775-8566
Mental Health Centers:	
Camino Real Mental Health	830-773-5696
Cedar Hills Geriatric Center	830-597-5445
Nursing Home:	
Amistad Nursing & Rehabilitation Center	830-278-5641
Del Rio Nursing & Rehabilitation Center	830-775-2459
Eagle Pass Nursing & Rehabilitation Center	830-773-4488
La Hacienda de Paz Rehabilitation and Care Center	830-213-8138
La Vida Serena Nursing & Rehabilitation Center	830-774-0698
Maverick Nursing & Rehabilitation Center	830-757-8566
Uvalde Healthcare Nursing & Rehabilitation Center	830-278-2505
Val Verde Nursing & Rehabilitation Center	830-775-7477
Hospice:	
Haven Hospice	830-758-0966
Uvalde Memorial Hospital Hospice	830-278-6251
Val Verde Regional Medical Center Hospice	830-774-4580
Home Health:	
Maverick Home Health – Del Rio	830-768-7707
Maverick Home Health – Eagle Pass	830-773-5330
Maverick Home Health – Uvalde	830-278-8370
Clinics/Dr's Offices:	
Community Health Development	830-278-7105
Dr. Galindo	830-775-0512
Dr. Carlos Hernandez	830-758-1633
United Medical Center – Del Rio	830-774-5534
United Medical Center – Eagle Pass	830-778-5358

Clinical sites may be added or omitted as they become available

ADMISSION POLICY

GENERIC TRACK

Applicants must meet all admission requirements for the College and the nursing program and be admitted into the nursing program.

LVN/RN TRACK

In addition to meeting the Generic Track requirements, applicants must be a graduate of an LVN program and hold a current Texas License as an LVN.

If the applicant attended an LVN program other than with SWTX, the applicant must provide a Letter of Good Standing from the transfer college program director.

ADMISSION POLICY & PROCESS

All admission requirements, including a clear background check with the Texas Board of Nursing, must be met to be considered for admission to the nursing program. Meeting the application requirements does not guarantee an interview or admission to the program. The Admission Committee reviews applications and admits based on:

1. Complete the application to SWTX and the Nursing Program.

2. Students must have completed all prerequisites AND have a minimum 2.50 cumulative GPA for the prerequisites that include:

   BIOL 2401 Anatomy & Physiology I,
   BIOL 2402 Anatomy & Physiology II,
   BIOL 2420 Microbiology,
   ENGL 1301 Composition I,
   PHIL 2306 Ethics, and
   PSYC 2314 Lifespan Growth and Development.

   Acquired grades below a C on prerequisites will not be accepted for consideration for the program.

   Note: If one Anatomy & Physiology course is over 5 years old, at the end of the spring semester of the entrance year, it is required that the applicant either retake the course OR take RNSG 1311 Nursing Pathophysiology. If both Anatomy and Physiology courses are over five years old, at the end of the spring semester of the entrance year, students may take RNSG 1311 or repeat both A&P courses. If RNSG 1311 is more than 5 years old, it must be repeated at the end of the spring semester of the entrance year.

   GPA is calculated by adding together the course grade points, then dividing by the total number of course hours (Course grade points: A=4, B=3, C=2, D=1, F=0).

3. Assessment Technology Institute (ATI) TEAS examination score of 70.0 or higher.
   a) ATI TEAS score must be submitted by the deadline date of the application period. Applications without a TEAS score will not be considered for Admission.
   b) The ATI TEAS score must not be older than three years from the application deadline date.
   c) Points are awarded for the TEAS score and the number of attempts of the TEAS exam.
   d) Information regarding the ATI TEAS can be found on atitesting.com.

4. Three letters of reference. Upon receipt of the application, nursing staff will send out the reference to the contacts listed on the application. References from family and friends will not be accepted.

5. Clear background check from the Texas Board of Nursing.
   The applicant will receive an email from IdentoGo with instructions on how to proceed with the background check approximately 45 days after submitting their application. Applicant is required to submit a copy of all correspondence from the Texas Board of Nursing (i.e., a blue postcard or letter from BON)

6. Official High School transcript or GED certificate.

7. Official transcripts from all colleges/universities attended (excluding SWTX).

8. Meet TSI College-Readiness requirements in Reading, Writing, and Math.

9. EDUC 1300 or COLS 0300. If you have 12 or more passing transfer academic credits, you are exempt from this requirement.

10. Applicant must complete an in-person interview with the Admission Committee. Interviews are scheduled (notified by email) once the pre-admission requirements have been met.

11. Students may be admitted to a campus other than their first choice and will be required to attend all classes, clinical, and other seminars on the campus they were admitted to. Students are responsible for travel arrangements. If space allows, students may be transferred back to their first-choice campus, but only at the end of a semester; never in the middle.

PLEASE NOTE: Admission to the ADN program is competitive, and meeting the above requirements does not guarantee an interview or admission into the nursing program.

POST-ADMISSION REQUIREMENTS

After the applicant is notified of admission, the applicant must:

- Accept or decline the program by the deadline. Failure to respond by the deadline will result in the applicant losing their spot.
- Applicant must complete the nursing packet by the deadline.

HEALTH INSURANCE

All nursing students are required to provide proof of personal health or medical insurance. You must submit a letter from the insurance carrier stating that you are currently covered, along with a copy of the front and back of your insurance card. BOTH the letter and the card must be submitted each semester for the duration of the program. Insurance must be purchased in the United States.

LIABILITY INSURANCE

Liability insurance is specialty insurance coverage designed to offer protection against claims arising from student nursing practice. Liability insurance is automatically purchased (paid for by the student through tuition) for all nursing students enrolled in clinical courses.

CPR & BCLS

All nursing students must provide proof of having completed CPR certification through the American Heart Association (AHA) for Healthcare Providers. The CPR course must be completed in person. No online course certification will be accepted. Current certification must be submitted before the first clinical day and must be kept throughout the nursing program.

HEALTH STATUS FORM & IMMUNIZATIONS

Before admission, nursing students must submit the Health Status Form, which includes verification of immunizations for the following: Tuberculosis (TB), Varicella (a history of disease is not accepted), Hepatitis B series, MMR, Tetanus/Diphtheria (Tdap, 10 years), Meningococcal (5 years), and Influenza. Positive titer documentation for eligible immunizations is acceptable. In the event of a positive TB exam, a chest X-ray is required and must be no more than two years old. In addition to the above immunizations, a copy of your childhood immunization records is also required. If you are unable to submit the childhood immunization record, a letter from the doctor (on official letterhead) must be provided, stating that the nursing student is current and up to date. TB and Influenza immunizations will be required yearly. Health Status forms with blank spaces will not be accepted.

PHOTOCOPY OF PICTURE ID

All nursing students are required to provide a photocopy of a profile picture for their nursing file.

PHYSICAL

Evidence of good physical and mental health, as documented through a health screening using the provided form, is required. Failure to reveal a preexisting physical or mental illness could result in dismissal from the nursing program.

UNIFORM & T-SHIRT RECEIPTS

All nursing students are required to purchase the uniform and classroom-approved t-shirts at the SWTX bookstore. Purchase receipts must be emailed to the nursing administrative assistants.

DRUG SCREEN

All nursing students will be required to complete a drug screen with negative results. A positive drug screen will result in the loss of your spot in the program.

NEW STUDENT ORIENTATION

All nursing students are required to attend a mandatory student orientation before the first class day. Failure to attend orientation will result in the loss of your spot in the program. The new student orientation is scheduled, and you will be notified of the date in the admission packet.

STATE BOARD QUESTION FORM

All nursing students are required to submit a signed copy of the State Board Question form. This form will be provided in the admission packet.

PETITION FOR DECLARATORY ORDER

A petition for Declaratory Order is a formal disclosure to the BON of an outstanding eligibility issue that may prevent an applicant from taking the NCLEX examination upon completion of a nursing program. The Declaratory Order process permits the BON to make decisions regarding a petitioner's eligibility for licensure before entering or completing a nursing program. A student who answers "yes" to any of the questions on page 25 (State Board Questions) will be required to complete a Declaratory Order.

SCHOOL CALENDAR

Students will be provided with a tentative class schedule/calendar at the beginning of the fall and spring semesters. Schedule/calendar changes may be necessary throughout the semester due to unforeseen circumstances. Changes will be relayed to students as early as possible.

SELECTION PROCESS

ADMISSION POINT SYSTEM

Selection of students for admission to the nursing program is conducted utilizing an Admission Points system and a review of references, student essay, and coursework history. Criteria may change in the Fall 2026.

Prerequisite Grade Point Average (PGPA)

Points are awarded based on the student's PGPA at the time of application, as follows:
- 3.50-4.00 = 5
- 3.00-3.49 = 4
- 2.75-2.99 = 3
- 2.50-2.74 = 2

TEAS TOTAL SCORE

Points are awarded based on the student's Total Score, as follows:
- 90.1+ = 3
- 80.1-90.0 = 2
- 70.0-80.0 = 1

TEAS NUMBER OF ATTEMPTS

Points are awarded based on the number of attempts on the TEAS, as follows:
- Taken once = 2
- Taken twice = 1
- Taken three or more times = 0

PREREQUISITE GRADES

All prerequisite courses must be completed before a student is considered for admission. Points are awarded to each prerequisite course as follows:
- A = 3
- B = 2
- C = 1

LVN POINTS
Five (5) points are awarded to students who are licensed LVNs
(Criteria will change for this beginning Fall 2026)

ADMISSION CLASS SELECTION

Students are ranked for admission from highest to lowest based on the total Admission Points.
The Admission Committee then reviews the student's references, essay, and course history to determine possible nursing students who will be interviewed for potential entry to the nursing program. Students are notified of the decision via the e-mail address on file.
PLEASE NOTE: Satisfactory compliance with all minimum application requirements does not guarantee an interview or admission to the SWTX nursing program.

STATE BOARD QUESTIONS

The following questions are provided to students before registration and entrance into the program to inform them of the Board of Nursing requirements for licensure.

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you:
   (You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)
   A. been arrested and have any pending criminal charges?
   B. been convicted of a misdemeanor?
   C. been convicted of a felony?
   D. pled nolo contendere, no contest, or guilty?
   E. received deferred adjudication.
   F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   G. been sentenced to serve jail, prison time, or court-ordered confinement?
   H. been granted pre-trial diversion.
   I. been cited or charged with any violation of the law?
   J. been subject of a court-martial, Article 15 violation, or received any form of military judgment/punishment/action?

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

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

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. Are you currently the target or subject of a grand jury or governmental agency investigation?
8. Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)
   NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.
9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?
   NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.
   *Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

   All students are required to comply with the Texas Board of Nursing rules and regulations to become licensed.

I have read the above information, and I understand I will have to answer these questions truthfully, under oath, and penalty of perjury, to the Texas Board of Nursing before completion of the Nursing program.

Signed _____   Date _____

Printed name: _____

ADN FEES

All nursing students enrolling in the ADN program pay the regular college tuition, fees, and an additional Allied Health surcharge each fall and spring semester. If you have questions regarding general tuition, please refer to the current SWTX Catalog. Other costs the student may incur include traveling to special clinical sites, such as psychiatric rotations, wound care centers, or acute care facilities. Listed below are some additional fees and expenses that are required throughout the program. Amounts are approximate and serve as a reference. Additional fees may also be required.

PRE-ADMISSION:

1	Entrance ATI TEAS Examination	$90.00
2	Criminal Background Check (BON)	$50.00

UPON ADMISSION:

1	Physical Examination	$100.00
2	Hepatitis B Series	$ 95.00 each
3	Measles, Mumps, Rubella Vaccine (MMR-2 doses)	$105.00
4	Tdap Vaccine	$ 65.00
5	Meningitis Vaccine	$135.00
6	Varicella (2 doses; history of disease not accepted)	$300.00
7	Tuberculin Screen	$ 25.00
8	Personal Health Insurance	Varies
9	Drug Screen	$ 60.00
10	Classroom uniform (t-shirts)	$ 85.00
11	Clinical Uniform (2 sets of tops and bottoms, lab coat, and closed-toe white shoes)	$200.00
12	School Patches	$ 24.00
13	Nursing Equipment (stethoscope, bandage scissors, hemostats, penlight, watch with second hand)	Varies $200.00
	TOTAL	*$1,534.00*

FALL SEMESTER I:

1	ATI National Assessment and Remediation	$1,000.00
2	Computer Documentation for Clinical	$ 75.00
3	Textbooks	$1,600.00
4	Influenza Vaccine	$ 50.00
	Fees below are charged in tuition:	
5	Allied Health Surcharge	$ 300.00
6	Lab Fee	$ 48.00
7	Co-Op Fee	$ 24.00
8	Liability Insurance	$ 14.00
9	Skills bag	$ 400.00
	TOTAL	*3,511.00*

SPRING SEMESTER I:

1	ATI National Assessment and Remediation	$1,000.00
2	Allied Health Surcharge	$ 300.00
3	Lab Fee	$ 48.00
4	Co-Op fee	$ 24.00
5	Health Insurance	Varies
	TOTAL	*$1,372.00*

FALL SEMESTER II:

1	ATI National Assessment and Remediation	$1,000.00
2	Allied Health Surcharge	$ 300.00
3	Drug Screen	$ 60.00
4	Tuberculin Screen	$ 25.00
5	Liability Insurance	$ 13.00
6	Influenza Vaccine	$ 50.00
7	Lab Fee	$ 24.00
8	Co-Op Fe	$ 24.00
9	Health Insurance	Varies
	TOTAL	*$1,496.00*

SPRING SEMESTER II:

1	ATI National Assessment and Remediation	$1,000.00
2	Allied Health Surcharge	$ 300.00
3	Lab Fee	$ 24.00
4	Co-Op Fe	$ 24.00
5	Health Insurance	Varies
6	BON Licensure Application	$ 75.00
7	Pearson Vue NCLEX Fee	$ 200.00
8	Graduation Cap, Gown, Tassel, Diploma, Stole	$ 100.00
9	Pinning Ceremony Pin & Lamp	$ 80.00
	TOTAL	*$1,803.00*
	Program Approximate total (without tuition*)	*$9,716.00*

*See the SWTX catalog for tuition rates

ACADEMIC COURSE POLICIES

All policies and procedures are subject to change by the Nursing Director as deemed necessary. Students will be notified of policy changes in writing and will be required to sign the related notification. A copy of the signed notification will be placed in the student's file.

ATTENDANCE POLICY – CLASS/LAB

Attendance in class and lab is mandatory.
- Students are required to physically attend **all** classes for which they are enrolled.
- Students may Zoom in when sick, but will be counted absent regardless of the reason for absence.
- If absent, the student is responsible for all work missed. Acceptance of late assignments is at the discretion of the faculty of record.
- Student absences are recorded using the Remediation/Success Plan forms.
- Attendance is taken in 5-minute increments.
- Habitual absences will not be tolerated.
- Student is not allowed to stay in the program after missing more than **24 hours per semester in class, lab, and clinical combined.**
- Tardiness and early departure are forms of absenteeism.
- Students are expected to notify the school when absent.

SYLLABUS/CANVAS

Required information for each course of instruction is accessible through Canvas. The faculty is responsible for posting pertinent course information on Canvas. Students are responsible for checking Canvas assignments and communication daily.

EMAIL ACCESS

Faculty members must have access to each student via an electronic device and/or e-mail address. SWTX e-mail accounts should be checked regularly for new messages. The IT Help Desk is available for assistance in accessing your SWTX e-mail account and can be reached at: Del Rio: 830-830-703-1500, Eagle Pass: 830-758-4109, and Uvalde: 830-591-7323. Most class information is sent via Canvas.

ASSIGMENTS

Students must follow the published criteria or rubric on each syllabus. All work must be turned in on time.

Late assignments are graded as follows:
One (1) day late will result in the loss of 10 points from the original grade.
Two (2) days late will result in the loss of 20 points from the original grade.
Three (3) days late will result in the loss of 30 points from the original grade.
Four (4) days late will result in a zero (0) for the assignment.

CLASSROOM/COMPUTER USE

- Computer privacy screens are NOT to be removed.
- No web browsing during lectures.
- No Instant messaging, texting, emailing, TikTok, Facebook, X, etc., during lectures, lab, and clinical.
- Downloading is limited to course-related material only.
- No storage of data on hard drives.
- Cell phones, iPads, and any other electronic devices will NOT be allowed during lectures.
- Students may use recording devices to record lectures (only with faculty permission). Devices will be placed on the instructor's desk if recording is allowed.
- Laptops are permitted during class lectures but are NOT allowed while taking exams. Students found on social media, email, or playing games will be asked to put their laptops away and may lose the privilege of using them in class.

MOBILE DEVICE USE IN CLASS/LAB

- Handheld devices are valuable tools for healthcare education when used according to policy.
- Cell phone/mobile device(s) must be turned **off** during class time. These devices interfere with distance education during class time.
- Cell phone/mobile device(s) will be placed in the designated area in the classroom during lectures.
- Social networking sites should be used judiciously; remember that your online presence reflects you as a professional.

SOCIAL MEDIA POLICY

The SWTX nursing program supports the use of social media in personal and non-academic contexts. Students may encounter confidential information within the academic or patient care environment during clinical and must demonstrate professional behaviors and communication. It is the student's responsibility to refrain from the following:
- Uploading images/videos of yourself in a clinical environment or uniform.
- Discussing patients, visitors, vendors, or organizational partners.
- Talking about physicians, hospital/facility/clinical staff.
- Discussing clinical events or news stories involving clinical partners.
- Giving medical advice online.
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.
- The only exceptions are individual or group photos of the clinical group and faculty.
- SWTX nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPAA violations, etc.) that are posted on a student's social media site.

Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, TikTok, Instagram, Snapchat, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Online content and behavior have the potential to enhance or undermine the individual student's career and/or the academic institution they attend

EXAMS

- Students will take the exam at the scheduled time.
- Students will not be permitted entrance into the exam if more than 5 minutes late.
- Students who fail to arrange a postponement of the exam receive a grade of "**0**" for that exam.
- Postponed exams are taken after the scheduled class exam, not before.
- Minimum grade for postponed/makeup exam, regardless of the reason it was missed, is an **80.**
- The Director must approve makeup for the Midterm and Final exams.
- ATI exams are given throughout the program to prepare students for the NCLEX-RN.
- Testing will be both scheduled and unscheduled (pop quizzes, etc.).

TESTING OVERVIEW

Testing includes all unit exams, mid-term exams, and final exams in didactic and clinical courses. The final exams may not exceed 100 questions. All unit exams will utilize a portion of Next Generation NCLEX-RN (NGN) style questions. The NGN exam utilizes case studies and real-world scenario questions to reflect the critical decisions nurses must make in various healthcare settings. It focuses on interactions between the nurse and the client, the client's needs, and expected outcomes.

- The complexity of the exam items will be commensurate with the academic level at which the student is currently enrolled (Level I, Level II, Level III, or Level IV). All levels will include application questions, with the percentage increasing at each level to reflect the NextGen NCLEX format.
- Each exam will consist of multiple-choice (MC) and multiple-response (MR) questions. The number of MR questions will increase in increments at each level: Level I, four (4); Level II, six (6); Level III, ten (10); and Level IV, twelve (12). Multiple-response questions will be divided evenly between concepts unless otherwise agreed upon by the faculty teaching the content and creating the exams. Exams may also include other types of alternative questions (ex., Bow Tie, Drop Down, Drag and Drop, Matching, and Fill in the Blank).
- All exams in all HCC courses will include 3 NGN (ATI) questions, 2 Pharmacology questions, and 2 EMA questions.
- All exams in all PNC courses will include 3 NGN (ATI) questions.
- A test blueprint, generated by the faculty presenting the corresponding concept, will be made available for each exam (excluding quizzes, comprehensive midterm, and final exams). Students receive blueprints at least 72 hours before the scheduled exam date and time.
- The Faculty of Record will conduct a statistical review of the exam after all the students have completed the exam.
- Finalized grades for each exam will be posted within one week after all students, at all campuses, have completed the exam.

IMPORTANT: During the exam, unauthorized possession or misuse of college documents and or equipment is a form of a student's breach of conduct. Students are not authorized to take or copy any written or computerized exams. A clear violation of this is copying or pasting of completed or uncompleted exams. Students are not allowed to visit or open any sites or programs on the computer at any time during testing. Failure to follow the specific ATI testing policy or the Canvas testing policy can result in suspension or dismissal from the program.

TESTING ENVIRONMENT

- Students will place backpacks, purses, and any other personal items at the front of the classroom or other designated area during testing.
- All student workspaces must be free of any personal items and books.
- Cellular phones and any other electronic devices, including digital and smartwatches, brought into the classroom must be turned off during testing and placed in a designated area. Any use of personal electronic devices during a testing situation will be considered an act of academic dishonesty, and the student will receive an automatic score of "0" on the exam.
- Students are expected to remain silent during exams and focus only on their exams. Any students who are talking, looking at others' work or computer, or are otherwise being disruptive, will be asked to leave the testing area and will receive an appropriate reprimand.
- Food, drinks, and gum are not permitted while testing.
- After completing the exam, students are to log out of Canvas and exit the classroom. Students are not allowed to return to the classroom until all students have finished the exam.
- **The use of personal/college laptops or calculators for classroom testing is prohibited.**

TEST ADMINISTRATION

- All exams will be administered on college computers.
- Exams will be administered with software to maintain test security.
- All exams will be administered with faculty monitoring throughout the exam.
- A blank paper will be provided and must be turned in to the faculty at the end of the exam.
- Students arriving 5 minutes late will **not** be allowed in the testing area.
- Leaving class during an exam (bathroom, phone call, etc.) will result in having to take a makeup with the highest possible grade of an 80.
- Students will review the exam (only if all students have tested on ALL campuses) immediately after the student completes the exam, and will be monitored by faculty.
- After completing and reviewing the exam, students are to log out of Canvas and exit the classroom.

ONLINE/AT-HOME TESTING

- Online exams are timed and are open for a limited time frame; plan and do not wait until the last minute to take the exam.
- Students are expected to take exams alone and not in a group or with any other student.
- You may refer to your textbook or other material when specified only.
- It is inappropriate to share answers with other students.
- Students are responsible for having a reliable internet connection for exams.
- Immediately notify the faculty responsible for the exam of any exam issues.
- Students will be unable to save or print the exam and answers; attempting to screen capture is a violation of student conduct.

EXAM CHALLENGE POLICY

A student may challenge any item on any exam. All challenges must be submitted in writing, using the challenge form (uploaded to the course), to be considered valid by the faculty of record. The faculty of record is the final authority in resolving any issue regarding a challenge.

TEST REVIEW

- The Missildine Exam Diagnostics Tool (EDT) will be utilized for all students failing to achieve a minimum standard of 80% on any exam. The use of the tool will enhance student self-awareness and performance.
- Students scoring 79.9% or below are required to meet with faculty to complete the Missildine EDT and review the exam. The student will then follow up with faculty until an achievement of 80% or greater is reached on two successive exams.
- Any student found to be making copies or taking pictures of exam content will receive a "0" for the current exam and will be reported to the Director and Division Chair for possible dismissal.
- Exam reviews must be done promptly and as soon as possible to enhance students' learning.

POSTING OF GRADES

All examination and other course activity grades will be posted in the grade book provided in Canvas. Finalized examination grades will be posted within one week after all students have completed the exam, on all campuses.

Evaluation of assigned activities in the skills lab, simulation lab, and clinical site will be provided at the time of the scheduled assignment, so students clearly understand the requirements and are knowledgeable regarding their progress. Specific information related to skills or simulation lab evaluation will be provided and reviewed by the faculty member. Students will receive graded clinical paperwork on a weekly basis.

USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

The purpose of this policy is to provide clear guidance to nursing students on the responsible and ethical use of Artificial Intelligence (AI) tools, such as ChatGPT, for academic writing and maintaining educational standards.

This policy outlines the guidelines and expectations for nursing students who wish to use Artificial Intelligence (AI) to assist in composing assignments. The use of AI tools to aid in research and writing can be beneficial, but it must be conducted with caution, adhering to academic integrity and ethical standards.

- It is imperative that students maintain ethical standards and ensure they use AI tools to supplement their OWN knowledge and skills rather than replace them. A paper that AI writes is not considered one's original work. Regardless of what AI program/software a student uses, using any AI program/software to write papers or wholly construct assignments is considered a form of plagiarism.
- It is important to note that tools for checking the accuracy of writing are acceptable to use. Examples include the autocorrect feature in Google Docs and Microsoft Word, as well as the Grammarly app.
- Any use of AI tools that could be considered unethical, such as attempting to generate entirely prewritten papers/assignments, is strictly prohibited.
- Before using AI tools to supplement assignment composition, students should seek approval from their faculty. The use of specific AI tools and their extent of use may vary between faculty and courses.
- When submitting assignments that AI tools have aided, students should disclose the use of such tools to their instructors. Honesty and transparency are critical.
- Students are ultimately responsible for the quality and accuracy of their assignments. Some AI may contain questionable research and/or accuracy.

ATI POLICY

All students will follow the program designed by ATI, as selected by the faculty members. The nursing program integrates a variety of ATI tutorials, practice assessments, and proctored assessments throughout the curriculum. The purpose of ATI is to facilitate student learning, support assessment of student mastery of content, and help prepare students for the NCLEX-RN examination. The integration plan and instructions for completion of ATI assignments, which students are expected to complete, are outlined in each course syllabus.

Consistent use of ATI resources throughout the nursing curriculum will provide students with the benefit of assessing their knowledge and customizing further review of content areas.

ATI Proctored assessment scores are based on the achievement of proficiency levels, as indicated by ATI. Specific cut scores for each exam will be provided in the course syllabi. In selected courses, Proctored ATI assessment scores will comprise a component of the course grade equivalent to one examination. In those courses where there is more than one Proctored ATI assessment, all proctored assessments will be averaged and will count for a total of one exam grade.

The contribution toward course credit for completion of specific ATI proctored exams is outlined in nursing course syllabi and consistent with the following criteria:

ATI Level scoring with four levels

Level Scored	Grade Received
Level 3	90
Level 2	80
Level 1	70
Below Level 1	60

ATI Level scoring with three levels

Level Scored	Grade Received
Level 3	90
Level 2	80
Level 1	70

Scores for proficiency levels vary for each assessment in the ADN Content Mastery Series. ATI establishes each assessment score based on the NCLEX-RN Test Plans and through the National Standard Setting Study. Table 1 serves as a guideline to help students remediate and improve their performance. ATI proctored assessments are meant to facilitate student learning and contribute to student mastery of content. As an additional incentive, points for completing each Focused Review and Remediation will be added to the individual proctored exam scores, as indicated in Table 1.

Table 1: Required and Recommended Remediation and Incentive Points

Level Achieved on Initial Proctored Exam	Remediation/Retesting*	Incentive Points for Each Exam^
Level 3	ATI Focused Review *1 hour review time - Required*	2 Points for Practice Exam A Focus Review 2 Points for Practice Exam B Focus Review
Level 2	ATI Focused Review *2 hours review time - Required*	
Level 1	ATI Focused Review *3 hours review time - Required*	
Below Level 1	ATI Focused Review *4 hours review time - Required*	

*Student will be required to complete remediation as prescribed by the faculty of record.
^ Incentive points will be added to the individual assessment grade, not to the overall ATI Exam average.

ATI RN COMPREHENSIVE PREDICTOR

This assessment is based on all the previous ATI Proctored assessments. Preparation for this exam begins with the very first ATI proctored assessment in Level I.
The purpose of the ATI RN Comprehensive Predictor (CP) assessment is to measure a student's readiness for the NCLEX-RN exam. The CP provides a numeric indication of the likelihood of passing the NCLEX-RN at the student's current level of preparedness. The CP assessment will be given before the end of Level IV as a pre- and post-exam.

VIRTUAL ATI (VATI)

Active participation in VATI is mandatory. Absence hours may not be used to excuse or miss any time designated as VATI study. Should any VATI designated time be missed, the time must be made up after hours or on weekends, as faculty are available.

CONDUCT AND DISCIPLINE

STUDENT EXPECTATIONS

ADN students in each course are expected to:
- Use recommended learning resources and activities to prepare for class and clinical.
- Be prepared to demonstrate knowledge and skill in an assigned area in class and clinical settings.
- Be interactive in the learning process.
- Utilize reflection on past life experiences as a basis for the learning process.
- Recognize and benefit from the diverse backgrounds that each student brings to the learning experience.
- Identify specific personal class/clinical learning needs.
- Devote full attention to learning and practice opportunities in both the classroom and the clinical setting.
- Be responsible for the material from prerequisite courses.
- Recognize the value of recommended learning resources to build knowledge and skills for nursing and take full advantage of them as specified in the syllabus.
- Be seated in their assigned seats by the designated start time of class.
- Do not eat or drink in the classrooms (sealable water bottles are permitted; no tumblers of any kind).

OTHER:
- No children, family members, or pets may be brought to class or clinical under any circumstances. Children must not be left unattended in any of the buildings.
- No smoking is allowed in and around the buildings.
- No chewing gum in the classroom/lab/clinical facilities.
- Cell phones must be turned off and in the designated area.
- No AirPods or headphones will be used during the lectures.
- Laptop computers are allowed in the classroom (except for testing), but students found on social media, email, or playing games will be asked to put their laptops away and may lose the privilege of using them in class.

MAINTAINING CIVILITY IN THE CLASSROOM/LABS/CLINICAL

Students are full partners with the faculty members in fostering a classroom environment that is conducive to learning. To ensure that all students have the opportunity to benefit from the time spent in class, students are prohibited from engaging in any behavior that distracts from their fellow students' learning. The faculty sets the tone for quiet, orderly behavior that fosters interaction in the classroom. Classroom misconduct may be classified as behavior that disturbs the teaching function, the students, or the faculty member during the class period. Inappropriate behavior may result in a request for the student to leave the class.

Listed below are a few examples of misconduct that may be experienced in the classroom:
- Challenges to faculty authority,
- Demands for special treatment,
- Cell phone use during class/lectures,
- Frequent episodes of leaving and returning to class,
- Eating or drinking in the class (excluding a sealable water bottle),
- Excessive tardiness,

- Leaving class early,
- Making offensive remarks,
- Missing deadlines,
- Prolonged chatting during lectures,
- Sleeping during lectures,
- Overly shuffling backpacks, bags, notebooks, or purses,
- Inattentiveness, and
- Computer use for material or purchase other than designated class material.

These are just a few of the inappropriate classroom behaviors.

PROCEDURE TO BE FOLLOWED FOR CLASSROOM/LABS/CLINICAL MISCONDUCT/DISRUPTION

Documentation of misconduct/disruption will be recorded on the Incident Report form (see page 37) and filed in the student's record. The following procedure will be followed for each course:

1st Incident—Faculty will speak with the student privately about their inappropriate behavior. If the behavior is so extreme that it demands an immediate response, the student will be confronted in class. The incident will be documented as a verbal warning.

2nd Incident—Faculty will speak with the student privately and prepare a written Incident Report that includes the student's response.

3rd Incident—Faculty will immediately refer the student to the Nursing Director and/or Division Chair. A written summary of the student's expectations will be documented in the student's record and monitored for the duration of the semester.

Further occurrences of misconduct may result in dismissal from the program without an opportunity to return.

INCIDENT REPORT

Student Name:	Incident Date:

TYPE OF WARNING		
1st Incident ☐	2nd Incident ☐	3rd Incident ☐

REASON(S) FOR WARNING			
Excessive tardiness	Cell phone use during class/lecture	Frequently leaving /returning to class	Eating/drinking in class
Making offensive remarks	Missing deadlines	Chatting during lecture	Sleeping during lecture
Overly shuffling personal items	Inattentiveness	Computer use for material other than class	Demands for special treatment
Challenges to faculty authority	Violating handbook policies		

Other:

DETAILS

Further misconduct or violation(s) may result in dismissal from the program. I have read and understand this Warning Notice.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

DRESS CODE – CLASS

All students representing SWTX and the nursing program are expected to maintain a neat, clean, and professional appearance and attire. Students will keep a professional and well-groomed appearance while attending classes, clinical assignments, conferences, and external functions. **Black scrub bottoms and any of the four approved nursing t-shirts are mandatory for all classes, labs, and SIM.**

Students who violate the dress code will not be allowed to stay in the classroom or lab, and an absence will be recorded for that class or lab.

- The SWTX student ID must be worn at all times.
  - No pins may be worn with the ID.
  - The ID must be attached to the t-shirt or jacket on the upper chest area, not the pants.
  - SWTX provides initial ID.
  - The student is responsible for replacing the ID should it be lost; the approximate cost is $25.00.
  - A plain black or red SWTX lanyard or a simple retractable badge reel may be used.
- No caps, hats, hoodies, sweatshirts, or long-sleeved shirts over the approved nursing t-shirt may be worn while in the classroom or lab.
- Hair should be a natural color and non-distracting (no red, blue, colored highlights).
  - Student hair must be clean, neat, and conservative.
- Nails must be no longer than 1/4 inch past the fingertips and must be kept clean.
  - No artificial nails, extenders, gels, silk wraps, tips, nail art, etc., permitted.
- Makeup must be used in moderation.
- Personal hygiene must be meticulous; teeth must be clean and breath free of offensive odors.

DRESS CODE – LAB/SIM

The Dress Code above will be followed for Lab/SIM with the addition of the following:
- Hair must be up and off the collar; ponytails are not acceptable.
- Closed-toe tennis shoes.
- Jewelry is not permissible in the labs. The only jewelry that may be worn is a flat wedding band and a plain watch with a second hand, and one pair of stud earrings (no hoop or dangling earrings).
- Lab skills bag must be brought to every lab/SIM day.

Failure to bring the skills bag when supplies are required will result in the student being dismissed from the lab and will receive a "0" for the skill/lab.

DRESS CODE – SPECIAL OCCASIONS

- Professional dress is required for seminars, Pinning Ceremony, graduation, luncheons, and/or other activities and field trips.
- Off-the-shoulder dresses for women are acceptable at designated functions after 5 pm only. Dresses should be knee-length.
- No jeans and no leggings of any kind may be worn, even if they look dressy.

AMERICAN NURSE ASSOCIATION (ANA) PROVISIONS OF THE CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

Students are expected to demonstrate ethical behavior as specified in the American Nurses Association Code for Nurses. The Code for Nurses is intended to serve the individual practitioners as a guide to the ethical principles that should govern their nursing practice, conduct, and relationships.

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistently with the obligation to promote health and to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical
- environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. *Code of ethics with interpretive statements*. Silver Spring, MD: 2015.

ANA's PRINCIPLES FOR SOCIAL NETWORKING

Social networks and the Internet offer unparalleled opportunities for rapid knowledge exchange and dissemination among large groups of people. Nurses and nursing students have a professional obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

- Nurses must not transmit or place online individually identifiable patient information
- Nurses must observe ethically prescribed boundaries between patients and nurses
- Nurses should understand that patients, colleagues, institutions, and employers may view postings
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online
- Nurses should bring content that could harm a patient's privacy rights or welfare to the attention of the appropriate authorities
- Nurses should participate in developing institutional policies governing online conduct

Tips to avoid problems:
- Remember that standards of professionalism are the same online as in any other circumstance
- Do not share or post information or photos gained through the nurse-patient relationship
- Maintain professional boundaries when using electronic media; online contact with patients blurs this boundary
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified
- Do not take photos or videos of patients on personal devices, including cell phones
- Promptly report a breach of confidentiality or privacy

American Nurses Association. (2011, September). Principles for Social Networking and the Nurse. Silver Spring, MD.
National Council of State Boards of Nursing (2018, June). White Paper: A Nurse's Guide to the Use of Social Media. Chicago, IL.

NATIONAL STUDENT NURSES ASSOCIATION CODE OF ACADEMIC AND CLINICAL CONDUCT

Preamble: Nursing students 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 when caring for individuals in various healthcare environments.

The Code of Academic and Clinical Conduct is based on the understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in us. The statements of the Code guide the nursing student in developing a personal ethical foundation and need not be limited strictly to the academic or clinical environment, but can also assist in the holistic development of the person.

A Code for Nursing Students: As students are involved in both clinical and academic environments, we believe that clinical principles serve as 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 the choice of cultural and spiritual beliefs
- Collaborate in every reasonable manner with the academic facility and clinical staff to ensure the highest quality of client care
- Utilize every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students
- Encourage faculty, clinical staff, and peers to serve as mentors to 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 for 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 substance in the academic and clinical setting that impairs 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 the school grievance policy

Adopted by the NSNA Board of Directors, October 27, 2009, in Phoenix, AZ

NATIONAL STUDENT NURSES ASSOCIATION, INC. CODE OF PROFESSIONAL CONDUCT

As a member of the National Student Nurses Association, I pledge myself to:
- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association
- Uphold and respect all Bylaws, policies, and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws
- Strive for excellence in all aspects of collaboration, decision-making, leadership, and management at all levels of the student nurses' association
- Use only legal, ethical, and human rights standards in all association decisions and activities following NSNA's Core Values
- Ensure the proper use of all association funds and resources following the fiduciary responsibilities outlined in the NSNA Bylaws, policies, and state/federal law
- Ensure impartiality and prevent conflict of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations
- Maintain the confidentiality of privileged information entrusted or known to me by an elected or official position in the student nurses' association
- Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes
- Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using properly established channels of communication and reporting as set by the policies of the organization in question
- Always communicate internal and external association statements truthfully and accurately by ensuring that the data and information used by the student nurses' association is accurate
- Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing
- Utilize every opportunity to improve faculty understanding of the role of the student nurses' association
- Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state, and national chapter level as defined in the bylaws and policies

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.

ACADEMIC PROGRESS

INSTRUCTIONAL MATERIALS AND TEXTBOOKS

The required or recommended e-books and hard-copy books are listed on each course syllabus. It is the student's responsibility to purchase the course textbooks indicated. Additional study guides and/or published works will be made available by the faculty. At the end of each course, students will evaluate instructional methods via an email survey conducted by SWTX. Additionally, the SWTX ADN program will conduct a paper survey of courses completed.
Students are responsible for making their own copies of required materials for all classes and labs. The faculty will <u>not</u> provide copies for students.

STUDENT SUCCESS AND PROBATION POLICY

In-person conferences and evaluations may be performed at any time deemed necessary by the faculty.
- Strengths and performance deficits will be reviewed.
- Conferences and evaluations will be uploaded to the student's file.
- A Student Success Plan will be provided to the student and signed by both the student and the faculty member.
- Probation is implemented for students who are not meeting the objectives, do not meet the required 80% average on examinations/class average, violate college policies listed in the SWTX Handbook, and/or the Nursing Student Handbook.
- Students are responsible for meeting weekly to discuss their performance.
- Weekly follow-up evaluations will be uploaded to the student's file.
- Students remain on probation until deficits are corrected or the student is withdrawn for no improvement.

PROGRESSION POLICY

Students progress through the curriculum according to the outlined Degree Plan.
- After admission to the program, the student has three years to complete the graduation requirements.
- Students must follow all policies and procedures as indicated in the SWTX Student Handbook, SWTX Catalog, and the Nursing Student Handbook.
- Students must achieve a cumulative average score of 80% or higher on all quizzes and exams in each didactic course to progress to the next level. In the clinical courses, a combined average of 80% is required on both clinical evaluations and clinical paperwork.
- Students must complete the medication administration exam in Level I and pass the skills checkoffs in Level I with an 80% average for progression. The student must also complete the medication calculation exam in Levels II, III, and IV with a score of 90% for progression; three attempts only.
- The final course grade is determined by averaging all other assignments once these benchmarks are met.
- Complete all nursing courses in sequence as outlined in the degree plan with a grade of B **(80%)** or above, and meet all course objectives as specified in the syllabi.
- The student will be withdrawn from the course if these benchmarks are not met.

GRADING POLICY – CLASS/LAB

The following grading system will be utilized in the ADN program for all didactic and clinical courses:

Letter Grade	Numeric Grade	Grade Points	Interpretation
A	89.50 – 100	4.0	Excellent
B	79.50 – 89.49	3.0	Good
C	69.50 – 79.49	2.0	Unable to progress
D	59.50 – 69.49	1.0	Unable to progress
F	59.49 – and below	0	Failing

There will be no rounding of grades in exams. All grades achieved by the student on the exam will be recorded as earned, i.e., 80.33, 74.66, etc. If a student does not achieve a cumulative exam average of 80% or higher in any course within the ADN program, they will not be permitted to advance to the next level.

A minimum final grade of 80% is necessary to receive a passing course grade and to progress. Every effort will be made to encourage the student to withdraw voluntarily to protect their overall grade-point average. If the student chooses not to withdraw, their exam average will be submitted to the registrar's office.

WITHDRAWAL POLICY

SWTX ADN Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue their studies.
- A student considering withdrawal from a nursing course(s) should submit their request in writing, make an appointment with their course Faculty of Record, Nursing Director, and Academic Advisor.
- All reasonable efforts must be made to complete the course as designated, since withdrawal from a course will mean that the student must wait a year to reapply to the program or seek admission to another nursing program.
- The student must complete the **Exit Interview Form** with the nursing program, which will be placed in their file.
- Students wishing to withdraw from the college must also complete an Exit Questionnaire at the Registrar's Office.
- Students who do not follow this procedure will receive an F in all courses registered for that semester.

STUDENT CONDUCT DISMISSAL POLICY

Any student may be dismissed from the program if their conduct does not comply with the policies outlined in the SWTX and ADN Student Handbook. Grounds for dismissal include, but are not limited to, the following:
- Excessive absenteeism.
- Academic dishonesty- cheating on an exam or quiz, using a cell phone, emailing, texting, using the internet during the exam, talking to another student, or looking at another student's paper during the exam.
- Disorderly behavior - disruption of classes; i.e., verbal altercations between students, belligerent behavior.
- Damage to school, hospital, or private property.
- Any form of abuse to faculty, hospital personnel, or patients.
- Failure to achieve and maintain a grade average of 80 in any course.
- Failure to meet stated clinical objectives as outlined in the Nursing Student Handbook and syllabus.

- Failure to remove deficits within the designated time after being placed on probation.
- Absence for three days without notifying the school.
- Drug or alcohol abuse or addiction; or possession of a dangerous instrument, narcotic, or stimulating drug on or off campus. Drug or alcohol testing will be performed at the student's expense if drug or alcohol abuse is suspected.
- Lack of compliance with school or agency policies; i.e., dress code, attendance, etc.
- Failure to report pertinent information, i.e., medication errors, dishonesty, unethical conduct, etc.
- Divulging patient information without authorization.
- Falsifying data in a patient's health record.
- Leaving the clinical work area or building without permission from the faculty.
- Resistance to instruction and/or supervision.
- Failure to seek guidance and/or supervision.
- Inability to utilize sound rationale for interventions or behaviors as outlined in the Nursing Student Handbook.
- **Resentful attitude toward hospital, school, faculty/instructors, or supervisors.**
- Any conduct unbecoming of a student nurse or any conduct that would reflect unfavorably on their fellow students, co-workers, hospital, profession, or college.

Any of the above behaviors, but not limited to, are grounds for dismissal from the program.

READMISSION POLICY

Completion of all nursing courses must occur within a three-year interval from the point of initial application to the ADN program. The student is readmitted to the course or level in which they failed, withdrew, or had a break in enrollment. A student is readmitted only once to the program, except in cases of extenuating circumstances, provided the student withdrew with passing grades. Following a second **C, D, or F** during the program, a student is ineligible for readmission. A student seeking readmission to the SWTX ADN program must meet the following requirements:

1. Complete a Readmission Application and submit a letter of readmission/success.
2. Consideration is based on the following:
    A. Former faculty team recommendation.
    B. Overall conduct in the program.
    C. Academic grade average and clinical evaluation.
    D. Reason(s) for failure, if applicable.
    E. Resolution of outside extenuating circumstances, if applicable.
    F. Completion of remedial work with an 80% as specified in writing.
    G. Space availability.
3. The student **must** meet requirements to demonstrate competency in previously completed nursing courses as specified by the faculty members and the Nursing Director of the program.
4. Complete a Readmission Interview.
5. Provide current BLS certification, health insurance, immunizations, criminal background clearance, and drug screen information.
6. Provide proof of physical, release letter from the physician, and/or diagnostic tests as recommended or required to return to class/clinical after illness, injury, surgery, or pregnancy. The physician must indicate that the student has no restrictions.

Students seeking readmission will be notified via email regarding their acceptance status. Students who are granted readmission must meet with the Nursing Director during the first week of school to identify a success plan. Failure to meet will result in forfeiture of readmittance to the program.

ACADEMIC/SCHOLASTIC DISHONESTY

Academic dishonesty, including plagiarism, will result in a grade of "0" on the work or examination in question. The second infraction will result in a failing grade in the course and will be reported to the Nursing Director.

Academic/Scholastic dishonesty includes but is not limited to the following:
- Cheating on an exam or quiz by bringing information to the testing area. Using a cell phone, smart watch, personal calculator, or other electronic device during an exam, talking to another student during the exam, or looking at another student's paper/computer during the exam.
- Plagiarizing- borrowing ideas, wording, or organization from another source without appropriate referencing.
- Unauthorized collaboration/collusion with another person in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Copying any content from any exams.
- Having a copy of an exam outside the time and place of test administration.
- Using test materials not authorized by the person administering the test.
- Falsifying data in a patient's health record; lying or misrepresenting care given to a patient, clinical errors, or any action related to clinical experience.
- Assisting others in academic dishonesty.
- Discussing any assessment tools, such as examinations or mastery check-offs, with students who have not taken the exam or completed the check-off.
- Recording, taping, or taking pictures of exams.
- Substituting for another student, or permitting another student to substitute to take a test.
- Bribing another person to obtain a test or information about a test.
- Manipulating a test, assignment, or final course grade.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Dishonesty harms the individual, fellow students, the program's integrity, and potentially patients. All documented incidents of academic dishonesty will result in probation or program withdrawal. **Students who are withdrawn from the program due to academic dishonesty will not be eligible for readmission into the program.**

DISCIPLINARY SANCTIONS FOR SEXUAL MISCONDUCT

The Texas Board of Nursing (Board), in keeping with its mission to protect the public health, safety, and welfare, believes it is vital to take a strong position regarding the licensure of individuals who engage in sexual misconduct towards patients or former patients in the workplace, who have been convicted of or put on probation for sexual misconduct, or whose sexual misconduct outside the workplace may affect the ability to care for patients safely.

The Board's position applies to all nurse license holders and applicants for licensure. The Board adopts the following assumptions as the basis for its position:
- Patients* under the care of a nurse are vulnerable by virtue of illness or injury, and the dependent nature of the nurse-patient relationship.
- Especially vulnerable persons include the elderly, children, the mentally ill, sedated and anesthetized patients, those whose mental or cognitive ability is compromised, and patients who are disabled or immobilized.
- Nurses are frequently in situations where they provide intimate care to patients or have contact with partially clothed or fully undressed patients. Nurses may also care for these patients without direct supervision.
- Nurses are in a position to have access to privileged information and the opportunity to exploit patient vulnerability.
- There are appropriate boundaries in the nurse-patient relationship that nurses must clearly understand and be trusted not to cross.
- A nurse's duty to maintain boundaries extends beyond a patient's discharge from nursing care, especially when it pertains to confidential medical records.
- Sexual misconduct towards patients or in the workplace raises serious questions regarding the individual's ability to provide safe, competent care to vulnerable patients.
- Sexual misconduct that occurs outside of the workplace, including conviction or deferred adjudication of or probation for a crime, may raise questions as to whether that same misconduct will be repeated in the workplace and therefore affect the ability of the nurse to provide patient care safely.

* The terms "resident" or "client" are often substituted for the term "patient" in health care facilities. For this list, "patient" encompasses all of these terms.

VIOLATION OF CODE OF ETHICS/PROFESSIONAL CONDUCT

Unacceptable personal conduct may result in complaints by faculty members or clinical agency members. These may indicate that the student lacks the personal qualities and characteristics that the faculty deem necessary for nurses. Violation of any Code of Ethics will result in disciplinary action and/or dismissal from the nursing program.

SWTX CODE OF ETHICS/PROFESSIONAL CONDUCT

SWTX is committed to excellence in the provision of:
- Education of nursing students
- Safe, competent patient care
- Professional development for nursing faculty

All nursing students at SWTX are expected to adhere to the Code of Professional Conduct in their interactions with patients, staff, instructors, other students, and the public.

The Code of Professional Conduct consists of two sections: Professional Obligations and Professional Ideals.
- Obligations - refer to the necessary professional behaviors that the ethical foundation requires of nursing practice.
- Ideals - refer to desirable professional behaviors that professionals at all levels should attempt to acquire because they enhance professional excellence.

Professional Obligations:
- Treat patients, colleagues, other health professionals, students, and instructors with the same degree of respect you would wish them to show you.
  - Avoid offensive language, verbally or in writing.
  - Do not harass others physically, verbally, psychologically, or sexually.
  - Do not discriminate based on sex, religion, race, disability, age, or sexual orientation.
  - Do not knowingly mislead others.
  - Do not cheat, plagiarize, or otherwise act dishonestly.
  - Do not abuse special privileges, e.g., looking at pornographic websites on school computers, making unauthorized long-distance telephone calls.
  - Do not criticize the nursing or medical decisions of colleagues in the presence of patients.
- Treat patients with respect and dignity:
  - Respect the privacy and modesty of patients.
  - Respect patient confidentiality.
  - Avoid patient involvement when you are ill, distraught, or overcome with personal problems.
- Be aware of your limitations and the deficiencies in your knowledge and abilities, and know when and whom to ask for supervision, assistance, or consultation.
- Report serious breaches of the Code of Professional Conduct to the appropriate person.
- Indicate disapproval or seek appropriate intervention if you observe less serious breaches.
- Do not destroy, damage, or misuse the property of SWTX or any clinical affiliation.
- Adhere to local, state, and federal laws and regulations.

Professional Ideals:
- Attempt to cultivate and practice clinical virtues such as caring, empathy, and compassion.
- Notify the responsible instructor if something interferes with your ability to perform clinical tasks effectively.
- Learn from experience and grow from the knowledge gained from errors to avoid repeating them.
- Students should attend scheduled classes and complete assignments on time.
- Cooperate with other students and healthcare team members in clinical activities.
- Be generous with your time to answer questions from patients, patients' family members, or staff members.

(Legal Standards: BON Disciplinary Sanctions, Rule 217.11, 217.12) (Rules and Sanctions are located at www.bon.state.tx.us)

SUBSTANCE ABUSE POLICY

Students who report to class, lab, or clinical and are suspected of being under the influence of alcohol or illegal drugs will be required to submit to drug screening at their own expense. The faculty member will request that the student be tested for drugs under the following circumstances:

- Observable indication of actual use or impairment, such as slurred speech, lack of coordination, incoherence, the odor of marijuana, alcohol, etc.
- Possession of drugs, paraphernalia, or alcoholic beverages.
- Detailed, factual, or persistent reports of use or abuse.
- Abnormal and erratic behaviors such as sudden outbursts, mood swings, hostility, or unusual anxiety.
- Involvement in suspicious activity.
- Apparent lapses in judgment or memory.
- Unusual lethargy.
- Repeated behaviors that are not in keeping with usual expectations or patterns.
- Unusual patterns of movement or motor activity that cannot be explained.
- All students are subject to random drug testing at the discretion of the Nursing Director.

DRUG TESTING PROCEDURE

The faculty member will document the student's behavior and confer with the Nursing Director to initiate follow-up procedures.

- If the student denies being under the influence of unauthorized substances, a request for a drug screening will be initiated. If a student refuses to consent to drug screening, they will be immediately dismissed from the program.
- The Nursing Director will request a drug screen and provide verbal and written instructions for the testing procedure, including time frames for the test.
- The student will immediately go to the testing site as instructed.
- The student will not attend clinical rotations with pending drug screen test results.
- The designated testing center will interpret the drug screen findings within 24-48 hours.
- The results of the drug screen test will be sent to the nursing program. The results of the test will be kept in a confidential, locked file. The test results will be released to college officials on a need-to-know basis. Records may be released only to the student or the decision-maker in a lawsuit, grievance, or other legal proceeding that may arise as a result of the positive drug test.
- During the review process of the positive results, the student will have the opportunity to:
  o Explain the cause of the positive drug screen test.
  o Provide the name of the physician authorizing any prescription medication.
    The Director will contact the attending physician for verification.

CONSEQUENCES OF A POSITIVE DRUG TEST

When a positive drug screen occurs due to the use of illegal drugs or unauthorized use of prescription medications:
- The Nursing Director and the Vice President for Academic Affairs will counsel the student.
- The student may be suspended for a minimum of one year (12 consecutive months from the date of the beginning of the suspension) from the program.
- If the VP for Academic Affairs approves continuation in a nursing program, the Chief Nursing Officer (CNO) of the clinical site will be notified of the positive drug urine screen.
- Positive results will be shared with the VP of Student Services for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program.

If the positive drug screen is due to prescribed medication:
- It must be followed by a letter, on letterhead, from the physician stating why the student is on the medication and the compliant dose the student can take when in the clinical area and still be capable of clear judgment and required clinical activities for patient care delivery.
- It will be important to know how long the physician believes this medication will be required for the student.
- If there is a change in the type of medication during the period of student activity, a letter must be sent from the physician to the Nursing Director regarding the change. This letter must be sent directly to the Nursing Director and will be shared with the CNO of the clinical sites. A follow-up process will be in place until the student graduates.

CRIMINAL INCIDENT

The student has 24 hours to notify the ADN Director of a criminal incident that occurs after the admission background check is completed. Failure to notify the Director will lead to a written Incident Report. Upon notification of a criminal incident, the Nursing Director will inform the appropriate individuals, which may include SWTX Administration, clinical agencies, and the BON as deemed necessary. A decision will be made as to whether the student can continue in the ADN Program. Any criminal incident that results in criminal charges that are not aligned with the clinical agency standards, the professional or ethical standards for the ADN Program, SWTX, or requires a Declaratory Order by the BON, will result in immediate suspension from the program until further investigation.

PROHIBITED CONDUCT

Under the SWTX Student Handbook, the following behaviors are strictly prohibited:
- The use, possession, control, manufacture, transmission, or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in the Board Policy Manual (FLBD) *(student conduct tobacco use),* unless under the direction of a physician.
- The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
- The use, possession, control, manufacture, transmission, or sale of alcohol or other intoxicating beverages without the permission of the College District.
- Possession or use of tobacco products on College District premises without authorization.
- Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval.

A student shall be subject to discipline, including suspension, following the discipline and penalties outlined in FM Discipline and Penalties: Disciplinary Procedure: Discipline Procedure FMA, if the student violates this policy.

- While on the College District premises or attending a College District activity, or
- While elsewhere, if the behavior adversely affects the educational environment or otherwise interferes with the College District's operations or objectives.

STUDENTS REQUIRING DISABILITY SERVICES

Under the Americans with Disabilities Act of 1990, the SWTX office of Disability Support Services serves as a primary point of contact for students with disabilities who require reasonable and appropriate accommodations for programs at SWTX.

- Services are available upon request from the student.
- Documentation supplied by a certified person must support accommodations.
- Students must have services/accommodations approved each semester.
- Students must initiate contact by setting an appointment with an advisor or success coach.
- Accommodations will not be made without a "Letter of Accommodation" from the Disabilities office.

STUDENT EMPLOYMENT

Although not recommended, we understand that it is sometimes necessary for students to work; therefore:

- It is recommended that nursing students work no more than twenty (20) hours per week.
- Scholastic standards and course requirements must be maintained.
- No accommodations will be made due to work responsibility.
- Students will not wear the SWTX nursing ID or school uniform during employment.

CLASS PREPARATION – HOW MUCH IS ENOUGH?

"How much time is enough?" must be followed with a concern about "How do I plan?" The key factor is to establish a consistent pattern in your daily schedule and stick to it.

- A commonly heard rule of thumb is one hour of preparation for every two hours of lab. In this program, 'lab' refers to skills labs, simulation labs, and direct patient care clinical facilities. Preparation for the lab or clinical setting would include developing and completing care plans and assignments as required by faculty members.
- For classroom preparation, a minimum of three hours of preparation time must be spent for every hour of class. Planning and keeping a schedule is a positive step toward achieving your goals and will help you and/or significant others understand the time commitment required for the learning process.

STUDENT CONCERNS

STUDENT ACADEMIC GRIEVANCE PROCEDURE

If a student feels that they were unfairly treated for any reason, they have the right to file an academic grievance. The grievance procedure is designed to provide prompt and expeditious resolutions. Keep in mind that instructors are responsible for classroom management, teaching methods, testing, and evaluating student performance, all while adhering to program policies. Students are encouraged to use this procedure only for adequate cause.

The student begins the process by meeting with the Faculty of Record and then following the chain of command, as follows:
- Campus Coordinator, then the
- Nursing Director

If necessary, a final appeal may be made to the Division Chair.

Procedure:
- If a student feels that they were unfairly treated, the student should schedule a conference with the Faculty of Record in an attempt to resolve the problem. The student must schedule a conference within 5 days of the incident.
- If, after the conference with the Faculty of Record, the student believes that the matter is unresolved, they will schedule a conference with the Campus Coordinator. The student must schedule a conference within 5 days of the student's conference with the Faculty of Record.
- If, after the conference with the Campus Coordinator, the student believes that the matter is unresolved, they will schedule a conference with the Nursing Director. The student must schedule a conference within 5 days of the student's conference with the Campus Coordinator.
- The Nursing Director will individually hear the student's grievance and that of the instructor. After hearing both sides, the Nursing Director may request that the student and faculty meet with them to reach an acceptable solution.
- If, after meeting with the Nursing Director, the student feels the matter remains unresolved, they may reach out to the Division Chair of the program.

STUDENT NON-ACADEMIC GRIEVANCE PROCEDURE

The nursing program acknowledges that incidents may occur outside the academic setting.   Before initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person or supervisor of the program against whom the complaint is being made. This should occur as soon as possible following the protest circumstance.

Within 10 working days of the informal attempt at resolution, a signed and dated written complaint should be made and submitted to the Title IX Office.

STUDENT RIGHTS

Separate procedures are in place to address student complaints regarding discipline and sexual harassment. (See FMA, FFDA, and FLD in SWTX Policy Manual)

Student issues or complaints must go through the chain of command as follows:
- Faculty of Record,
- Campus Coordinator, then the
- Program Director

If the issue or complaint cannot be solved, follow the steps below:

REPRESENTATION:
The student may be represented at any level of complaint. If the complaint involves a problem with a faculty member, the student must follow the chain of command above before requesting a conference with the department chairman at Level I.

PROBLEM–SOLVING PROCEDURE
Following problem identification by the faculty and subsequent discussion regarding the issue, the following guidelines will be followed:

Level I: A student who has a complaint shall request a conference with the department chair or student services advisor, as appropriate, who shall schedule and hold a conference with the student.

Level II: If the student did not receive the relief requested at the Level I conference, the student has ten college business days to request a conference with the VP of Academic Affairs or the VP of Student Services, who shall schedule and hold a conference within ten college business days. Before or at the conference, the student shall submit a written complaint that includes a statement of the complaint with any supporting evidence, the solution sought, the student's signature, and the date of the Level I conference.

Level III: If the student did not receive the relief requested at the Level II conference, the student has ten college business days to request with the college President or designee, who shall schedule and hold a conference within ten college business days. Before or at the conference, the student shall submit the written statement required at Level II, including the date and with whom the Level II conference was held.

Level IV: If the student did not receive the relief requested at the Level III conference, the student has ten college business days to submit a written request to the college president to place the matter on the College Board agenda. The college President or designee shall inform the student of the date, time, and place of the Board meeting. The Board President shall establish a reasonable time limit for complaint presentation. The Board shall listen to the student's complaint and take whatever action it deems appropriate.
The Board's consideration shall be based on the complaint records developed at the administrative reviews, and the Board shall receive no new evidence. Each side shall be entitled to make oral arguments based on the record within the time restrictions established by the Board.

CLOSED MEETING: If the complaint involves allegations or charges against an employee, it shall be heard by the Board in a closed meeting, unless the employee being complained about requests that it be held in public.

STUDENT ORGANIZATIONS & ACTIVITIES

STUDENT NURSE ASSOCIATION

The SWTX Student Nurses Association (SWTX SNA) is not mandatory but available to all nursing students. The annual membership cost is $10.00. The members will be allowed to organize their group to conduct SWTX SNA business and activities throughout the year. The student group will elect representatives to serve for the academic year, in accordance with the National Student Nurses' Association guidelines and bylaws, as well as the SWTX Chapter bylaws. Students must attend meetings regularly and participate in activities, as per the bylaws, to be considered "in good standing" and to qualify for the graduation cord. SNA members are required to have speakers at least twice a semester.

ELECTION OF OFFICERS for SNA and Alpha Delta Nu
The following class officers will be selected:
1. President
2. Vice President
3. Secretary
4. Treasurer (not included in Alpha Delta Nu)
5. Parliamentarian (not included in Alpha Delta Nu)
6. Historian (not included in Alpha Delta Nu)

Officers will be selected based on character, integrity, leadership, and dedication to service. In keeping with the high ethical standards of the college, the administration and faculty encourage the election of students who exemplify the highest personal standards of behavior. Any student who is on scholastic or disciplinary probation is not eligible to be a candidate for an office in a campus organization. If an officer is placed on probation, the student will no longer be able to hold office. Officers will be selected by class majority vote.

NATIONAL STUDENT NURSES' ASSOCIATION

National Student Nurses' Association (NSNA) Membership is open to all ADN students. The school maintains a constituency by having 10 or more members each year and filling out the constituency application by the deadline. The NSNA mission is to mentor students preparing for initial licensure as registered nurses and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. There is a fee to become a member of NSNA.

ALPHA DELTA NU ASSOCIATION

This is an honor society for ADN second-year students who are graduating and have earned a 93.75 GPA in their nursing courses throughout their two years of the ADN program by early May of their graduating semester. As part of the induction process, students participate in service-learning projects that directly impact the health of their communities and complete a Capstone Project. They gain the opportunity to submit a poster abstract for the Organization of Associate Degree Nurses (OADN) Annual Convention, highlighting the impact of their projects. This experience provides students with essential presentation and leadership skills in front of a national audience. Students are required to hold monthly meetings, keep minutes, and complete a Capstone Project. Students must attend meetings regularly and participate in activities, as per the bylaws, to be considered "in good standing" and to qualify for the Alpha Delta Nu pin and cord.

CAMPUS ACTIVITIES

Nursing students are encouraged to participate in campus activities throughout the year, provided they do not interfere with class/clinical/lab time. Although the nursing curriculum is rigorous, participation in college activities promotes personal growth. Examples include campus blood drives, lectures, and Christmas at the college. Grillin' with the President in March of each year is a **mandatory** attendance and participation event. Each campus/cohort will form at least one group and compete in the grillin' competition.   The baking competition does not complete the participation requirement for this event. Several activities are mandatory; students will be informed.

COMMUNITY ACTIVITIES

Teaching projects with community agencies and groups are required in several of the nursing courses. As opportunities arise, students will be encouraged to participate in community clinics and other screening activities. During the holidays, some of the agencies that have provided learning experiences for the students appreciate their participation in festivities for the patients. The faculty will provide these notifications.

LUNCHEONS

There are several luncheons during the program. Students are required to attend and travel for the luncheons. These luncheons are hosted by clinical facilities for recruiting purposes and to congratulate students in their careers. Faculty will notify you of the specific dress code for any luncheons.

STUDENT PARTICIPATION IN CURRICULUM AND PROGRAM GOVERNANCE

Matters involving program evaluation must have input from the student body.

The following steps provide guidelines for student participation:
- During the first fall semester, each cohort will select a student representative to represent the class during (limited) faculty and Advisory Board meetings
- The agenda for each faculty meeting will include a time for student representatives to discuss class issues
- Student representatives will summarize meetings and email the student body any pertinent information
- At the end of the first semester, the student body will have the opportunity to verify that the selected student representatives are representing them
- If the student body so designates, a new student can be voted upon to replace a designee
- Student representatives will not be present during the discussion of individual student issues related to grade achievement, disciplinary factors, or other personal concerns

SKILLS LAB/SIMULATION EXPECTATIONS

EXPECTATIONS

The student will develop safe healthcare practitioner characteristics, with supervision, in the Nursing Skills Lab/Simulation by implementing theory and practicing skills in a secure environment. In the clinical setting, the student will continue to develop safe healthcare practitioner characteristics under supervision in a variety of healthcare settings, caring for one or more patients with diverse healthcare needs. For specific information related to Nursing Skills Lab/Simulation/Clinical Expectations, see the syllabus for VNSG 1360 Clinical Licensed Vocational Nurse Training (Fall Semester).

Two faculty members will be in the lab at all times.

The student will be expected to prepare for Nursing Skills/Simulation experiences by:

- Reviewing theory and how it applies to the care of real patients.
- Practicing skills until competent to perform the skill safely and efficiently. Review the ATI skills modules and your textbook.
- Demonstrating competence in Nursing Skills Lab/Simulation and then in the Clinical setting.
  - Skills will be practiced /performed according to the Basic Procedure Steps for that skill.
  - Skills will be practiced in the lab through peer skill practices.
  - Designated skills will be evaluated by faculty through Skill Check-offs:
    - Evaluated on a pass/fail basis.
    - The student has three chances to pass the skill check-off. If the student fails the first attempt, they will reschedule with another faculty member.
    - Passed lab skills may be performed in the clinical setting; the student must seek guidance if unsure.
    - Passed invasive or sterile skills may be performed in the clinical setting, with your faculty present only.
    - Skills will be re-evaluated in the clinical setting by the nursing faculty and reflected in the anecdotal note and evaluation tool.
- Take advantage of all learning opportunities in the lab/simulation setting.
  - Attendance is mandatory; please use your time wisely and refrain from distracting others while they are learning.
  - Bring lab supplies (skills lab bag) for **all** labs.
  - Students are expected to participate fully in the lab/simulation. Treat all lab practices as if you were dealing with a real patient.
  - Bedside units are to be returned to their normal state, with the bed made, in the lowest position, side rails down, and equipment replaced at the end of each lab.
  - All trash must be removed from patient areas, and tables and rails must be cleaned.
  - No food, drinks, or gum in the lab.
  - No pens allowed around the mannequins (they can permanently stain skin).

CLINICAL INFORMATION & POLICIES

CONFIDENTIALITY POLICY / HIPAA REGULATIONS

Under the current Texas Nurse Practice Act on Unprofessional Conduct [disclosing confidential information or knowledge concerning the client except where required or allowed by law] and the HIPAA (Health Insurance Portability and Accountability Act) guidelines, the faculty has adopted the following policy:

- Except within the structured, teaching-learning situation, all aspects of the patient/client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
- Proper identification, as stated in the SWTX Dress Code, is required before reading charts/records.
- Under no circumstances is the student to photocopy or record any part of the patient's chart/records.
- Students may become privy to clinical agency or organization information, which is considered private. Students who divulge agency or patient information acquired during courses may be immediately dismissed from the nursing program.
- Failure to honor this fundamental ethical right of the patient/client or agency may result in the immediate dismissal of the student from the nursing program.

MINIMUM SAFE STANDARDS IN THE CLINICAL AREA

Students must consistently meet the following safe standards during patient care delivery in any clinical facility and in the skills and simulation labs:

- Demonstrate respect for and maintenance of the nursing chain of command.
- Maintain confidentiality in accordance with HIPAA regulations regarding information received about the patient during the clinical assignment.
- Making decisions about patient care when failure to make that decision would endanger the patient.
- Maintain open communication that promotes continuity of patient care with the multidisciplinary healthcare team.
- Ensure the clinical faculty member and/or clinical preceptor validates correct performance of skills according to standards and facility policy.
- Recognize own limitations.
- Recognize that previously learned knowledge is required to implement nursing care appropriately in the clinical setting.
- Recognize that specific information about the assigned patients is required to provide safe patient care.
- Maintain vigilance toward patient, agency, and/or staff needs.
- Demonstrate professional comportment in demeanor, dress, and language.

A violation of Minimum Safe Standards will result in a grade of zero (0) for the clinical day. The grade will be recorded in the student's record. Faculty will discuss the events and behaviors that contributed to the grade with the student, and documentation of this counseling session will be maintained in the student's record.

DRESS CODE - CLINICAL

All students representing SWTX and the nursing program are expected to maintain a neat, clean, and professional appearance and attire. **Black scrub bottoms (no joggers) and the approved scrub top are mandatory for all rotations.** The uniform should be appropriately fitted to size; the pants should not touch the floor.

Students who violate the dress code will not be permitted to remain in the clinical setting, and an absence will be recorded for that day.

- Personal hygiene must be meticulous.
  - Maintain a clean and healthy appearance.
  - Keep your teeth clean and your breath fresh, free from offensive odors.
  - Be clear of the smell of tobacco/smoke.
- No caps, hats, hoodies, sweatshirts, or long-sleeved shirts over the approved uniform will be worn while in the clinical setting.
- No head coverings, other than those for religious/cultural purposes, are permissible.
- Hair should be a natural color and non-distracting (no red, blue, colored highlights).
  - Student hair must be clean, neat, and conservative.
  - Hair must be up and off the collar with no stray hair in the face; no bows or ribbons.
  - Men must have conservative haircuts, or their hair must be neat and not hang over the collar.
  - Men must keep their beard and mustache trimmed and well-groomed.
- Nails must be no longer than 1/4 inch past the fingertips and must be kept clean.
  - No artificial nails, extenders, gels, silk wraps, tips, nail art, etc., permitted.
  - No nail polish is permitted during clinical.
- Makeup must be used in moderation.
  - Artificial lashes are not allowed during clinical rotations.
- No perfume, cologne, or aftershave, as it may be offensive to patients.
  - Unscented deodorants are required due to patient allergies.
- All tattoos must be covered at all times while in the clinical area.
- The only jewelry that may be worn is a flat wedding band, a plain watch (black, brown, or white) with a second hand, a name tag, and one pair of stud earrings (earlobe only).
- No emphasis or visible body piercings allowed other than the one pair of stud earrings.
- Students showing signs of infection will be asked to leave the clinical area.
- No chewing gum during clinical.
- Uniforms will be purchased through the SWTX Bookstore. No other uniform will be accepted.
  - A plain **BLACK** long-sleeved undershirt may be worn with your uniform scrub top.
  - The full uniform will be worn at all times while in the clinical setting.
  - Uniforms must be clean, wrinkle-free, and unstained every clinical day.
  - Failure to present at the clinical site in full uniform (including SWTX ID) will result in being sent home, a zero for the clinical day, and clinical absence hours.
  - Uniform tops and lab coats must have the SWTX nursing patch. Patches will be placed on the left sleeve, 2 inches below the shoulder seam, and centered.
  - White hose or socks and white nursing shoes/tennis shoes are acceptable. No other color, colored trim, patch, or logo is allowed; no clogs and shoes must be all white.
- The SWTX student ID must be worn at all times.
  - No pins may be worn with the ID.
  - The ID must be attached to the uniform top on the upper chest area, not the pants.
  - A plain black or red SWTX lanyard or simple retractable badge reel may be used; no glitter or loose items on the lanyard.
  - A plain retractable badge reel can be used; no glitter or loose items on the badge reel.

- Identification tag, school patch, scissors, stethoscope, penlight, plain watch, gait belt, and goggles are considered part of the uniform and must be in your pocket or clinical bag during your clinical rotation.

Failure to comply with the dress code will be addressed during the clinical evaluation and may result in dismissal from the nursing program. Individual agencies may determine further dress code requirements at their discretion.

ATTENDANCE POLICY - CLINICAL

Attendance in clinical is mandatory.
- Students are expected to attend **all** scheduled days of clinical experience.
- Students are expected to notify, by phone, the school, faculty, assigned unit, and preceptor when absent at least **two hours before** clinical reporting time.
- Students are responsible for scheduling a makeup clinical day with faculty.
- The student will receive a **"0"** as their grade if a rotation is missed until the makeup day is completed.
- Student absences are recorded using the Remediation/Success Plan form.
- Habitual absences will not be tolerated.
- Students are not allowed to stay in the program after missing more than **24 hours per semester in class, lab, and clinical combined.**
- Tardiness and early departure are forms of absenteeism.

CLINICAL SCHEDULES

- Clinical schedules will be provided to the student as early as possible.
- Every effort will be made to maintain the schedule; however, the schedule of classes and clinical may need to be altered due to faculty, preceptor, and/or patient availability and acuity.
- In the last two semesters, clinical experiences will be dependent upon the schedule of preceptors; students are expected to work the same schedule as their assigned preceptor, including weekends.
- Depending on clinical experience, faculty, and preceptor availability, it may be necessary to have some evening clinical experiences.
- Travel to other cities to meet clinical objectives is required; transportation to the clinical site is the responsibility of the students.
- Travel time to and from each facility will **NOT** be included in the accumulation of clock hours necessary to meet the semester hours required.
- Each clinical course may have a percentage of time in the Simulation lab and/or Skills lab.
- Simulation will be scheduled during the week.
- Successful completion of patient scenarios and skills competencies may require duplication of time for evaluation and meeting course objectives.
- Requirements must be completed as specified in the course objectives.
- Each student will have an in-person clinical evaluation with clinical faculty at mid-term and the final week of each semester.
- Grades received in the lab will be incorporated into the overall course grade.

CLINICAL SETTING

Students will be assigned to designated hospitals, clinics, physician offices, and other healthcare-related facilities that will provide experiences to meet the clinical objectives for each clinical course. Students are permitted in the facilities in the role of "Student Nurse" only during the designated clinical rotation and clinical preparation times. When a student is not in the role of "Student Nurse," the student assumes the role of "visitor" and should abide by hospital regulations. SWTX uniforms, lab coats, or SWTX nametags should **not** be worn by students when they are in the role of "visitor."

CLINICAL ORIENTATION AND ENVIRONMENT ASSESSMENT

The clinical practicum will begin with an orientation to the facility, which includes an overview of agency policies and procedures. Each clinical site rotation will require the student to be familiar with the location of special emergency equipment (e.g., crash cart) and emergency exits. Faculty members and preceptors will review the student's role and behavioral expectations, as well as the dual communication with clinical personnel, to ensure the student meets the required objectives. The professional nurse's role is one of proactively seeking learning experiences.

CLINICAL PREPARATION

Each clinical experience requires preparation time related to individual assignments provided by the clinical faculty or preceptor. The student must be prepared with information specified in the clinical syllabus or as provided by the clinical faculty/preceptor. This information must be presented at the beginning of the clinical experience. This plan of care may be based on assessment data from the patient and information obtained from the chart before the clinical experience. The care plan format may vary slightly from course to course. The faculty of record will provide guidelines for completing the document in the course syllabus.

EVENING BEFORE CLINICAL

- Select a patient who meets your learning objectives and addresses the skills you need to check off.
- Patients should be chosen immediately after class, the day before clinical (as available).
- Research the patient's medical diagnosis; the goal is to become aware *of the physician's orders and the medications your patient is prescribed.*
- Clinical quizzes are to be expected and may be either verbal or written.
- Although students are restricted in the performance of specific tasks and/or procedures, students are expected to learn the theory and rationales related to all of the methods and functions, even those that are restricted.

DOCUMENTATION ON PATIENT RECORDS

Documentation on clinical records cannot occur until the clinical faculty and students are oriented to the system utilized by the clinical agency. The first attempts at documentation may be required on paper and reviewed by the clinical faculty or preceptor before being placed in the computerized system. Progression of this activity will be under the discretion of the clinical faculty or preceptor.

THE CLINICAL DAY

- Use the designated entrance and exit to the facility or hospital.
- Personal possessions must be locked in the car, and cars must be parked in the designated area provided by the facility.
- Reference books and or mobile devices should be left in the conference area that the facility provides for us, not in the resident/patient's room.
- Report to your instructor/preceptor for each clinical rotation and inform them of any changes in clinical assignment (i.e., no patient available; patient discharged).
- Arrive on time for each rotation.
- The student will report any unsafe equipment or environmental hazards that are observed to the faculty member, preceptor, and the charge nurse.
- The student will provide a safe environment for patients and others at all times.
- Students will keep all resident/patient information in the strictest confidence at all times.
- The student will **not make copies** of the resident/patient's record, as this is a HIPAA violation.
- You may have your cell phone with your books on vibrate, **only** if allowed by facility policy.

PHYSCIANS ORDERS

Under no circumstances will the student nurse receive, transcribe, verbally relay, or telephone physician orders. The availability of computer information and participation in patient documentation vary throughout clinical experiences and may be limited at times. The clinical faculty or preceptor will then provide opportunities for the student to write out information and discuss the data recorded in the patient chart that may be pertinent to the student's learning.

DOCUMENTATION SIGNATURE

All documents should include your full legal name, a comma, and SN for the signature.

MAINTAINING CLINICAL RECORDS / TYPHON

Students need to maintain a record of their experiences, including the implementation of skills required to administer nursing care, and to document how each clinical objective has been met throughout their nursing educational experience. A summary of this information is placed in an individual portfolio to demonstrate to future employers that the student has achieved a level of learning required to practice as a professional nurse following successful completion of the NCLEX-RN. The faculty has selected the Typhon Group Student Tracking System for this purpose. This electronic tracking system includes a comprehensive skills log and report, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, electronic student portfolios, student and preceptor biographic data, clinical site database, curriculum mapping, and secure document management. Faculty regularly review the electronic patient care summaries entered by students during their clinical rotations. Students must upload information within seven days of their rotation.

CLINICAL BREAKS AND LUNCH

A thirty-minute break and/or lunch will be assigned by the clinical faculty in concert with the preceptors and/or nurses assigned to the patients. Since there are limited clinical experiences to meet objectives, it may be necessary to postpone a break or meal until a particular learning event is completed. If the student has a physical condition that requires strict, regular meals, the faculty of record must be informed of the issue to prevent detrimental effects of delayed meals. Students are not permitted to leave the clinical site for lunch during clinical rotations.

MEDICATION ADMINISTRATION

SWTX nursing students have the unique privilege of administering medications to patients during clinical experiences upon successful completion of the medication calculation exam and demonstration of medication administration competencies. The medication calculation exam will be scheduled every Level (II, III, and IV) before clinical begins. Due to the serious nature of this nursing function, students must pass the exam with a score of 90% or higher. Strict adherence to this Medication Administration Policy is expected from students, faculty members, and preceptors.

1. The student must come to the clinical experience prepared to administer all medications for assigned patients.
2. The student will review each medication with the faculty/preceptor before administration. This includes the purpose, action, dosage, side effects, half-life, contraindications, values required before administration (ex., vital signs or particular lab values), and Six Rights of Medication Administration.
3. Faculty or preceptor must be present when administering medications to the patient.
4. Faculty will work closely with the preceptor and/or nurse assigned to patients with whom students will be working to establish guidelines, expectations for students, and clinical objectives related to medication administration.
5. Steps 1-4 must be followed *every time* a student is assigned to administer *any* medication, including intravenous (IV) fluids.
6. If the student is unprepared and/or unable to discuss the medication knowledgeably with the faculty/preceptor, they will forfeit the opportunity to administer medications for that day. This will also be reflected on the student's clinical evaluation for that day/week.
7. The student will comply with the facility policy concerning high-risk medications and work closely with the faculty/preceptor.
8. Students will not administer narcotics, or any other Drug Enforcement Administration (DEA) scheduled medications, at any time via any route or for any reason.
9. Should a situation appear to be unsafe for the student to administer medications to specific patients or groups of patients, the clinical faculty/preceptor will inform the student, and the student will not administer medications in that situation. This will not reflect negatively on the student's clinical evaluation for that day/week.
10. Any student action regarding medication administration deemed unsafe or reckless by faculty/preceptor will result in counseling with the student. The Director will be notified, and any further action will be determined as appropriate to the situation.

STUDENT UNUSUAL OCCURANCE

Any student involved in a clinical occurrence (e.g., needle stick, patient or student fall/injury, medication error, etc.) must adhere to the following protocol for reporting the occurrence:

- Notify the nurse responsible for the patient immediately.
- Notify the clinical instructor, preceptor, and/or faculty member as quickly as possible after the occurrence happens. The clinical instructor, preceptor, and faculty will provide information on appropriate actions to be taken.
- Notify the charge nurse.
- Complete the SWTX Incident Report.
- Meet any facility policy regarding occurrences.
- In the case of a student involved in an exposure incident, the supervising faculty member contacts the clinic or emergency room with the student's name and requests an HBV, HCV, and HIV test to be drawn. The clinic will draw the labs and conduct the post-exposure evaluation.
- Seek post-exposure care within 2 hours of exposure.

CLINICAL PRE AND POST CONFERENCE

Students will be attending the pre-conference and post-conference during the clinical assignment. This group learning experience is an integral part of the clinical experience. The clinical conference will provide students with the opportunity to develop and refine their critical thinking and decision-making skills. Students will report to the designated location at the specified time as identified in the course syllabus.

PRE-CONFERENCE

The pre-conference takes place immediately preceding the assigned clinical experience or at a time designated by the faculty. Location will vary according to clinical sites. This session serves the purposes of:

- Obtaining direction for the day.
- Setting the groundwork for analyzing the experience.
- Recognizing the scope and limitations of the student's role.
- Reinforcing "process" learning.

During this session, the student is encouraged to ask questions and seek clarification on assignments, including assigned readings, patient assignments, skills and procedures, and data collection.

POST-CONFERENCE

Post-conference will take place immediately following the clinical experience, when possible. This session serves the purposes of:

- Analyzing the clinical experience.
- Clarifying relationships between theory and practice.
- Developing generalizations and guidelines in providing nursing care.
- Identifying and clarifying affective components of the learning experience.
- Reinforcing the learning process.

During the semesters when preceptors are utilized, a brief post-conference can be planned between the student and preceptor. The faculty of record will prepare a weekly post-conference during these same semesters, where all students at the same geographic site will meet at a specified time and place.

CLINICAL CANCELLATION

SWTX has a notification procedure in place when severe weather or an emergency may necessitate a college-wide clinical cancellation. In the event of inclement weather, students should check the SWTX Safe App for information on class cancellations or school closures. Communication with your clinical faculty and preceptor will follow as specified in your clinical syllabus. It is important to note that if a clinical is cancelled, the clinical experience will be rescheduled and made up. Student safety is imperative.

GRADING POLICY - CLINICAL

In the clinical courses, a combined average of 80% is required on both clinical evaluation and clinical paperwork. Students must complete the medication administration exam in Level I to progress. The student must also pass the skills checkoff in Level I and complete the medication calculation exam in Levels II, III, and IV with a score of 90% for progression. The final course grade is determined by averaging all other assignments once these benchmarks are met. Grades will be available to students on a weekly basis on Canvas. If a student does not achieve an average of 80%, they will not be permitted to advance to the next level. Every effort will be made to encourage the student to withdraw voluntarily to protect their overall grade-point average.

STUDENT CONFERENCES & EVALUATIONS

Student conferences, for formative and summative clinical evaluations, will be scheduled at the midterm and the end of each semester.
- In-person conferences and evaluations may be performed at any time deemed necessary by faculty.
- Strengths and performance deficits will be reviewed.
- Conferences, formative, and summative evaluations will be provided to the student and signed by both the student and the faculty.
- The student will present a self-evaluation and identify his/her learning needs. The evaluation must be filled out with at least three sentences per section. "Met Requirement" is not acceptable.
- Conferences will be uploaded to the student's file on OneDrive.
- Probation is implemented for students who are not meeting the clinical course objectives, required 80% average on clinical paperwork, clinical evaluations, have unsatisfactory/unsafe performance in the clinical experience, and/or violate college policies listed in the SWTX Handbook and/or the Nursing Student Handbook.
- Students may be withdrawn from the program if unsafe or unprofessional clinical practice continues without improvement.
- Students are responsible for meeting weekly to discuss their performance.
- Weekly follow-up evaluations will be uploaded to the student's file.
- Students remain on probation until deficits are corrected or the student is withdrawn for no improvement.

MOBILE DEVICE USE IN CLINICAL

- Handheld devices are valuable tools for healthcare education when used according to policy.
- Mobile device(s) may be allowed in the clinical setting for instructional purposes only.
- Cell phone/mobile device(s) must be on "silent" during clinical.
- May be used only when authorized by faculty for clinical purposes.
- No photos may be taken by students in the clinical agencies.
- Personal phone conversations or texting are not allowed in the patient area.
- Mobile device(s) will not be used at the patient's bedside.
- Mobile device(s) will be used in the designated areas and according to agency policy.
- Students must maintain patient privacy and will be subject to HIPAA infractions of the clinical agency.
- Social networking sites should be used judiciously; remember that your online presence reflects you as a professional.

SPECIAL SEMINARS AND CONFERENCES

When appropriate, students will be scheduled to attend seminars or conferences to enhance student learning. Students will be consulted regarding the seminars or conferences in advance. All students are expected to attend; absence from the seminar and/or conference will be documented, as the hours will be included in the class or clinical hours designated as required for the course.

UNSAFE NURSING PRACTICE

The Southwest Texas College ADN Program identifies patient safety as a fundamental health need, defining safety as the need for protection from external stressors that could cause harm. The faculty believes that in every nursing action, the primary concern of the nurse is the safety of the patient and all other individuals involved. Therefore, safety is a key emphasis throughout the program. Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student that threaten or violate the physical, biological, or emotional safety of the patient(s) assigned to his/her care. Unsafe and negligent clinical behaviors will not be tolerated.

The following examples serve as guides to these unsafe behaviors, but are not all-inclusive:

- Physical safety: Unsafe behaviors: inappropriate use of side rails, wheelchairs, other mechanical equipment; lack of proper protection of the patient, which potentiates falls, lacerations, burns, etc.; performs nursing actions not yet authorized, lack of preparation for clinical day; fails to seek help when needed.
- Biological Safety: Unsafe behaviors: fails to recognize violations in aseptic technique, violates "6 rights" in medication administration, comes to clinical unwell, performs nursing actions without appropriate supervision, fails to seek help when needed.
- Emotional safety: Unsafe behaviors: threatens or makes patient fearful; provides patient with inappropriate or incorrect information, performs nursing actions without appropriate supervision, fails to seek help when needed, demonstrates unstable emotional behaviors.
- Unprofessional Practice: Unprofessional practice (include but are not limited to): Verbal and non-verbal language, actions, or voice inflections which compromise rapport or working relations with patients, family members, staff, or physicians, may potentially compromise contracted agreements and/or working relations with clinical affiliates or constitute violations of ethical/legal standards.

ADDITIONAL INFORMATION

OPEN DOOR POLICY

Students may initiate a conference with faculty as needed. Faculty will post their office hours.

TRANSPORTATION

Students will be responsible for their transportation to and from the campus and to all clinical facilities. The college will provide transportation (as available) for mandatory activities, field trips, luncheons, and nursing conferences. Students may be approved to drive a college vehicle if they meet all college requirements.

PARKING

Nursing students will be assigned a designated parking lot. Personal car(s) must have a SWTX parking decal or tag and be placed appropriately according to instructions. Students must obtain a parking decal/tag from the admissions office. Do not park in faculty and staff-designated spaces.

STATUS CHANGES

The Admissions Office and the program Administrative Assistants must be notified immediately when there is a change in any of the following:
- Name
- Address
- Telephone number
- Marital status
- Health status

TELEPHONE CALLS

All personal incoming telephone calls should be directed to the nursing Administrative Assistant's office. In the event of an emergency, the caller must identify themselves and provide a call-back number. Faculty will notify the student immediately. A student's clinical location will not be disclosed to any caller.

Del Rio: 830-703-1581
Eagle Pass: 830-758-5070
Uvalde: 830-591-7320

HEALTH SERVICES

Each student is responsible for their own medical care. If a student needs to schedule an appointment with a physician, it must be done without conflicting with a scheduled class, lab, or clinical experience.   Fort Duncan Medical Center, Val Verde Regional Medical Center, and Uvalde Memorial Hospital are available for emergency care at the student's expense. Personal Health Insurance is mandatory for all nursing students.

BAD WEATHER POLICY

SWTX has partnered with AppArmor to provide emergency messaging (school closures, delays, and important notifications). The student's cell phone number provided during enrollment is added to a list that gets uploaded into AppArmor. Students must notify the Admissions office of any changes to contact information. Notifications are sent to your cellphone, SWTXC.edu email, and the SWTX Safety App.

Decisions to cancel or not cancel classes during periods of inclement weather are made based on an assessment by college officials. Students are notified through the college system of any such cases. Use your best judgment. Do not attempt to attend class or clinical if you believe you would be putting yourself at risk by driving to campus/clinical. Contact the school and/or leave a message.

PHOTOGRAPHY AND MEDIA NOTICE

Photographs and/or videos will be taken throughout the length of the program. These may be used for publication on social media, the SWTX website for promotional purposes, or other marketing materials.

STUDENT RECORDS

Academic, health, and personal information for each nursing student is maintained in the nursing office. Students will be required to sign a designated document that confirms their understanding and compliance with the sharing of their health information.

FINANCIAL ASSISTANCE

Financial aid and counseling are available at SWTX. Since a variety of financial resources are available at different times during the semester, it is advisable to contact the office of financial assistance immediately after notification that you have been accepted to a nursing program.

VIDEO CONFERENCING

Due to the distance between campuses in the Southwest Texas College district, the college has equipment available for communication between campuses that allows for live interaction. Every attempt will be made to simulate the face-to-face process and answer questions initiated by students at all locations. A consistent effort will be made to allow students to answer questions posed by faculty members.

Talking and/or whispering during lectures, or utilizing computers or other electronic devices for non-class-related activities, is not condoned in the classroom while a lecture is in progress. Phones will be placed in designated areas at the front of the classroom. Phones will not be allowed on students' desks for any reason.

INSTITUTIONAL ADVISING

Academic Advisors/Success Coaches are available to students throughout the school year. Appointments must be made with the advisors or success coaches at the Uvalde, Del Rio, or Eagle Pass Counseling office. Contact information can be found online on the SWTX website.

SWTX LIBRARY

The primary goal in our libraries, regarding computer usage, is to assist students in searching for information on periodical databases and the Internet. Students needing computers with sound or special programs should request these services at the library counter. When going to the library to use the computer, the students should:

- Sign in with an ID; access is on a first-come, first-served basis.
- Please limit your use to 30 minutes if others are waiting.
- Limit of one person per computer.
- Computers are for educational use only; email is acceptable. Games, messaging, or entertainment websites are not allowed.
- Viewing material that may be offensive to others is unacceptable.
- Printing charge of $0.10 per page is charged; colored copies are $0.30 per page.
- Installation of unauthorized programs is not permitted.
- Computer use will cease fifteen minutes before the library closes.
- Minors are not allowed to use the computers unless a parent is with them at all times.

COMPREHENSIVE TESTING

Students will receive cumulative testing over the subject matter previously covered. ATI Achievement tests are administered throughout the program to prepare students for the NCLEX-RN. Testing will be conducted both on a scheduled basis and unscheduled.

NURSE PINNING CEREMONY

A nursing pinning ceremony is a symbolic welcoming of newly graduated nurses into the nursing profession. A pinning ceremony for the nursing program will be held at either the Del Rio, Eagle Pass, or Uvalde campus in May to acknowledge students as they prepare to graduate. Students will be responsible for the cost of their individual SWTX nursing pin, cords, and other related items for use during the pinning ceremony. The administrative assistants will inform you of your out-of-pocket costs once all items have been ordered.

PREPARATION FOR GRADUATION/LICENSURE

GRADUATION REQUIREMENTS

All ADN program requirements must be completed before the student can meet graduation requirements. These requirements include:

- If the student has received letters summarizing counseling sessions, all issues must be addressed before the student's final grade will be recorded.
- If the student entered the ADN program as an LVN, an Advanced Placement Form must be submitted to the college Registrar before graduation.
- Completion of ATI Comprehensive Predictors.
- Attendance at the three-day ATI NCLEX-RN Live Review.
- Active participation and progress in the Virtual ATI.
- All courses within the ADN Program must be completed with a cumulative average of 80% on all exams and quizzes in all didactic courses. In the clinical courses, a combined average of 80% is required on clinical evaluations and/or clinical paperwork. All program and course objectives must be satisfactorily completed.
- Students must complete the medication administration/calculation exam at all levels.
- Complete all nursing courses in sequence as outlined in the degree plan with a grade of B **(80%)** or above after adding all other assignments to the 80% exam benchmark average.

Students are responsible for submitting the Application for Graduation and associated fees to the Admissions Office by the deadline set forth by SWTX. Students may purchase their cap and gown from the SWTX Bookstore located on each SWTX campus. Graduates are highly encouraged to participate in the SWTX graduation ceremony, where they will receive their diplomas.

THREE-DAY LIVE REVIEW

The SWTX nursing program arranges a **MANDATORY** three-day ATI Live Review for all graduating students to attend in late April or early May. The review is a program-end requirement for each graduating student. Attendance is required for the entire three-day ATI Live Review. Failure to attend all three days may result in a delay in the clinical course grade and graduation requirements.

GRADUATION GROUP PHOTO

Students are required to participate in the graduation photo during their last semester. The class is responsible for purchasing the graduation plaque, which features the group photograph and the students' names. All plaques will have the same appearance and will be on display at each campus.

GENERIC TRACK

ASSOCIATE OF APPLIED SCIENCE IN NURSING DEGREE

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses…………………………………………………21	
Technical Education Courses…………………………………………………………39	
Total Credit Hours for ADN	60

Prior Semesters		Credit
EDUC 1100*	Orientation	
BIOL 2401[1]	Anatomy & Physiology I	4
BIOL 2402[1]	Anatomy & Physiology II	4
BIOL 2420[1]	Microbiology	4
ENGL 1301[1]	Composition I	3
PSYC 2314[1]	Lifespan Growth and Development	3
PHIL 2306[1]	Introduction to Ethics	3
Total		21

First Year

Fall Semester		Credit
RNSG 1128	Introduction to Health Care Concepts	1
RNSG 1430	Health Care Concepts I	4
RNSG 1125	Professional Nursing Concepts I	1
RNSG 1161	Clinical – Registered Nursing	1
RNSG 1216	Professional Nursing Competencies	2
	Total	9[3]

Spring Semester		Credit
RNSG 1226	Professional Nursing Concepts II	2
RNSG 1533	Health Care Concepts II	5
RNSG 1362	Clinical – Registered Nursing	3
	Total	10[3]

Second Year

Fall Semester		Credit
RNSG 1237	Professional Nursing Concepts III	2
RNSG 1538	Health Care Concepts III	5
RNSG 2361	Clinical – Registered Nursing	3
	Total	10[3]

Spring Semester		Credit
RNSG 2539	Health Care Concepts IV	5
RNSG 2238[2]	Professional Nursing Concepts IV	2
RNSG 2362	Clinical – Registered Nursing	3
	Total	10[3]

Total Credit Hours for AAS…………………………….60

Notes:
1. This course must be completed with a minimum grade of "C" and a minimum 2.50 GPA prior to applying for admission.
2. Capstone course that consolidates the student's learning experiences.
3. Students who need to be enrolled in full-time study may enroll in courses that meet the BSN requirements.
* All students are required to complete EDUC 1100; however, EDUC 1100 does not count toward degree requirement.

LVN/RN TRACK

ASSOCIATE OF APPLIED SCIENCE IN NURSING DEGREE
(LVN to RN Pathway)

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses...21	
Technical Education Courses..37	
LVN Advanced Placement Credits 2	
Total Credit Hours for ADN...60	

Prior Semesters	Credit
EDUC 1100*	Learning Framework
BIOL 2401[1]	Anatomy and Physiology I................4 ......
BIOL 2402	Anatomy & Physiology II..................4
BIOL 2420[1]	Microbiology................................4
ENGL 1301[1]	Composition I................................3
PSYC 2314[1]	Lifespan Growth and Development......3
PHIL 2306[1]	Introduction to Ethics......................3
	Total................................21

Advanced Placement Credit Courses	Credit
RNSG 1125[4]	Professional Nursing Concepts I..............1
RNSG 1161[4]	Clinical – Registered Nursing................1
	Total LVN Advanced Placement Credit Hours..........2

First Year

Fall Semester	Credit
RNSG 1128	Introduction to Health Care Concepts..1
RNSG 1430	Health Care Concepts I.......................4
RNSG 1216	Professional Nursing Competencies....2
	Total.................................... 7[3]

Spring Semester	Credit
RNSG 1226	Professional Nursing Concepts II...........2
RNSG 1533	Health Care Concepts II......................5
RNSG 1362	Clinical – Registered Nursing...............3
	Total...10[3]

Second Year

Fall Semester	Credit
RNSG 1237	Professional Nursing Concepts III 2
RNSG 1538	Health Care Concepts III 5
RNSG 2361	Clinical – Registered Nursing 3
	Total..10[3]

Spring Semester	Credit
RNSG 2539	Health Care Concepts IV............................... 5
RNSG 2238[2]	Professional Nursing Concepts IV 2
RNSG 2362	Clinical – Registered Nursing....................3
	Total..10[3]
	Total Credit Hours for ADN........................... 60

Notes:
1. This course must be completed with a minimum grade of "C" and a minimum 2.50 GPA prior to applying for admission.
2. Capstone course that consolidates the student's learning experiences.
3. Students who need to be enrolled in full-time study may enroll in courses that meet the BSN requirements.
4. LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
* All students are required to complete EDUC 1100; however, EDUC 1100 does not count toward degree requirements.

COURSE DESCRIPTIONS

RNSG 1128 Intro to Concepts - 1 sem. hrs. (1-0-0)
Course Description: An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Utilize a systematic process to evaluate the human body response to selected health problems referred to as concepts; and apply pathophysiological and assessment data when planning and implementing nursing actions.

RNSG 1125 Professional Nursing Concepts I - 1 sem. hrs. (1-0-0)
Course Description: Introduction to professional nursing concepts and exemplars within the professional nursing roles: member of profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Describe the attributes and roles of the professional nurse; explain the use of a clinical reasoning processes for the development of clinical judgment; discuss the legal-ethical exemplars for professional nursing practice; describe professional communication techniques; and identify health promotion needs for patients across the lifespan.

RNSG 1226 Professional Nursing Concepts II - 2 sem. hrs. (2-0-0)
Course Description: Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Demonstrate the attributes and roles of the professional nurse; apply clinical reasoning processes for the development of clinical judgment; identify the legal-ethical parameters for professional nursing practice as related to selected exemplars; describe professional nursing techniques in providing patient-centered care; describe professional collaboration with members of the health care team; and discuss roles of leadership/management including principles of delegation.

RNSG 1237 Professional Nursing Concepts III - 2 sem. hrs. (2-0-0)
Prerequisite: RNSG 1362 Clinical - Registered Nursing
Course Description: Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Demonstrate the scope of practice in professional nursing roles; incorporate clinical reasoning and evidence-based practice outcomes as the basis for decision-making and providing safe patient-centered care; analyze the legal-ethical parameters for professional nursing practice as related to selected exemplars; manage health information technology to support decision-making and improve patient care within delivery systems; and demonstrate principles of leadership/management including delegation.

RNSG 1161 - Clinical - Registered Nursing - 1 sem. hrs. (0-0-8)
Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
[Eight external experience hours per week.]

RNSG 1216 - Professional Nursing Competencies - 2 sem. hrs. (4-4-0)
Prerequisite: RNSG 1161 Clinical – Registered Nursing
Course Description: Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Apply concepts and principles necessary for the performance of professional nursing skills across the lifespan; demonstrate clinical reasoning processes and clinical judgment in the performance of professional nursing skills; demonstrate a comprehensive head to toe and a focused health assessment; and demonstrate safe medication administration.
[Four lecture and four laboratory hours per week.]

RNSG 1311 - Nursing Pathophysiology - 3 sem. hrs. (3-0-0)
Suggested Prerequisite: Anatomy and Physiology I and II
Course Description: Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. This course lends itself to either a blocked or integrated approach.
End-of-Course Outcomes: Discuss pathological changes in human tissue and systems; relate the diagnosis, treatment modalities and potential outcomes of pathology; and explain the significance of pathophysiology in professional nursing practice.

RNSG 1362 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-8)
Prerequisite: RNSG 1161 Clinical – Registered Nursing
Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
[Eight external experience hours per week.]

RNSG 1430 - Health Care Concepts I - 4 sem. hrs. (3-4-0)
Course Description: In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Utilize a systematic process to analyze selected foundational concepts for patients across the lifespan; describe nursing management of care for selected foundational concepts; apply the learned concepts to other concepts or exemplars; and describe the interrelatedness among foundational concepts to assist in developing clinical judgment. [Three lecture and four laboratory hours per week.]

RNSG 1533 - Health Care Concepts II - 5 sem. hrs. (4-4-0)
Prerequisite: RNSG 1161 Clinical - Registered Nursing
Course Description: In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach.
End-of-Course Outcomes: Utilize a systematic process to analyze selected health care concepts for patients across the lifespan; describe nursing management of care for selected health care concepts; relate the learned concepts to other concepts or exemplars; and describe the interrelatedness among health care concepts to assist in developing clinical judgment.
[Four lecture and four laboratory hours per week.]

RNSG 1538 - Health Care Concepts III - 5 sem. hrs. (4-4-0)
Prerequisite: RNSG 1362 Clinical – Register Nursing
Course Description: In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach.
End-of-Course Outcomes: Utilize a systematic process to analyze selected health care concepts for patients across the lifespan; prioritize nursing management of care for selected health care concepts; apply the learned concepts to other concepts or exemplars; and examine the interrelatedness among health care concepts to make clinical judgements for optimum patient care outcomes.
[Four lecture and four laboratory hours per week.]

RNSG 2238 Professional Nursing Concepts IV - 2 sem. hrs. (2-0-0)
Prerequisite: RNSG 1237 Professional Nursing Concepts III
Course Description: Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Integrate the attributes and roles of the professional nurse into practice; use clinical reasoning and evidence-based practice outcomes as the basis for decision-making and comprehensive, safe patient-centered care; integrate principles of quality improvement and safety into nursing practice; justify decisions based on legal-ethical parameters for professional nursing practice; demonstrate professional comportment; and engage in effective professional collaboration in the delivery of healthcare for quality patient outcomes.

RNSG 2361 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-16)
Prerequisite: RNSG 1362 Clinical – Registered Nursing
Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
[Sixteen external experience hours per week.]

RNSG 2362 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-16)
Prerequisite: RNSG 2361 Clinical – Registered Nursing
Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
[Sixteen external experience hours per week.]

RNSG 2539 - Health Care Concepts IV - 5 sem. hrs. (4-4-0)
Prerequisite: RNSG 2361 Clinical – Registered Nursing
Course Description In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.
End-of-Course Outcomes: Utilize a systematic process to analyze selected advanced health care concepts for patients across the lifespan; critique nursing management for selected advanced health care concepts; relate the learned concepts to a variety of health care situations; and analyze the interrelatedness of health care concepts to make clinical judgements for optimum patient care outcomes.
[Four lecture and four laboratory hours per week.]

SWTX Associate Degree Nursing
Del Rio, Eagle Pass, Uvalde

TEXTBOOK LIST 2025-2026

REQUIRED: FALL SEMESTER (PURCHASE AT the SWTX BOOKSTORE)

E-books- Sold in BUNDLE (purchase at the SWTX Bookstore):

Lilley, et al., *Pharmacology and the Nursing Process*. 10th ed., St. Louis, MO: Elsevier, 2023.

Elsevier, *Nursing Concepts Online-RN*. 4th ed. Elsevier, 2023

Harding et al., *Lewis's Medical-Surgical Nursing*. 12th ed., St. Louis, MO: Elsevier, 2023.

Perry et al., *Maternal Child Nursing Care*. 7th ed., St. Louis, MO: Elsevier, 2023.

Yoast and Crawford, *Fundamentals of Nursing: Active Learning for Collaborative Practice*. 3rd ed., St. Louis, MO: Elsevier, 2023.

Sole et al., *Introduction to Critical Care Nursing.* 9th ed. St. Louis, MO: Elsevier, 2024.

Halter, M.J., Varcarolis' *Foundation of Psychiatric-Mental Health Nursing: A Clinical Approach*. 9th ed., St. Louis, MO: Elsevier, 2021.

Gulanick et al., *Nursing Care Plans: Diagnoses, Interventions, and Outcomes*, 11th ed., Elsevier, 2025

Hard Copy- Purchase Separately:
Curren, A., *Dimensional Analysis for Meds: Simplified Dosage Calculations*. 7th ed., Jones and Bartlett Learning, 2026

LPN Suite from Skyscape, Inc. (Mobile device books):
(The following books are included in the suite and purchased at the SWTX Bookstore)

Vallerand, A. & Sanoski, C., *Davis's Drug Guide for Nurses*. 19th ed., F. A. Davis, 2024.

Van Leeuwen, A.& Bladh, M., *Davis's Comprehensive Manual of Laboratory Diagnostic Tests with Nursing Implications*, 10th ed., 2023.

Venes, D., *Taber's Cyclopedic Medical Dictionary*, 25th ed., F.A. Davis, 2025.

Myers, E., *LPN Notes: Nurse's Clinical Pocket Guide*, 6th ed., F.A. Davis, 2025.

Doeges, M. & Moorhouse, M., et al., *Nurse's Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales*., 16th ed. F.A. Davis, 2022.

SOUTHWEST TEXAS COLLEGE

STUDENT HANDBOOK ACKNOWLEDGEMENT

Please read each statement below, then print your name, signature, and date this form.

I have read and agree to comply with the student policies and procedures as outlined in the SWTX Associate Degree of Nursing (ADN) Student Handbook. I also agree to abide by the course requirements as listed in the course syllabus and all SWTX program policies.

I understand that policies and requirements may change throughout the semesters.

I understand that based on my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will always use the required personal protective equipment at all times.

I have read and understand the progression, withdrawal, and readmission policies as stated in the Nursing Student Handbook.

I will immediately notify the Nursing Director, in writing, of any subsequent changes in criminal history that occur after admission into the nursing program.

I have read and understand that I am responsible for any travel-related expenses incurred to obtain the required clinical experiences.

I have read and understand that the use of electronic communication devices, such as cell phones, pagers, smartwatches, cameras, tablets, calculators, or laptops (for testing purposes) is not allowed in the classroom.

I understand that using any electronic device during a testing situation will be considered an act of academic dishonesty, and I will receive an automatic "0" on the examination or assignment, which may result in dismissal from the program.

_____

Student's Name (Printed)

_____   _____

Student's Signature   Date

left blank intentionally

SOUTHWEST TEXAS COLLEGE

Personal and Health Information Release Form

I authorize the Southwest Texas College Associate Degree of Nursing Program to release all personal and health information, as well as any other documentation necessary, to affiliated clinical agencies as it pertains to my clinical rotations and experiences. Information to be released includes, but is not limited to: current CPR certification, evidence of mental and physical health, all immunizations or acceptable titer levels, evidence of negative TB screen or chest x-ray, evidence of personal and liability health insurance, evidence of negative drug urine screen, COVID vaccinations, and background check clearance.

_____

Student's Name (Printed)

_____   _____

Student's Signature   Date

left blank intentionally

SOUTHWEST TEXAS COLLEGE

Simulation Lab Audio-Video Recording Consent and Confidentiality Agreement

This agreement is made between the Southwest Texas College Nursing Program and the undersigned student.

1. Purpose of Recording: The Institution will conduct audio and video recordings of simulation sessions for educational purposes, including but not limited to performance feedback, assessment, curriculum development, and research.

2. Consent to Record: The student hereby consents to the recording of their participation in the simulation sessions.

3. Confidentiality: The student agrees to maintain the confidentiality of all information related to the simulation scenarios and the performance of any individuals involved.

4. Use of Recordings: The recordings will be used solely for the purposes outlined above and will not be made publicly available without further consent.

5. Access to Recordings: The student may request access to view their recordings for self-assessment and educational purposes.

6. Retention and Deletion: The recordings will be retained for a period consistent with the educational needs and will be securely deleted thereafter.

7. Professional Conduct: The student agrees to adhere to professional standards of conduct during the simulation sessions.

By signing below, the student acknowledges that they have read, understood, and agreed to the terms of this agreement.

_____

Student's Name (Printed)

_____   _____

Student's Signature   Date

left blank intentionally